



Legal Assistant

(12 months contract)

The ZA Domain Name Authority (.ZADNA) is the regulator and manager of dotZA (.ZA) – South Africa's domain namespace. ZADNA is a statutory entity founded in terms of Chapter X of the Electronic Communications and Transactions Act 25 of 2002. Its key responsibilities are to license and regulate .ZA registries and registrars, and to develop and implement policy guidelines for the .za namespace. It manages both commercial and non-commercial SLDs including .co.za, org.za, mil.za and .net.za.

.ZADNA seeks to appoint a Legal Assistant on a fixed-term contract. The purpose of this role is to provide legal support and assistance, including commercial support, contract maintenance and management, to the Policy, Licensing, and Regulations department. Internal liaison will be with all department unit heads within ZADNA and external liaison with external stakeholders such as vendors, strategic partners, and regulatory entities.

Key job responsibilities:

Assisting across the department in: -

1. ADR support
 - a. Manage and administer the convening of mediation proceedings, including timely communication with all parties.
 - b. Scheduling of briefings and mediation times slots with the appointed mediator for each mediation proceeding, attend each proceeding and provide feedback to the department head.
 - c. Track and monitor resolution of all ADR matters and prepare a summary report for submission to the departmental head.
2. Drafting of commercial and strategic agreements
 - a. Draft commercial agreements, i.e., Service Level Agreements.
 - b. Drafting of strategic partnership agreements and implementation plans to action the agreement obligations.
 - c. Coordinate and manage amendments to commercial and strategic agreements.
3. Drafting and review of legal documents
 - a. Draft and proofread written correspondence and legal documents, including contracts, policies, and regulatory correspondence.

4. Research
 - a. Research regulations, laws, and legal articles to assist with the drafting and review of legal documentation.
 - b. Assist in developing research papers and thought leadership articles.
 - c. Attend research forums and provide post attendance reports.

5. Project management support
 - a. Assist in the maintenance of accurate records of each project and a status update on the various elements of the projects assigned to them.
 - b. Assist with project execution and provide administrative support services in line with each project calendar.
 - c. Minute taking and noting queries directed to the Policy, Licensing and Regulations Department for actioning by the departmental head.

6. Compliance audits
 - a. Assist with periodic registry and registrar compliance audits.
 - b. Maintain proper record of all departmental audit submissions or risk management mitigation plans and reports.

7. Administration
 - a. Create, organise, and maintain an electronic filing system and database to implement and maintain a legal contract management system.
 - b. Assist with paperwork and perform general administrative duties as assigned.

Key Requirements

- A relevant bachelor's degree in a legal field or a Certificate of Completion from an approved Paralegal Certification Program.
- A minimum of 2 years of experience is required for your application to be considered.

Preference will be given to candidates with experience in drafting commercial agreements and experience within an ICT environment.

If you do not receive any response after two weeks of closing, please consider your application unsuccessful.