


*NHBRC values and meaning*

| Values | Meaning |
|---|---|
| Excellence and integrity | To be the best and deliver the best honestly. |
| Commitment and accessibility | To do work diligently and reach out to our stakeholders. |
| Transparency and accountability | To be fair and open in delivering our functions responsibly. |

**INTERNAL VACANCY**

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| **JOB TITLE** | : | LEGAL OFFICER: EASTERN CAPE |
| **CONTRACT TYPE** | : | PERMANENT |
| **JOB GRADE** | : | COMPETITIVE SALARY ALIGNED TO NHBRC SALARY GRADES |
| **REPORTING TO** | : | MANAGER: REGULATORY ENFORCEMENT |
| **LOCATION** | : | PORT ELIZABETH |

**KEY DELIVERABLES**

**The responsibility of the Legal Officer is to provide legal advisory, regulatory and enforcement services at the NHBRC Provincial Office.**

The Individual will primarily be responsible for, but not limited to the following:

- Receive instructions and decide on appropriate cause of action in respect of enforcement files
- Peruse and review files/ matters and assess contraventions in terms of the Housing Consumers Protection Measures Act (Act 95 of 1998), its Regulations, Rules and the Code of Conduct for Home Builders
- Draft and issue notice of intention to suspend
- Review of Code of Conduct and Warranty Complaints
- Consult with housing consumers regarding amongst others, code of conduct complaints, clarity on any other matters relating to the Act, Regulations and Rules
- Prepare and send Code of Conduct complaint letter to home builders
- Adopt Alternative Dispute Resolution Mechanisms as measures of first resort in the resolution of cases
- Draft memo and escalate Code of Conduct file for investigation where necessary
- Draft memo and escalate files for suspension and disciplinary hearing

- Monitor and manage compliance with technical non-compliance notices issued by Home inspectors and Senior Home Inspectors
- Liaise with inspectors, home builders and housing consumers from receipt of file to conclusion of file
- Consult with and prepare witnesses for disciplinary hearings
- Compile evidence for suspension and lifting of suspension Provide high quality litigation within the province by managing out of court litigation matters as and when they arise in provinces to protect the interests of the organisation
- Review litigation matters and discuss same with the Provincial Managers; prepare memorandum and escalate to the Legal Services section
- Draft and submit reports on existing litigation matters
- Provide input in the drafting of pleadings including consulting with attorneys and Counsel
- Ensure successful execution of all interdict applications by liaising with all relevant stakeholders from start until completion of application.
- Draft acknowledgments of debts
- Attend court proceedings as an NHBRC representative as and when required
- Review if instructions and supporting documentation from the Provincial Manager and other internal stakeholders
- Conduct legal research on matters related to the NHBRC's mandate and/or as per instructions on but not limited to company law, contract law, immigration laws, the Act and regulation, Policies and procedures
- Draft legal opinion as and when required
- Conduct necessary research and provide legal advice to NHBRC internal and external stakeholders
- Representing the company in forums where legal expertise is requiredRepresent Provincial Managers in meetings where legal advisory is required
- Vet financial guarantees and provide legal advice to internal and external stakeholders on inconsistencies with the organization specimen
- Creation and maintenance of contractual records
- Update the contract management register
- Facilitate the signing of contracts by external stakeholders and service providers
- Provide input into Regulatory and Enforcement policies, procedures and process maps/ flows
- Compile monthly and quarterly reports for submission to the Regulatory and Enforcement Manager
- Ensure compliance with the NHBRC policies and applicable Legislative framework
- Act as legal compliance champions by liaising and working with the compliance function
- Submit monthly reports to the Regulatory and Enforcement on matters received and status thereof
- Attend to audit findings within own area of work
- Develop and continuously update database of all files received in the province
- Investigate, monitor hotline matters, advise and make recommendations thereof
- Establish and maintain good working relationship with internal and external stakeholders
- Establish and maintain relations with key internal and external stakeholders to ensure support and cooperation within the industry
- Participate in information sessions with different external stakeholders to educate them about the mandate of the NHBRC, the Act and it's Rules and Regulations
- Conduct training of internal and external stakeholders (i.e home builders, housing consumers) on the Act, Regulations, Rules and Code of Conduct within Province
- Conduct information sessions/ training for housing consumers of their rights and responsibilities, exclusions or limitations in terms of the NHBRC Regulations within Province.

**MINIMUM REQUIREMENTS:**

- Minimum LLB Degree or equivalent is Mandatory
- Minimum three years' post qualification experience within Legal in a Regulatory Environment
- Admitted Attorney will serve as an added advantage

**SYSTEM SKILLS:**

- Microsoft Office
- SAP

**APPOINTMENT**

The above-mentioned position will be offered on a permanent basis with a Total Cost To Company package.

**ENQUIRIES:**

Please note the following contact details are for enquiries about **JOB CONTENT ONLY** and **NOT** for application purposes.

Mr. Jabulani Ntshani
Tel: (011) 317 0496

**CLOSING DATE: 04 May 2026**

**APPLICATION PROCESS:**

Please email your CV to **recruitment@nhbrc.org.za** with **"Legal Officer: Eastern Cape"** in the subject line. Applicants are informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within 1 month after the closing date, candidates may regard their application as unsuccessful.

**Disclaimer:** The National Home Builders Registration Council (NHBRC) will consider applications in terms of its Employment Equity Plan. Applicants are encouraged to apply. The NHBRC reserves the right not to make an appointment. Candidates shall be subjected to appropriate psychometric testing and other selection instruments. The successful candidate will be required to obtain security clearance as a condition of their appointment. In conjunction with merit on the basis of qualifications, experience and proven achievements the National Home Builders Registration Council is committed to providing equal employment opportunities for persons with disabilities and those individuals from the historically disadvantaged groups.

