

Job Profile

JOB INFORMATION SUMMARY	
JOB TITLE:	Legal and Fiscal Officer - Extractives
REPORTS TO:	Programme Manager
FUNCTIONAL AREA:	Programmes
LOCATION:	Johannesburg, South Africa
Role Purpose	
<p>The role will provide legal and fiscal advice specifically on the extractive industry – minerals, oil and gas to relevant government bodies, communities and the wider civil society.</p> <p>The role will support the Programme Manager in building relationships with strategic partners and ensures adherence to policies and procedures. The role will also provide input into SARW programme budgets, monitoring and evaluation and manage workshops, seminars and meetings.</p>	
Key Performance Areas	
Functional Competencies	
Performance Area	Key Activities
a) Programme Initiation	<ul style="list-style-type: none"> • Support the programme manager and contribute to the conceptualisation of SARW's programme strategy and approach. • Provide Leadership on research needs as required. • Analyse information and disseminate such resources as to support the work of the EI team, partners and allies • Work on policy, legal and regulatory issues as identified by the Programme Manager • In close collaboration with the Programme Manager participate in targeted lobbying with key actors such as donors, authorities and the private sector as required. • Provide regular updates on the regulatory and commercial context of EI in SADC countries to facilitate policy and advocacy work. • Identify advocacy opportunities to advance the extractive industries agendas. • Develop and maintain key relationships with government, corporations and governmental targets relevant to the issues prioritized. • Participate in advocacy meetings with target actors. • Collaborate with media and campaign staff to support the development of press and campaigning strategies that support policy change strategies related to extractive industries • Identify, build, and manage learning and collaborative partnerships with – as appropriate – partners, donors, local organisations, think tanks and universities at country level, to enforce learning and knowledge exchange. • Produce and present papers to conference and seminars; produce monthly progress reports of activities, input into the actualisation of

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	<p>the website.</p> <ul style="list-style-type: none"> Work closely with the Programme Manager presenting SARW's operational programme to internal and external stakeholders.
b) Programme Advice and Implementation	<ul style="list-style-type: none"> Support the data collection and analysis process and support the dissemination of results. Provide advice and guidance on legal and fiscal issues relating to the extractive industry to key partners, government and civil society. Provide sound advice on contractual matters relating to extractives. Using analytical skills related to tax and profit sharing between government, communities and mining houses. Present papers to regional conferences and meetings. Supervise and support Interns where applicable
c) Budgeting	<ul style="list-style-type: none"> Support the implementation of SARW's financial policies within programme work Monitor the programme budget and support cost saving measures in the implementation of the programme Work with the Finance and Administration team in ensuring quality and accuracy of financial information.
d) Communication and Advocacy	<ul style="list-style-type: none"> Coordinate and cooperate with other SARW programme staff. Work with the finance team to ensure that all financial tasks and programme unit deadlines are fully met. Collaborate with staff members and build strategic relationships with internal and external stakeholders. Coordinate and cooperate with stakeholders and other programme partners Provide legal and fiscal related materials and publications to communications unit on extractives. Contribute to a culture of service excellence by contributing to the effective delivery of project tasks according to allocated duties and project plan and escalate identified risks
Capacity building	<ul style="list-style-type: none"> Provide capacity building to civil society, parliaments and the media on issues legal and fiscal matters as they relate to extractive industries.
Behavioural Competencies	
Support and co-operate	Supports others and shows respect and positive regard for them in social situations. Puts people first, working effectively with individuals and teams, clients and staff. Behaves consistently with clear personal values that complement those of the organisation.
Interpersonal skills	Interpersonal skills in both informal and formal settings, and in challenging situations as well as day to day encounters relating to programme units. Ensure compliance against organisations rules, codes of practice, business ethics and internal guidelines
Attention to detail	Pay attention to detail in order to produce high quality output.
Ability to work independently or in multiple teams	Take ownership of tasks or work within teams to achieve desirable outcome.
Ability to deliver on multiple tasks	Ability to prioritise and manage multiple tasks simultaneously.
Specific Competencies	
<ul style="list-style-type: none"> Work hard, consolidate and build upon past efforts 	

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<ul style="list-style-type: none">• Take individual and collective leadership responsibility• Acquire relevant skills and be empowered• Strive for excellence, professionalism and high- performance levels• Acknowledge diversity• Recognise that our region is dynamic and ever changing• Use our privileged financial position effectively	

JOB SPECIFIC REQUIREMENTS

Experience

Required years of experience at this level	Overall years of experience required
3 years	3-5 years

Qualifications

Minimum Qualifications Required

A law degree or a combination of professional experience, academic training with a commercial law background.

Have a good understanding of mining extractive legislation especially in relation to licensing and legal and regulatory frameworks.

Ability to travel on a regular basis.

Fluency in written and spoken English is essential and the ability to speak French and Portuguese is advantageous.