



Applications are invited from suitably qualified experienced persons for appointment in the under mentioned vacancies:

Chief Legal Advisor

Division: Corporate Services

Section: Legal Services

Salary: Negotiable

The position is responsible for the management and improvement of all legal affairs of FDC and its subsidiaries. Work hand in hand with the Credit department to ensure collection on delinquent accounts. To make sure that all legal formalities and obligations are fulfilled in time.

QUALIFICATIONS: A relevant legal degree, admission or attorney or advocate. A postgraduate qualification in Law or Management studies will be an added advantage.

EXPERIENCE: 5-10 years' applicable work experience in a similar environment with experience in policy development, civil litigation,

- commercial transactions, labour law and/or governance.

DUTIES: Ensure that FDC is protected legally and not open to any litigation and ensure that it acts within legal parameters and in accordance with relevant acts and regulations. Manage legal business matters pertaining to FDC to minimize business and legal risk. Ensure that implementation of FDC's legal policies and procedure and realization of Board resolution. Act as an advisor to internal divisions/departments concerning the rights, obligations and privileges of the corporation. Coordinate external counsel on legal issues involving government and regulatory compliance. Prepare supporting documents for Senior Management and case referrals. Review legal data to determine advisability of defending or prosecuting lawsuit. Coordinate the budgeting process and planning in legal Services and oversee/monitor and control implementation of capital and operation budget in the department. Advise the corporation on appropriate legal action to be taken. Develop a risk management plan for legal Services. Coordinate legal matters handled by outside counsel related to personnel matters.

Note: A probity check may be performed on all short-listed candidates and applicants must be admitted attorneys.

Performance Management Systems Practitioner

Division: Corporate Services

Section: Human Resources Management

Salary: Negotiable

This position is responsible for advising management on the transparent implementation of HR strategies, effective delivery of HR services and management of the HR unit and the implementation of an effective Performance Management System capable of objectively and accurately establishing and measuring accomplishments and outcomes against Key Performance Areas. Assesses needs, interprets and

- applies HR strategy and policies, rules and regulations,
- establishes internal procedures and provides solutions to a wide spectrum of complex HR issues the practitioner must also promote a collaborative, client-oriented approach and contributes to the maintenance of high staff morale.

QUALIFICATIONS: A relevant National diploma/B degree in Human Resources Management / administrative qualification is required.

EXPERIENCE: 3 to 7 years' experience in Performance Management Field is required.

DUTIES: Develop performance management contracts for all staff, and ensure that they are signed in time. Ensure that quarterly assessments are performed in time. Facilitate the revision and implementation of the Performance management policies and strategies. Advise and motivate staff on issues associated with performance management. Manage the development and implementation of monitoring systems for departmental performance indicators and standards, including ensuring data quality and compliance with internal and external audit requirements. Coordinate and facilitate communication to all staff on performance management related issues including the preparation of reports for managers and committees and giving presentations. Represent the HR manager and attend meetings at all levels in association with the above duties, in particular with managers and all stakeholders. Assist the HR Manager in managing and controlling budgets and expenditure within the approved allocations. Provide performance management training and guidance to all staff, managers, relevant stakeholders. Develop and coordinate departmental consultation activity and liaise with managers to ensure that the outcomes of consultation are used for performance improvement. Advise Managers on issues regarding and arising from performance and performance improvement.

GENERAL: An application should be forwarded to Naledi Makhalemele at naledi@fdc.co.za.

• 33 Kellner Street
• Westdene
• Bloemfontein
• 9301
• Tel (051) 4000 869

• Closing date for applications **Friday 17 February 2017 at 16:30**

• If you are not invited for an interview within 30 days from the closing date, it must be accepted that your application was unsuccessful.

• **Note:** Free State Development Corporation is an equal opportunity, affirmative action employer and it is our intention to promote representivity (race, gender and disability).

• **FDC is zero fraud and corruption tolerant. Please report fraud and corruption incidents to the fraud hotline 0800 212 154.**