

Specialist - Regulatory and Legal Affairs: Job Profile

Job Profile	
Job title:	- Legal Specialist
Location:	- South Africa
Job summary and objectives	
Functional area	
- Regulatory and Legal Affairs	
Job purpose	
<ul style="list-style-type: none"> - To ensure legal compliance with South African standards of all ROMPCO operations, including pipeline operations and financial & commercial activities - To provide legal advice and guidance on matters of law - To review and draft legal documents and manage risk - To provide support to external legal counsel 	
Long-term objectives	
<ul style="list-style-type: none"> - Defend and protect the interest of ROMPCO - Effectively communicate the risks and legal issues involved in any decision to the line manager - Enable management to make informed strategic choices within an acceptable legal risk profile - Monitor and develop a strong understanding of the legal environment within South Africa - Monitor performance of ROMPCO functions and service provider(s) against South African regulatory requirements to ensure compliance 	
Short-term objectives	
<ul style="list-style-type: none"> - Develop internal legal policies/procedures that ensure operations meet South African legislative/regulatory requirements - Assist in compiling the ROMPCO legal compliance scorecard - Assess and categorise South African gas industry stakeholders according to predefined criteria (e.g. impact on vs. influence over) 	
Responsibilities	
Key Responsibilities	
Legal Strategy	
<ul style="list-style-type: none"> - Identify and assess legal issues or disputes (with regard to South African legislation) - Monitor and provide support to external counsel, as needed - Provide legal advice on South African activities/ issues/disputes - Give accurate and timely counsel in a variety of legal topics (labor law, partnerships, local and international ventures, corporate finance etc.) - Collaborate with management to devise efficient defense strategies - Specify internal governance policies and regularly monitor compliance - Research and evaluate different risk factors regarding business decisions and operations - Apply effective risk management techniques and offer proactive advise on possible legal issues - Communicate and negotiate with external counsel, public authority - Draft, vet and amend agreements, contracts and other legal documents to ensure the company's full legal rights - Provide clarification on legal language or specifications to everyone in the organization - Assist in the development of the Regulatory/Legal strategy for ROMPCO - Plan, implement and monitor strategic initiatives that ensure regulatory and legislative compliance 	

- Track actual Legal costs against budget and targets, and recommend cost control initiatives
- Develop or update legal policies/processes

Stakeholder Liaison

- Identify and assess South African gas industry stakeholders
- Categorise South African gas industry stakeholders based on the impact on and influence over ROMPCO's operational activities
- Assist in developing a South African stakeholder communication strategy

Legislative Compliance

- Monitor the regulatory environment within South Africa
- Analyse South African standards, regulations and legislation to understand what is needed to meet operational requirements
- Assist in developing legal policies/procedures to ensure operations meet new and existing legislative/regulatory requirements
- Conduct reviews of ROMPCO (and each function within ROMPCO) to assess current compliance with South African regulations/legislation
- Assist in compiling the South African aspect of a ROMPCO legal scorecard

Financial responsibilities

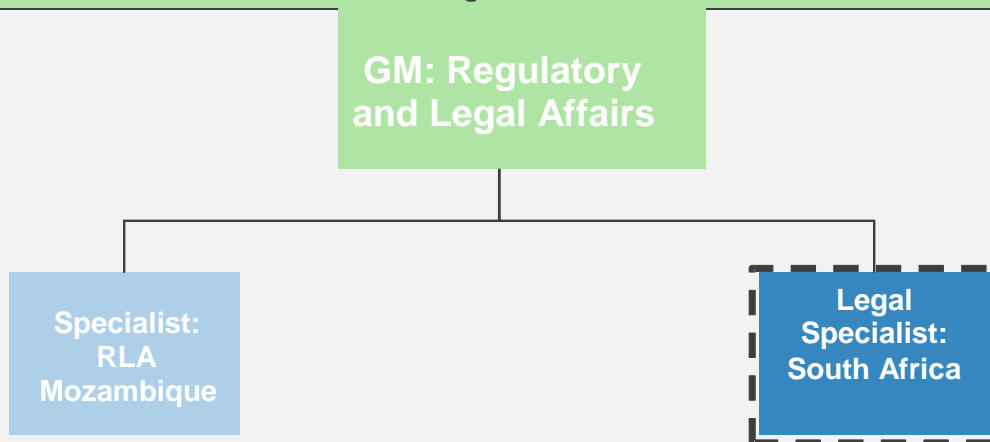
Financial responsibilities	Work location and travel
- No	- ROMPCO office (ZA) with travel predominantly within South Africa

Key performance indicators

<p>Finance</p> <ul style="list-style-type: none"> - % Regulatory and Legal Affairs ZA activities cost variance against budget <p>Operations/HSE</p> <ul style="list-style-type: none"> - South African regulatory compliance score - % adherence to South African stakeholder communication plan - % of disputes completely resolved (without recurring issues) 	<p>People</p> <ul style="list-style-type: none"> - % of objectives laid out in Individual Development Plan achieved <p>Customers</p> <ul style="list-style-type: none"> - % of ZA customer contract disputes/issues resolved - Number of customer contract non-conformances raised
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Interfaces

Organisational Structure



Reporting relationships	
Reports to	
- GM: Regulatory and Legal Affairs	
Supervises	
- None	
Key business contracts	
Key internal and external contacts	Reason for frequency of communication
Internal: <ul style="list-style-type: none"> - GM: Regulatory and Legal Affairs - GM: Commercial and Customer Affairs - GM: Finance - GM: Operations - GM: Corporate Services - Internal Audit 	Internal: <ul style="list-style-type: none"> - Discussions around South African regulations and ROMPCO's compliance (quarterly) - Discussions and formal documentation regarding customer contract issues and disputes (ad hoc) - Provision of documentation for internal audits (as per internal audit schedule)
External <ul style="list-style-type: none"> - Regulators - Customers - Service provider - External auditors - External legal counsel 	External: <ul style="list-style-type: none"> - Communication with regulatory bodies surrounding South African legislation and regulatory requirements (ad hoc) - Formal communication relating to customer contract matters (ad hoc) - Formal communication relating to service provider contract matters (ad hoc) - Provision of necessary information to enable audits and legal counsel (ad hoc)
Qualifications	
Education and training	
Minimum qualifications	
- LLB, - Admitted as an Advocate to the bar/Attorney will be an added advantage	
Additional qualifications	
- Related master's degree - Certificate/diploma in compliance management	
Experience	
Minimum experience	
<ul style="list-style-type: none"> - 5+ years in legal & regulatory space within in the oil and gas industry - Proven experience as a Legal Counsel in business environment - Excellent knowledge and understanding of corporate law and procedures, civil litigation and, labour law - Full comprehension of the influences of the external environment of a corporation - Demonstrated ability to create legal defensive or proactive strategies - High degree of professional ethics and integrity - Sound judgement and ability to analyse situations and information - Proven experience managing multiple internal and external stakeholders - Experience in developing and editing legal documentation/communications 	

Competencies	
Competencies/Skills	
Leadership and behavioural competencies	Proficiency level (basic intermediate, advanced, expert)
- Communication	- Expert
- Results orientation	- Expert
- Teamwork and collaboration	- Advanced
- Problem solving	- Intermediate
Technical competencies	Proficiency level (basic intermediate, advanced, expert)
- Research and analysis	- Expert
- Monitoring and evaluation	- Expert
- Legal	- Advanced
- Compliance management	- Advanced
- Stakeholder management	- Advanced
- Negotiation	- Intermediate

Disclaimer: Rompco reserves the right to appoint suitable and competent candidates
 Rompco is an equal opportunity employer

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Closing date: 9 April 2021