



Contract Officer / Legal Officer

WHO WE ARE

The Collective X is at the forefront of tackling South Africa's critical shortage of digital skills. As a dynamic not-for-profit organisation, we meaningfully connect the supply and demand of South African digital skills by facilitating the right training, at the right time, for the right price, to impact our future in the right way. Spearheaded by a team of seasoned professionals with extensive backgrounds in social impact, government, private sector, and programme management and supported by a profiled and experienced board that provides financial and governance oversight, we are on track to inject 10,000 new digital jobs for marginalised young people into the economy.

While still a young organisation, The Collective X is very well supported by several philanthropic and business organisations, guaranteeing stability and sustainability over the coming years. With a rapidly expanding network of donor partners and robust support from the business community, senior leaders, and business influencers nationwide, we are experiencing rapid scale and are poised for significant impact.

Join us in our mission to revolutionise South Africa's digital landscape and make a tangible difference in the lives of its people. At The Collective X, you will be part of a cutting-edge organisation in a fast-paced environment, where innovation thrives and meaningful work with impact is at the heart of everything we do.

Roles/Responsibilities

- Write and negotiate a wide range of contracts (confidentiality agreements, letters of intent; memorandum of understanding, partnership agreements; and participate actively in their negotiation.
- Negotiate and draft / review legal agreements, including funding agreements, and any applicable supporting documents.
- Review vendor and all third-party agreements.
- Conduct thorough legal research and analysis to stay up to date with relevant laws, regulations, and industry standards pertaining to legal, compliance and risk management, especially for new and emerging legislation and provide proactive guidance to senior management.
- Stay informed about emerging legal and regulatory trends in the risk, compliance, fraud, and internal audit domains, and provide proactive guidance to senior management.
- Develop, review, and enhance compliance programs to ensure alignment with legal requirements and industry best practices.
- Provide guidance and support to internal teams regarding compliance matters, risk assessments, and potential legal implications of business decisions.
- Collaborate with cross-functional teams to identify and mitigate potential risks and develop effective risk management strategies.
- Conduct internal audits to uncover and resolve instances of non-compliance ensuring appropriate actions are taken to address identified issues, coaching people to ensure they understand why changes need to be made.
- Advise on and assist in the implementation of internal controls, monitoring mechanisms, and auditing processes to ensure compliance with legal and regulatory requirements.
- Support the CEO and EXCO with other tasks and projects as needed.
- Help ensure that proper governance is observed in all aspects of the entity's transactions.
- Roll out compliance training programmes, where appropriate.
- Establish and maintain a library of contract precedents.

Qualifications

- LLB or equivalent Law Degree.
- Admitted Commercial attorney with at least 3-5 years post article experience.

Experience and Competencies

- Strong knowledge of laws, regulations, and industry standards related to legal, compliance and risk; a curiosity and appetite to constantly improve own understanding and knowledge.
- Demonstrated experience in developing and implementing effective risk management strategies, compliance programs, and internal controls.
- Excellent analytical, problem-solving, and decision-making skills, with a keen attention to detail.
- Exceptional communication and interpersonal skills, with the ability to collaborate effectively with individuals at all levels of the organization.
- Self-motivated, proactive, and capable of working independently in a demanding environment.
- Ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- An agile mindset and startup experience in regulated industries such as finance and information technology is a plus.
- Enthusiasm for the mission and purpose of The Collective X.
- Excellent verbal and written communication skills, should focus on detail, be accurate organised and able to work independently within a team environment.

Please send your application to nthabiseng@thecollectivex.org

Closing Date: 27 March 2024