Position Title: Legal Officer

Programme/Hub: Contracts, Compliance and Risk Management (CCRM)

Monthly Salary: R40 000 - R45 000 per month (commensurate with experience)

Location: Saltriver, Cape Town (A hybrid work arrangement with 2 days in office and 3 days working from home)

About SouthSouthNorth
SouthSouthNorth (SSN) supports national and regional responses to climate change through policy and knowledge interventions, partnerships and deep collaboration. We do this by connecting people and information, enhancing capability and mobilising resources to respond innovatively to the challenges and opportunities that climate change presents. Being positioned in the Global South affords SSN a deeper understanding of, and connection to, the climate and development challenges facing the region. We enhance developing countries’ access to climate information by brokering climate knowledge through formalised exchanges among various stakeholders. We assist decision-makers in delivering climate compatible development by informing policy formulation and implementation. We bring good governance to the management of donor funds, technical assistance and project management.

Full details of the projects that SSN currently implements are available at www.southsouthnorth.org.

About CCRM
The Contracts, Compliance and Risk Management (CCRM) Hub supports the various Programmes hosted by SSN in order to ensure effective delivery and good governance.

Roles and Responsibilities

Contracts:

- The development and implementation of new contract templates to align contracts with stakeholder requirements.
- Support the maintenance and updates of a standard contract template database, including plain language reviews.
- Drafting contracts from the template database as appropriate to stakeholder needs.
- Review and risk-based assessment of contracts with donors and clients.
- Supporting the procurement process including review and risk-based assessment to ensure alignment with SSN and stakeholder policy.
- Supporting other Hubs (Finance, Ops, HR, KM and HQ) on contract-related matters.
• Review and draft internal policy to support delivery and good governance.
• Research from time to time on contract-related matters.
• Procurement experience will be an advantage.

**Compliance and Risk Management:**

• Support bid development and income stream verification processes.
• Support third-party due diligence.
• Support formal risk management processes.
• Support the creation of compliance resources including training.
• Support Compliance and Risk Management across other Hubs (Finance, Ops, HR and KM)
• Data privacy and compliance experience will be advantage.

**Skills Experience and Qualification Requirements**

• A university degree in law.
• 3 to 5 years of experience in a similar role.
• Good knowledge of contract law and contract document requirements,
• Attention to detail with an ability to work effectively with minimal supervision and as part of a team.
• SSN uses a range of software platforms for work management, data storage and communications and ability is expected on Microsoft Word.
• Excellent writing skills in English.

**Application process**

To apply, please complete the following Application Form.

Applications will close at midnight on **15 November 2023**. Shortlisted candidates will be contacted within two to three weeks of the closing date. If you are not contacted within this time period, please consider your application unsuccessful. Unfortunately, we are not able to offer feedback on any application made for this job posting.

SSN is committed to providing equal opportunities and practising affirmative action employment relating to race, gender and disability.

SSN reserves the right not to make an appointment.