



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

## LEGAL MANAGER (Ref: LEGM2025)

(Reporting to the Corporate Services Manager)

Parktown, Gauteng

Salary Negotiable

### GENERIC INFORMATION

<b>1. POSITION TITLE</b>	Legal Manager
<b>2. DEPARTMENT</b>	Corporate Services
<b>3. REPORTING TO</b>	Corporate Services Manager
<b>4. GRADE LEVEL</b>	D Band
<b>5. LOCATION / CENTRE</b>	<b>Johannesburg</b>

### JOB DETAILS

#### Purpose

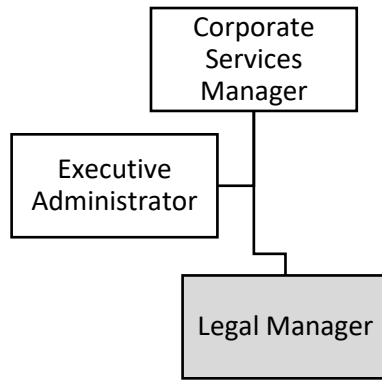
The main purpose of the Legal Manager is to manage the SHRA legal risk and exposure and ensure that it is limited through drafting and/or vetting of legal documentation (including contracts, mortgage bonds, Notarial Deeds etc.), litigating, managing legal service providers and providing legal support across all areas within the business.

To proactively advise and support the SHRA on the legal aspects related to its mandate. Ensuring that a particular situation, action, or initiative does not have an adverse reputational or other negative consequence for the Regulatory Authority.

Key stakeholders the Legal Manager will engage with are:

- National Department of Human Settlement, Provincial Departments and Municipalities
- Council
- Exco
- Company Secretary
- Compliance, Accreditation and Regulation
- Senior Management
- Legal Services Forum of Human Settlements Sector
- Staff
- Service Providers and Banks

### ORGANISATIONAL STRUCTURE



Key Performance Areas	Activities
<b>Legal Advisory</b>	<ul style="list-style-type: none"> <li>• Provide expert legal advice and guidance to the SHRA on a wide range of legal matters, including contracts, compliance, company law, property law, intellectual property law, employment law, administrative law and regulatory issues.</li> <li>• Conduct legal research and analysis to anticipate and identify potential legal risks and implications associated with various business activities, initiatives, and decisions of the Regulatory Authority.</li> <li>• Collaborate with relevant stakeholders to develop strategies, policies, and procedures that mitigate legal risks and ensure compliance with applicable laws and regulations.</li> <li>• Advise on legal implications and potential consequences of proposed actions, initiatives, or changes in business practices to safeguard the SHRA's reputation and minimize legal exposure.</li> <li>• Proactively assess and manage risks arising from legal matters, ensuring the SHRA maintains a positive public image and stakeholder confidence</li> <li>• Work closely with internal departments to develop and implement measures that align business practices with legal requirements, ethical standards, and industry best practices.</li> <li>• Ensure efficient and effective management of litigation for and against the Regulatory Authority.</li> </ul>
<b>Business Strategy Leadership</b>	<ul style="list-style-type: none"> <li>• Participate in the development of the Legal Unit's Annual Performance Plan by the agreed deadline through providing inputs into the plan that delivers the strategic objectives, aligning organisational resources with plan deliverables and managing the implementation of the agreed deliverables by the agreed deadlines</li> <li>• Resolve challenges to the successful achievement of the Unit deliverables by monitoring Unit/team performance, identifying areas of risk or challenges being faced and addressing these within agreed challenge-resolution timelines</li> </ul>
<b>Legal Risk Management</b>	<ul style="list-style-type: none"> <li>• Co-ordinate and compile the department's monthly and quarterly reports.</li> <li>• Edits and proofreads reports and presentations.</li> <li>• Track commitments, report deadlines and manage follow-ups.</li> <li>• Process all documentation according to SHRA policies and procedures as well as document control principals, within specified set time frames to ensure compliance.</li> <li>• Assist in identifying and adhering to fraud controls, risk prevention principles, sound governance and compliance processes, and tools to identify and manage risks.</li> <li>• Support and provide evidence to all internal and external audit requirements.</li> <li>• Maintain quality risk management standards in line with relevant requirements.</li> </ul>

Key Performance Areas	Activities
	<ul style="list-style-type: none"> <li>• Identify opportunities to improve the organisational operations to mitigate legal risks by evaluating the business operations from a legal risk perspective, identifying high risk areas, engaging with business area managers to develop systems and structures that reduce legal risk and tracking implementation within agreed timeframes.</li> <li>• Provide legal opinion and protect the organisation by providing legal advice to Management within agreed timelines</li> <li>• Represent SHRA in legal negotiations and discussions and developing a position that supports the SHRA mandate and strategy and presenting the position as required</li> <li>• Provide comprehensive legal analysis and opinion on legal queries within the agreed timelines</li> <li>• Build corporate legal capacity by identifying common queries, implementing strategies to build organisational legal knowledge and developing standard solutions so that corporate capacity is built on common legal issues monthly</li> <li>• Represent the SHRA by participating and contributing to the Legal Service Forum as required</li> </ul>
<b>Litigation</b>	<ul style="list-style-type: none"> <li>• 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 and implementing litigation strategies to achieve litigation objectives within agreed timeframes</li> <li>• Managing external attorney relationships, and influencing attorney behaviour</li> <li>• Report on litigation matters by tracking progress and reporting as per standards within agreed deadlines.</li> <li>• Identify opportunities to improve the organisational operations to mitigate risks of litigation by evaluating the business operations from a legal risk perspective, identifying high risk areas, engaging with business area managers to develop systems and structures that reduce legal risk</li> <li>• Tracks and report on implementation and compliance with legal risk findings</li> </ul>
<b>Legal Drafting and Contract Management</b>	<ul style="list-style-type: none"> <li>• Draft legal documents and contracts for relevant organisational transactions by participating in the SHRA contract negotiations, gathering all required information, drafting the document, checking for legal completeness and compliance and distributing for approval</li> <li>• Make recommendations on contract renewal / extension / termination by reviewing the contract, identifying required contract action, developing a contract plan and implementing by the agreed deadline.</li> <li>• Develop contract templates for standard transactions by identifying required standard templates, developing and distributing within agreed deadlines</li> <li>• Report on contracts by gathering all required information, collating and reporting according to the agreed standards quarterly</li> <li>• Maintain and enforce all related Service Level Agreements to minimise business risk and ensure business continuity.</li> <li>• Review related Standard Operating Procedures in consultation with the Executive Manager to ensure business optimisation.</li> </ul>
<b>Legal Service Provider Management</b>	<ul style="list-style-type: none"> <li>• Participate in the Legal Service Provider selection process by developing scope of work for Service Providers, evaluating existing and potential legal service providers and appointing based on defined selection criteria and alignment with expertise, scope of work and work deliverables within defined standards</li> </ul>

Key Performance Areas	Activities
	<ul style="list-style-type: none"> <li>• Manage Legal Service Providers by measuring performance against scope of work, budget / costs and delivery deadlines monthly and addressing non-performance within defined standards</li> <li>• Manage legal services budget compliance by tracking service provider billing and invoicing and comparing against the allocated and planned legal budget on a quarterly basis</li> <li>• Report on Service Provider performance and delivery by collecting required performance information, collating and reporting monthly and quarterly</li> </ul>
<b>Staff Management</b>	<ul style="list-style-type: none"> <li>• Provide leadership, guidance, and supervision to junior team members, fostering their professional development and ensuring the delivery of high-quality legal services.</li> <li>• Mentor and coach legal interns, offering guidance on legal research, analysis, and the development of legal arguments and strategies.</li> <li>• Conduct regular performance evaluations, provide constructive feedback, and identify training and development opportunities to enhance the skills and capabilities of the legal team</li> <li>• Build capacity within the team through developing skills and competencies, addressing development needs and providing coaching and mentoring support on an ongoing basis and in monthly individual performance discussions</li> <li>• Monitor, evaluate and manage the team performance through implementing the HR policy, implementing performance process and, when required, instituting compliant disciplinary action within the approved defined standards and on an ongoing basis</li> <li>• Recruit quality team members to support the team and organisation and the achievement of its objectives and strategy through defining the role requirements, identifying critical competencies, testing for these competencies and appointing within the HR and EE policy guidelines as and when required</li> <li>• Build a cohesive, high performing team through motivating, guiding, coaching, mentoring and leading in a fair and consistent manner to deliver on the organisational performance and strategic requirements.</li> </ul>

<b>REQUIREMENTS</b>
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<p><b>Qualifications/Knowledge</b> (including most relevant field of study)</p> <ul style="list-style-type: none"> <li>● LLB Degree at NQF Level 8 as recognised by SAQA.</li> <li>● Admission as an Attorney</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>● 8 to 10 years' post admission legal experience</li> <li>● 5 years of which in a managerial level.</li> <li>● Proven experience as a legal advisor, counsel, or in-house legal counsel, with a strong focus on property law, finance agreements, deal making risk management, and compliance</li> <li>● Experience in board reporting</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>● Social Housing Act and Regulations</li> <li>● Companies Act, (business rescue knowledge as an added advantage);</li> <li>● Commercial contract drafting</li> <li>● PAIA</li> <li>● PAJA</li> <li>● FICA</li> <li>● POPIA</li> <li>● PFMA and Treasury Regulations</li> <li>● Extensive knowledge of commercial and corporate law, regulatory frameworks, and best practices</li> <li>● Governance</li> <li>● Land/Immovable Acquisition</li> <li>● Understanding of Conveyancing and Bond Requirements</li> </ul>
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**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.

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To apply for the above position, please forward a relevant CV to [recruitment@shra.org.za](mailto:recruitment@shra.org.za). **Please ensure that you use the reference (Ref: LEGM2025) in the subject line.** The closing date for applying is the 29 August 2025.

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