



JOB TITLE: GROUP EXECUTIVE: LEGAL AND COMPLIANCE

Closing Date: 10 Apr 2025

Fixed Term Contract (FTC): **5 years**

Location: **Pretoria**

Division: **Legal and Compliance**

Submit Applications to: **executiveLC@sedfa.org.za**

OVERVIEW	<p>Small Enterprise Development and Finance Agency Ltd (Sedfa), a development finance institution responsible for the provision of financial and non-financial support to Micro, Small, and Medium Enterprises (MSMEs) invites qualified candidates to apply for the Group Executive: Legal and Compliance position.</p> <p>The institution is a merged entity between the Small Enterprise Finance Agency (sefa), Small Enterprise Development Agency (Seda), and Co-Operative Banks Development Agency (CBDA). The entity is listed as a Schedule 3B National Government Business Enterprise, with the State as the sole shareholder and the Department of Small Business Development as the Executive Authority.</p>
NO. OF INCUMBENTS	1
MAIN PURPOSE OF THE JOB	To provide strategic legal advisory, corporate governance oversight, and regulatory compliance leadership across Sedfa , ensuring alignment with statutory requirements, risk management frameworks, and corporate legal best practices while overseeing contract management, litigation, and regulatory adherence. The position should also ensure that Sedfa upholds high ethical standards, strong legal risk mitigation strategies, and sound corporate governance frameworks to safeguard organizational integrity and sustainability.
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> Lead the development and implementation of comprehensive legal and governance frameworks and methodologies. Lead, manage, and cultivate a culture of continuous strategic improvement, strong governance, operational excellence, and effective leadership. Oversee the legal opinions and litigation processes. Participate as a member of the Sedfa executive team. Oversee the provision of contract management. Provide oversight of legal advisory and support services. Collaborate with internal and external stakeholders on legal matters. Assure the embedding of legal and governance risk, compliance, and audit practices in all the Division's processes and systems. Manage the Division's resources (people, finance, and assets).
REQUIRED QUALIFICATION	<ul style="list-style-type: none"> LLB Degree at NQF Level 8 is required. Admission as an Attorney/ Advocate of the High Court is preferred NQF Level 9 will be an added advantage.
REQUIRED WORK EXPERIENCE	<ul style="list-style-type: none"> 10+ years of hands-on experience in the Legal field, of which 5 years should have been performing Legal and Governance functions in a Senior Management role. <p>Able to demonstrate:</p> <ul style="list-style-type: none"> Knowledge of relevant laws and regulations applicable to small enterprises In-depth knowledge of corporate law, contract law, and governance frameworks. Familiarity with governance and regulations relevant to small enterprises. Strong ability to analyse complex legal documents and regulations. Evaluate risks and develop strategies for mitigation. Good understanding of King Code on Corporate Governance. Knowledge of the South African legal system, statutes, and relevant legal framework. Excellent verbal and written communication skills for effective advice and reporting. Ability to articulate legal concepts to non-legal stakeholders. Ability to prepare for litigation and arbitration. Strong leadership skills to guide and motivate a legal and governance team. Experience in managing cross-functional teams and projects. High ethical standards and integrity in decision-making. Ability to navigate conflicts of interest and promote ethical practices.



CRITICAL COMPETENCIES	<p>Advanced level of competencies below:</p> <ul style="list-style-type: none"> • Strategic Thinking • Communication • Financial Acumen • Strategic Thinking • Risk Management • Portfolio Management • Stakeholder Engagement • Leadership & Collaboration • Regulatory Knowledge • Innovation & Adaptability • Ethical Judgment and Integrity • Analytical Mindset • Impact Investing • Social and Environmental Risk Management • Decision-Making • Adaptability • Collaboration
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NB: Sedfa is committed to the pursuit of diversity and redress. The organisation intends to promote equity and representativity in terms of race, gender, and people living with disability. Previously disadvantaged Individuals are encouraged to APPLY.

- The appointment of candidates is subject to the verification of all their credentials (employment history, educational, financial, criminal, and any other checks as may be necessary).
- Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only.
- Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA).
- All shortlisted candidates for Executive Management posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment, and (3) personnel suitability checks on criminal record, citizenship verification, financial records check, qualification verification, and reference checks.
- Shortlisted candidates will be subjected to a pre-employment screening and security vetting to determine the suitability of a person for employment.
- The successful candidate will be required to enter into an employment contract of five (5) years and a performance agreement with the Board of Directors within 3 months of appointment, as well as completing a financial interests declaration form within one (1) month of appointment and annually thereafter. **Sedfa** reserves the right not to fill or withdraw any advertised post.
- Please note that only shortlisted candidates will be contacted, and if you have not heard from us within three (3) months of submitting your application, please consider it unsuccessful.
- Please note that by applying for this position, you permit **Sedfa** to process your personal information in compliance with POPI ACT.

APPLICATIONS: Candidates must submit the applications to: executiveLC@sedfa.org.za
Please quote the position in the subject line (email) when applying.

Email for enquiries: executive-inquiries@sedfa.org.za

NB: Applications received after the closing date will not be considered.