

## INTERNAL ADVERTISEMENT VACANCY

### *Manager: Legal Services*

Ref No:XXXXXXXX

The above vacancy exists within the Legal Department and reports to the Chief Operating Officer. The purpose of the position is to manage the Legal Services Department and processes, maximize the legal collections and infringement legal action process and generally to maximize the organisation's legal advantage.

#### **Key Performance areas:**

- Case Management
- Resolve Procedural Issues in legal proceedings
- Institute infringement legal action
- Hand over Attorney instructions (Contractual debt, NREN and Performance Returns)
- Contract drafting
- General Internal legal advice
- Legal public relations
- Manage KPA's of staff
- Departmental Costs
- Internal Customer Service
- Policies and procedures

#### **Minimum requirements:**

- Relevant legal qualification - BA LLB, or BCom LLB
- Admitted attorney or advocate
- Strong legal collections background
- 7 years post articles litigation and commercial experience in a law firm, three of which obtained at a managerial level dealing with legal collections
- Sound experience in drafting and vetting of contracts
- Understanding of copyright law will be an added advantage
- Strong team leadership skills
- Strong communication skills - written, verbal
- Ability to manage stakeholders (attorneys, legal consultants, service providers etc)
- Ability to meet tight deadlines and work under pressure
- Excellent computer skills

#### **Core Competencies:**

- Diplomacy
- Methodical
- Assertiveness
- Professionalism
- Integrity
- Decisiveness
- Confidentiality
- Good organisational ability
- Conceptual thinking ability
- Decision Making
- Initiative
- Organisational commitment
- Self confidence

If you are confident that you have the necessary qualifications and experience to perform the above duties, please email your CV to [cv@samro.org.za](mailto:cv@samro.org.za), quoting reference number: XXXXXXXX. Applications received not quoting the reference number might not be considered.

**Closing Date:** 30 November 2011