JOB DESCRIPTION: LEGAL ADVISOR

CAMPUS                     Johannesburg Campus, American International School of Johannesburg
DIRECT SUPERVISOR          School Director
STARTING DATE              As Soon As Possible

OVERVIEW
This individual is responsible for providing accurate and timely legal advice to the School Director and Management on a variety of legal topics including but not limited to labor and employment, immigration, finance, service contracts and general operations. Responsibilities include researching and evaluating different risk factors and offering proactive advice on possible legal issues. The Legal Advisor will maintain current knowledge of laws and provide clarification on legal language and advise the School Director and Management. The Legal Advisor will regularly monitor and ensure the school's compliance with local laws in the context of the complex international school environment. The Legal Advisor is an employee of AISJ who reports to the School Director and operates within the Human Resources Department.

QUALIFICATIONS

- BA degree in law.
- Strong organizational skills that reflect an ability to perform and prioritize multiple tasks in an energetic environment with multiple priorities.
- Exemplary writing and editing skills, with proficiency in Microsoft Word, PowerPoint, Excel, Outlook, and the Internet.
- Excellent communication and analytical skills in both written and spoken English.
- Ability to build strong working relations with both AISJ and external stakeholders at all levels.
- Discretion in handling confidential matters.
- Excellent judgment and ability to anticipate legal issues or risks.
- Proactive approach to problem solving.
- Overall broad legal knowledge and understanding of legal issues affecting educational institutions including safety laws, immigration laws, and labor and employment laws.
- Collaborate with AISJ departments to monitor and ensure compliance
- Experience as a legal advisor, and able to attend to routine administrative labor law related tasks.
- High degree of professional ethics, integrity, and responsibility.
PERFORMANCE RESPONSIBILITIES

- Advise on a variety of legal issues and legal risks.
- Explain legal language.
- Draft, review, edit, interpret, and advise on contracts and other legal documents.
- Oversee all contractual obligations pertaining to the school.
- Research and report on unique legal issues impacting the school.
- Keep abreast of legislative changes that may affect the school.
- Provide legal input into financial planning and reporting process.
- Provide advice on labor law related employee issues.
- Assist in preparation of disciplinary hearing documents.
- Conduct investigations and prepare witnesses in advance of a disciplinary hearing.
- Work with the Department of Labor with respect to UIF submissions and Injury on Duty incidents.
- Work collaboratively with various AISJ departments to ensure compliance.
- Serve as liaison between AISJ and external attorneys.
- Communicate and serve as a liaison for external parties including external counsel, public authorities, and union representatives.
- Deal with complex matters with multiple stakeholders and forces.
- Maintain professional and timely communications.
- Document and maintain legal files and issues.
- Any other duties as may be assigned by the School Director or by the Human Resources Manager.

HOURS

Part time, flexible

CONTACT

For more information contact Dr. Andy Page-Smith, School Director, at recruitment@aisj-jhb.com

NOTE

This job description is a living document and will evolve as the job evolves