



The Social Housing Regulatory Authority (the "SHRA") was established in August 2010 by the Minister of Human Settlements in terms of the Social Housing Act, No. 16 of 2008. The SHRA is classified as a public entity in terms of Schedule 3A of the Public Finance

REGULATIONS MANAGER (REF: REGSMAN2021)

(Reporting to the Compliance, Regulations and Accreditation Manager)

Parktown, Gauteng
Salary Negotiable

Purpose	
<p>The main purpose of the Regulations Manager is to manage the Regulations Function and to ensure that regulated institutions comply with the Social Housing Act and Regulations. The Regulations Manager needs to develop/influence and implement regulating processes to ensure that accredited SHIs, delivery agents and sector stakeholders comply with the act and regulations, this includes enforcement and litigation</p>	
Key responsibilities	
Key Performance Areas	Activities
Enforcement Legal Support	<ul style="list-style-type: none"> • Provide legal advice on SHRA regulatory compliance and enforcement and present findings and legal recommendations as required. • Evaluate enforcement cases by checking quality and completeness of evidence, checking against good practice and legal requirements, and requesting additional documentation (if necessary) to support the compiling of suitably strong case files as required. • Provide legal support in enforcement engagements by managing cases, making recommendations, and compiling agreed recourse documentation on conclusion of engagements as required. • Assist to build legal enforcement tools and templates to support case compilation by evaluating requirements, developing tools and templates, and handing over to managers for implementation. • Assist with review and update of legal approaches and enforcement tools continuously. • Report on legal enforcement support by gathering all required information, collating, and reporting according to the agreed standards quarterly
Litigation	<ul style="list-style-type: none"> • Assist to Litigate on behalf of SHRA to achieve the desired optimal outcome by investigating and gathering evidence on litigation matters, gain expert legal opinion and input when required to improve the SHRA litigation outcomes. • Prepare the associated case material for the litigation process in collaboration with the sourced Legal Counsel. • Assist the sourced Legal Counsel in litigation matters and provide support to ensure the best interest of the SHRA • Report on litigation matters by tracking progress and reporting as per standards within agreed deadlines.
Legal Drafting	<ul style="list-style-type: none"> • Compile and review legal documentation, including contracts, related to the SHRA. • Ensure compliance of contracts to legal requirements. • Compile/amend legal documentation and contracts. • Ensure that the best interest of the SHRA is protected in all legal documentation. <p style="margin-left: 20px;">Influence legal and regulatory drafting/amendments on behalf of the SHRA.</p>

Contract Management	<ul style="list-style-type: none"> • Develop and implement contract management policies, procedures and requirements. • Draft allocated contracts by receiving brief and compiling contract in line with defined standards and requirements, referring for comment, making amendments and submitting for final approval by agreed deadline. • Conduct first review of contracts received from external parties by evaluating contracts, making notes and comments on contract and submitting for final review within approved timeframe. • Coordinate the distribution and delivery of approved and amended contracts by identifying required recipients and coordinating delivery within deadlines. • Track the delivery of the contracted deliverables, standards, and budgetary allocations. • Terminate contracts in cases of continuous non-delivery against regulatory requirements in accordance with legal requirements.
Legal Communication and Education	<ul style="list-style-type: none"> • Develop communication or education on relevant new or changing legal information related to Regulation that affects or impacts on SHRA by reviewing legal decisions and prescripts, policies etc. • Identify relevant information and draft a summary of the new information and distributing once approved as required. • Build SHRA Regulation legal capacity by identifying common legal queries and questions from business and drafting communications to relevant staff and managers educating them on the issue and how to handle it as required. • Manage that Legal support providers are informed and updated on developments and information that could have implications on their cases/opinions by collecting information, developing a communication, gaining signoff, and distributing within defined standards. • Facilitate communication and education sessions, internally and externally, to ensure that the SHRA is well informed of the Regulation legal and regulatory impact and requirements
Policy Process Review	<ul style="list-style-type: none"> • Consistently review existing policies and procedures to ensure currency and relevancy. • Amend policies and procedures in accordance with changes to the Regulations environment to ensure currency and relevancy. • Submit amended policies and procedures for approval. • Conduct communication and awareness sessions on the amended policies and procedures where applicable. • Compile education and awareness documentation on the amended policies and procedures and distribute it across the SHRA to ensure that all role players are informed. • Distribute education and awareness documentation on policy and procedure reviews to relevant external role players where applicable.
Represent SHRA	<ul style="list-style-type: none"> • Identify representation requirements and analyse to determine the nature and extent of the representation: <ul style="list-style-type: none"> • Providing SHRA information • Communicating SHRA position • Protection of SHRA position • Presenting papers on behalf of SHRA • Conduct research to ensure all relevant aspects are considered and known for representation. • Represent the SHRA at the appropriate forums in terms of <ul style="list-style-type: none"> • Position negotiation • Presenting papers or information • Ensuring the SHRA position is not disadvantaged.

	<ul style="list-style-type: none"> • Compile and distribute a report on the outcomes of the representation to ensure that all relevant role players are informed of possible actions required. • Compile actions plans, where appropriate, manage and monitor the implementation if the SHRA is affected in any way
Provide Support	<ul style="list-style-type: none"> • Receive and analyse a request to determine the nature and extent of the support to be provided; or • The need for provision of support is identified during the execution of outputs. • Diagnose the problem to determine the appropriate action: <ul style="list-style-type: none"> • Provide information/solutions. • Conduct research to develop a solution. • Inputs into the development of the APP. • SHRA Strategic Inputs. • Legislative or regulatory advice. • Provide/develop a solution; or • Escalate the problem to the relevant role players for a solution where applicable. • Ensure that escalated problems are resolved within the allocated time frame. • Test the solution to ensure that the diagnosed problem is resolved. • Implement the solution in accordance with procedures and test to ensure that the solution is functional. • Monitor the implemented solution for a period in accordance with the impact on the system. • Document the solution in accordance with policies and procedures in the standardised format where necessary. • Submit the resolution document to the document management system for future reference purposes. • Provide feedback to the relevant role players. • Provide Support within the allocated time frame.
REQUIREMENTS	
Qualifications/Knowledge (including most relevant field of study) <ul style="list-style-type: none"> • An NQF Level 8 qualification in the Legal Discipline (LLB) • Admission to the BAR 	Experience <ul style="list-style-type: none"> • 5 – 8 years' experience post articles • Experience in a corporate legal environment • Regulatory experience will be an advantage
Leadership, technical and behavioural competencies	
<ul style="list-style-type: none"> • Contractor/Service Provider Management • Scheduling and Coordination • Legal Drafting • Legal Reports • Legal Research • Monitoring • Contract Management • Stakeholder Engagement • Assertiveness • Professionalism 	<ul style="list-style-type: none"> • Policy and Procedure Development and Implementation • Data Analysis • Litigation • Legislative Awareness and Expertise • Regulatory Enforcement • Relationship Management • Team Player • Ethics and Integrity • Technical Curiosity and Expertise

Note: SHRA reserves the right not to make an appointment or withdraw the advertisement. Appointments will be made in line with the Entity's Employment Equity Plan. Communications will be with short-listed applicants only.

To apply for the above position, please forward a relevant CV to recruitment@shra.org.za. **Please ensure that you use the reference (Ref: REGSMAN2021) in the subject line.** The closing date for applying is 10 September 2021.
