

**Are you a quality driven individual?  
Do you have a passion for perfection?**

**If you answered Yes to these questions, you could be just the individual we are looking for**

## **LEGAL OFFICER**

**Salary R414 737.00 - R 487 926.00 per annum**

### **Overview of the Organisation**

The NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). The NMISA is mandated by the Act to provide for the use of the international system of units (the SI) and other measurement units in South Africa, to maintain national measurement standards (NMS) and to determine and ensure the comparability of the NMS. More information can be obtained from [www.nmisa.org](http://www.nmisa.org)

### **The position**

To provide legal services to the NMISA and administrative support as required by the organisation

### **Educational Qualification and Experience**

- BProc or LLB Degree (Bachelor of Law Degree) or equivalent qualification
- Minimum 3 years' legal environment and administrative law experience
- Admission as an Attorney or Advocate
- Knowledge of all relevant legislation (PFMA, New Companies Act, King IV etc.)
- Competent in MS Office Software package
- Analysing, quality and detailed orientation
- Good communication skills and report writing skills
- Valid driver's license
- Commercial law practice experience will serve as an added advantage

### **Duties and Responsibilities**

- To provide legal services to the NMISA and administrative support as required by the organisation
- Handle correspondence relating to the Entity's legal matters
- Conduct research and provide advice on various legal issues within the organisation
- Prepare files for court cases
- Draft legal documents, review contracts in line with the Entity's regulatory framework
- Provide divisions with legal advice
- Assist with development of policies
- Assist with preparation of regulatory audit reports

- Facilitate flow of information to external parties
- Administer document management system in legal services
- Attend to any other relevant and reasonable tasks as and when required

The ideal candidate will be very detail conscious, dependable and will act in an understanding and helpful manner while performing tasks associated with the position. The position also requires being honest and ethical, attention to detail, being pleasant with others and displaying a good-natured, cooperative attitude. The ideal candidate will require emotional maturity, exert self-control in order to maintaining composure, keep emotions in check, controlling anger, and avoiding aggressive behaviour, even in difficult situations.

### **Please note**

The NMISA subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to candidates who meet the requirements and who will add to the cultural and gender diversity of the organisation.

**Interested and suitably qualified persons may forward all supporting documentation required (updated CV, certified educational qualifications, certificate of admission as attorney or advocate, certified academic record and certified ID.) when applying for the position email NMISA Human Resource at [careers@nmisa.org](mailto:careers@nmisa.org) Only candidates with all supporting documents will be considered for the position. Clearly indicate which position you are applying for.**

Closing date for applications: **16 August 2022**

People with disabilities are encouraged to apply

Correspondence will be limited to short-listed candidates only.

By applying for this position at the NMISA, the applicant understands, consents, and agrees that the NMISA may solicit a credit and criminal report from a registered credit bureau and/or the SAP in relation to positions that require trust and honesty and/or entails the handling of cash or finances and may also verify the applicant's educational qualifications and employment history.