



Job Profile-Head of Legal

Primary Purpose of the Job

- Lead the Legal Services Unit, and ensure that authoritative and high-quality advice, opinion, assistance, support and inputs are provided on all legal and regulatory matters.
- Provide secretarial support to the meeting of the Committee of Ministers of Justice/Attorney Generals.
- Manage the efforts and performance of the legal team in the Unit.

Duties and Responsibilities

Legal Services

- Manage and direct an array of corporate legal services to the Secretariat.
- Periodic review of legal instruments developed to assist the Secretariat's decision-making processes, and discharge of its Treaty/Protocol-based functions.
- Oversee the provision of expert legal advice and support to the Summit, Council, and Ministerial Committees, Member States and Regional Stakeholders in achieving the Regional Cooperation and Integration agenda.
- Interpret and apply the provisions of the SADC Treaty, Protocols and other legal instruments to the settlement of disputes; and provide legal solutions to disputes across SADC Institutions.
- Provide expert legal advice, assistance, interpretation and support on issues of harmonisation of laws across Member States.
- Spearhead the development of a legal framework aimed at improving the implementation and monitoring of implementation of the SADC Treaty, Protocols or other SADC Legal Instruments.
- Carry out the servicing of meetings of the Committee of Ministers of Justice/Attorneys-General.
- Initiate, review and/or negotiate draft memoranda of understanding, contracts or agreements between SADC and International Cooperating Partners, grantees or economic operators, and provide their interpretation as necessary.
- Motivate and facilitate periodic review and or amendment of the SADC Treaty and relevant SADC protocols, agreements and other SADC legal instruments that have limitations for the Secretariat or Member States to advance the regional integration agenda:
- Manage the work of external legal advisors and facilitate their representation of SADC where necessary.
- Act as Custodian for all SADC legal documents, contracts and templates.
- Provide expert advice, opinion or support to Management and Secretariat's meetings on any matter with legal implications.
- Facilitate settlement of legal disputes between SADC institutions, within the Secretariat and representing SADC and its institutions in such disputes.

- Periodic review of all contracts of the Secretariat to ensure relevance and comprehensiveness of contracts, ensuring that there are no gaps with potential risks for the organisation
- Ensure the legal safeguards are provided for SADC cooperation and partnership with regional, continental and international bodies, including but not limited to other Regional Economic Communities, African Union, and such similar bodies.

Leadership

- Develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the Unit's objectives.
- Participate in the formulation and development of the Organisational Strategy for the Secretariat.
- Develop short- and long-term plans and budgets for the Unit, monitor progress, assure adherence and evaluate performance on a regular basis.
- Manage the delegated Unit budget to ensure optimal use.
- Achieve the mission, goals and objectives of the Unit, and report progress to the Executive Secretary.
- Implement decisions of Summit, Council and Committee of Ministers of Justice/Attorneys General.
- Assist the Audit teams in their review of this function and implement audit recommendations as and when they are made.
- Research on various issues pertinent to implementation of SADC activities and adopt best practices in own area of work and maintain high level of knowledge in order to effectively undertake the duties of the post.
- Plan and implement legal risks management measures.

People Management within the Unit

- Ensure team compliance with all relevant Secretariat values, policies and standards, and regulatory requirements.
- Work towards building a positive and compelling workplace and team culture.
- Maintain a climate that attracts, retains and motivates top quality personnel.
- Plan the Unit's activity and maintain direct oversight on its operations and the staff in terms of (a) work scheduling, (b) estimating resource and staffing needs, (c) allocating and delegating tasks, and (d) recruiting, training, developing, supporting, supervising, mentoring, motivating and appraising staff.
- Undertake any other duties as delegated by the Executive Secretary.

Position Requirements

Qualifications and Experience

Education

- At least a Master's Degree in Law from a recognised institution.

Professional Certification

- Licensed or certified to practice law in any jurisdiction of a SADC Member State.

Specialised knowledge

- Knowledge and understanding of International Treaties namely Protocols, Conventions, Charters, Pacts, etc.
- Knowledge of the SADC legal regime and laws and constitutions of the SADC Member States.
- Proficient in the use of computers and computer software relevant to the position.

Experience

- At least 10 years of legal experience with 5 years in senior legal or line management position in the public or private sector

Skills Requirements

- Communication and presentation skills.
- Conflict management skills.
- Decision-making skills.
- Interpersonal skills.
- Leadership skills.
- Mentoring and coaching skills.
- Negotiation, persuasion, advocacy, networking and relationship building skills.
- Organisational skills (planning, budgeting, time management).
- Research, analytical and problem-solving skills.
- Team building skills.

Competency Requirements

- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals.
- Capable of maintaining quality whilst working under pressure and adhering to deadlines.
- Capacity to motivate and influence people positively, and create a climate where people want to do their best.
- Conceptual and practical thinking.
- Customer focused.
- Decisive.
- Organisational awareness with an understanding of how to engage the organisation to get things done.
- Maintain confidentiality and is respectful of sensitive situations.
- Methodical and organised, and able to look at the big picture without losing the attention to details.
- Politically savvy i.e. identify internal and external politics that impact the Secretariat's work, and act accordingly.
- Professionalism and adherence to good work ethics.
- Question conventional approaches and encourage new ideas and innovations for progress.
- Resilience and personal drive, self-motivation.
- Results and performance driven.
- Visionary, thinks and acts strategically.