

JOB TITLE : LEGAL MANAGER: LEGAL SERVICES
REPORTS TO : HEAD: LEGAL
BUSINESS UNIT : ENTERPRISE RISK MANAGEMENT
LOCATION : HEAD OFFICE: PRETORIA
POSITION STATUS : PERMANENT
POSITION GRADE : D2

Purpose of the Job

Render comprehensive legal advisory services with specific emphasis on banking and financial services law, litigation mitigation and management, due diligence, procurement support, and regulatory compliance. The incumbent must have demonstrable experience in the banking/financial services sector and proven application of the Public Finance Management Act (PFMA) within a state-owned entity or similar environment.

Job Responsibilities

- Laws / legislation: Draft, research, advise and revise
- Litigation: Manage the process and draft court proceedings
- Intellectual property / Trademarks: Register and renew
- Information Technology and Communication Agreements
- Properties: Register transfers and cancel bonds, Commercial Leases.
- Contracts: Draft, vet, negotiate, revise and advise
- Claims / collections: Debt collection and advise
- Corporate, Company & IT Law: Research and advise
- Due Diligence and Procurement Support: Research and advise
- Ensure the efficient management, control, compliance and reporting of the function/resources in accordance with the stipulations of the PFMA, BCEA, fraud prevention and risk management principles, legislation, corporate governance, Delegation of Powers, company policies, processes, regulations, etc.
- Extensive knowledge and practical application of banking law, finance, and regulatory requirements applicable to banks and financial institutions, including the Banks Act, FSRA, FIC Act, PoPIA, etc.
- Regulatory law and legislative research
- Administrative law
- Provision of reasoned legal opinions

Qualifications and Experience

- LLB, B. Proc, B. Juris or similar recognised Law Degree. NQF 7
- Admitted as attorney/advocate.
- Minimum of 5 years' post-admission legal experience, of which at least 3 years must have been in the banking or financial services sector (corporate banking, regulatory compliance, or financial services law).
- Demonstrable experience in applying the Public Finance Management Act (PFMA) within a state-owned entity or similar environment.

Knowledge and understanding of:

- The Constitution and Labour legislation
- Contract management
- Financial Management
- Risk and Compliance Management
- Strategy development and implementation
- Relevant statutes, rules and regulations
- Organisational Development, management techniques and good business practices

Skills and Attributes

Legal drafting. Drafting of legal contracts. Legal research. Commercial litigation. Banking and Finance Law. Information Technology Law and Contracts. Consumer Protection Law

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to RecruitmentSN@postbank.co.za Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

12 September 2025

Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, we encourage and welcome applications from diverse groups from the South African Employee active population. Correspondence will be limited to short-listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

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