CALL FOR APPLICATIONS:
SENIOR MANAGER: LEGAL FOR GAUTENG GROWTH AND DEVELOPMENT AGENCY (GGDA)

FIVE (5) YEARS FIXED-TERM CONTRACT WITH THREE MONTHS' PROBATION, PATERSON GRADE GGDA D5, SALARY R1 295 606.00 TOTAL COST OF EMPLOYMENT PER ANNUM

The Gauteng Growth and Development Agency (GGDA) is the implementation arm of the Department of Economic Development. The GGDA has the mandate to lead, facilitate and manage sustainable job creation and inclusive economic growth and development in the Gauteng City Region through:

- Enabling economic development that is focused on creating sustainable jobs by facilitating delivery of key national and provincial programmes of action.
- Strategically positioning the province into a globally competitive city region.
- Facilitating partnerships and creating linkages across the province to maximize service delivery outcomes.
- Supporting the development of Key Sectors of the economy in line with the economic development and industrial strategies of the province by carrying out:
    - Business enablement
    - Establishment of capital projects
    - Land development
    - Trade and investment promotion

The primary purpose for this position is to provide strategic legal guidance to ensure compliance with applicable laws and regulations, manage legal risks, and contribute to the achievement of the organization's objectives.

The successful incumbent will be reporting to: GE Company Secretariat and Legal and will be expected to execute the following tasks:

Strategy Development and Formulation

- Develop and implement legal strategies aligned with GGDA's overall goals and objectives.
- Provide leadership and guidance to the legal team, fostering a culture of excellence, collaboration, and innovation.
- Lead and manage the Department in line with the approved policies, applicable laws, and the delegated authority by facilitating resource availability for operational effectiveness.
- Provide regular reports to the EXCO and other structures on the operations and activities of the Department.
- Identify the principal risks of the Department and implement appropriate systems to manage these risks.

- Assist the Executive Management and Group CEO in preparing reports on strategies for the Board.

Operations Management

- Manage and oversee all legal disputes, ensuring effective resolution and risk mitigation.
- Collaborate with external legal counsel when necessary.
- Oversee the negotiation, drafting, and review of contracts, agreements, and legal documents.
- Advise on contractual matters and provide guidance on risk mitigation strategies.
- Document, assess, review, and update the business processes to ensure that all processes respond to the mandate of the GGDA and its Subsidiaries.
- Contribute to the development and implementation of internal policies and procedures.
- Ensure that policies align with legal requirements and industry best practices.

Stakeholder Relationship Management

- Identify strategic stakeholders to foster effective communication and ensure appropriate relationships are maintained.
- Communicate and collaborate with internal stakeholders, government entities, private sector stakeholders,
- Develop and nurture strategic partnerships and connections with essential stakeholders, while also establishing operational stakeholder forums and actively engaging in various meetings and discussions.
- Cultivate, maintain, protect, and promote the GGDA's corporate image and the brand.
- Articulate organizational programmes, plans, and values to stakeholders.

Good Corporate Governance

- Provide guidance on corporate governance matters, including board governance and compliance.
- Facilitate training sessions on legal and governance matters for the executive team and staff.
- Ensure compliance with the Corporate Governance Framework (i.e., Companies Act, King IV, and any other relevant frameworks).
- Ensure adherence to the GGDA's Code of Business Conduct and Ethics, and sound business practices.

- Foster a high-performance corporate culture within the Department that promotes ethical practices and encourages individual integrity, accountability, and social responsibility.

MINIMUM QUALIFICATION AND COMPETENCY REQUIREMENTS

- Postgraduate Degree or NQF level 8 qualification in Law/Legal Qualification.
- Admission as an Attorney or Advocate.
- At least 5-7 years' experience in Management role in the legal feed.
- 10 years experience in the legal field.

Applications should be submitted online: https://bit.ly/GGDAGroupRecruitment
Applications must be accompanied by a curriculum vitae, certified copies of qualifications and certified copies of identity documentation.

Preference will be given to people with disabilities, women and previously disadvantaged individuals to promote Employment Equity within the group

Only shortlisted candidates will be contacted. If you have not heard from us within three months of the closing date, please regard your application as having been unsuccessful.

Only queries can be forward to – **recruitment@ggda.co.za**

The closing date for applications is **06 November 2026**

"The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant's or Employee's Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as pe POPIA."