

VACANCY BULLETIN: STC 003/2024
METROPOLITAN TRADING COMPANY
SHORT TERM CONTRACT EMPLOYMENT - (STC)

Metro Trading Company has the following short-term contract opportunities for a period NOT exceeding Twelve (12) months.



Department: Metropolitan Trading Company (MTC)
Position: Head Legal
Salary Range: Market-Related Salary
Division or Cluster: Legal
Workplace: Braampark

Educational Requirements and Experience

- A B-Degree plus a Post Graduate qualification in law and contracts
- A minimum of 5 years' experience in a similar position, at a similar level of strategic influence in a large enterprise
- Admission as an attorney or advocate to the bar is an advantage.
- Comprehensive understating of local government law and environment
- Ability to work with political representatives, Boards, and senior management of MTC and The City of Johannesburg as a Shareholder and work under high levels of stressful conditions
- High decision-making ability.
- Be able to communicate effectively on a high level.
- Must have a driver's license

Job Description:

- To strategically lead, direct, and control the provision of an effective and comprehensive Legal and
- Conduct research into Contract Service to MTC by developing and implementing the strategies, policies, frameworks, systems, processes, and procedures.
- Interpret all Legal Framework and provide advice on the continuous improvement of legal compliance throughout the Entity
- Strategically integrate the legal and contract support services within the MTC
- Develop, maintain, and review an effective system of delegations to the Chief Executive Officer, Committees and staff
- Provide immediate and ongoing legal advice to the Chief Executive Officer and The Borad on any potential legal risk for MTC and liaise with the various Department in this regard
- Advise the Executive team immediately of any decision or action which may expose MTC to risk and recommend and advise on the best legal strategy to protect MTC's interest
- Ensure the development of a program for the reviews of by-laws for all functions of MTC
- Represent and ensure representation of MTC before and/or on relevant statutory bodies to protect the interests of the MTC
- the best practices associated with the functionality of the department and determining the appropriateness of specific procedures for implementation
- Lead and direct staff within the Legal and Contracts Department so that they are able to achieve the objectives set for them

A comprehensive CV, certified matric certificate and certified ID copy should be emailed to Hr4@mtc.joburg.org.za

In terms of MTC's Talent Acquisition Policy, you hereby consent to the following risk checks should your application be shortlisted:

- **Credit Record**
- **CV Validation and;**
- **Employment record verification**
- **Criminal check and;**
- **Identity Validation**
- **Qualification/ Academic Records**

PUBLICATION DATE: 12 JULY 2024

CLOSING DATE: 25 JULY 2024

**CELANI MATHENJWA
ACTING MANAGEMENT SUPPORT EXECUTIVE
METROPOLITAN TRADING COMPANY**

A handwritten signature in black ink, appearing to read 'CELANI MATHENJWA', with a stylized flourish at the end.