



**Legal and Compliance Specialist**  
**5 Year Contract**  
**2017-03-06**

The above mentioned position is available in the Office of the CEO at Robben Island Museum.

The incumbent, who will report to the Chief Executive Officer, will manage and oversee the legal, compliance and contract management function as well as ensure organizational compliance to legislation. Responsible for drafting, negotiating, structuring, vetting, interpreting, executing, and/or administering contractual documents.

**Duties and Responsibilities:**

- Guiding Robben Island Executives and Management on compliance with legal and statutory requirements.
- Reviewing compliance with all laws and regulations that affect Robben Island Museum;
- Providing legal advise, manage litigation, and instruct attorney as required;
- Taking all necessary steps to ensure that the company compiles with the all Acts which are related to Robben Island Museum:
- Validating Policies and procedures to ensure legislative compliance;
- Developing and maintain quality legal and contract management services
- Developing RIM legal strategy, framework, policy, procedure, and systems
- Supporting the development of RIM Strategic and Annual Performance Plan
- Developing and manage the Legal unit's operational plan
- Providing legal and contract management support to all operations of RIM.
- Supporting initiation and management of contracts for operational projects
- Drafting and reviewing agreements and legal documents
- Effective administration of contracts amendments
- Managing and monitoring legal processes
- Monitoring implementation of legal and contract decisions
- Vetting of contracts to ensure legal protection for RIM
- Ensuring that all agreements and contracts are kept safely within the organisation
- Putting controls in place for management of Legal unit's budget planning and financial controls

**Experience and Technical skills:**

- Law degree;
- Admitted Attorney;
- 3-5 years of experience;
- Sound Knowledge of legislation governing the Heritage Sector;
- Ability to provide sound legal advice.



**Knowledge Skills and Behavioural Attributes:**

- Attention to detail
- Computer literate
- Ability to work under pressure
- Excellent organisation skills and time management skills;
- Good interpersonal skills;
- Ability to interact with external and internal stakeholders.

RIM is an EE, AA, employer and reserves the right not to make an appointment if suitable candidate(s) are not found. Forward a detailed CV, accompanied by Certified Copies your ID and Qualification Certificates as well as contactable referees, to [recruitment@robben-island.org.za](mailto:recruitment@robben-island.org.za) by no later than 06 March 2017. Note: If you do not hear from us within 30 days, please consider your application unsuccessful. **please note your attachment should not exceed 10 MB**

