Position Title: Legal Officer

Programme/Hub: Contracts, Compliance and Risk Management (CCRM) and The Climate, Environment and Nature Helpdesk (CLEAN HD)

Monthly Salary: R30 000 – R35 000 per month (commensurate with experience)

Location: Salt River, Cape Town - (Preference will be given to those who reside in Cape Town)

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 CLEAN

The Climate, Environment and Nature Helpdesk (CLEAN HD) is a technical assistance facility that provides flexible, on-demand, rapid technical assistance to UK government agencies, embassies and central offices on requests related to Climate, Environment and Nature. The Helpdesk will support the delivery of the UK government's ambitions on Paris Alignment and climate commitments. The CLEAN Helpdesk is a central gateway (repository and access point) for UK government departments to technical assistance to rapidly bolster the capacity to improve the uptake of climate information and climate risk analysis and adaptation assessment, including for integration, and to enhance compliance with the FCDO Climate and Environment Programme Operating Framework (PrOF) guidance. The CLEAN Helpdesk will simplify access to the full range of central Climate, Environment and Nature (CEN) Technical Assistance (TA), making it quicker and easier for officials to access the appropriate support.
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.

Role Summary
The Legal Officer will be part of the CCRM Hub and will primarily manage all contract processes on the CLEAN helpdesk, and support compliance requirements including risk management and safeguarding with work being extended to other FCDO funded programmes initially. The role is not limited to the CLEAN Helpdesk and will be expanded to include similar support on other programmes hosted by SSN.

Skills, Experience and Qualification Requirements
- Admitted Attorney or LLB graduate with experience as a Commercial in-house lawyer.
- 3 to 5 years of experience in a similar role.
- Good knowledge of procurement, compliance and contracts:
  - Familiarity with procurement processes to comply with organisational policy and donor requirements.
  - An ability to work independently and quickly with high attention to detail will ensure that contracts are finalised under tight deadlines, while maintaining strict adherence to legal, organisational, and donor standards.
  - Compliance will include support on risk management, data protection and safeguarding.
- SSN uses a range of software platforms for work management, data storage and communications and ability is expected on Microsoft Word.
- The ideal candidate must be able to work independently and quickly, ensuring contracts are completed efficiently and accurately.
- All contracts are in English and a good command of the language is required to review and draft contracts, engage on robust due diligence processes and support risk mitigation.

Application process
To apply, please complete the following Application form

Applications will close at midnight on 4 August 2024. 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 practicing affirmative action employment relating to race, gender and disability.

SSN reserves the right not to make an appointment.