Legal and Compliance Officer

Introduction to SOLA

SOLA is a 100% South African, vertically integrated renewable energy solutions provider, specialising in the development, construction and operation of solar PV and battery energy storage projects. We focus on partnering with the private sector to deliver clean energy to businesses across South Africa using cutting edge clean energy generation and storage technologies. We help our clients to grow and prosper through the adoption of low cost and reliable renewable energy, enabling them to meet their carbon reduction and sustainability targets. For more information, visit www.solagroup.co.za.

The overall purpose of the position:

The purpose of this role is to oversee the contractual management and administration of multiple inter-related project, finance, and corporate agreements, ensuring alignment with project objectives, mitigating contractual risks, and maintaining an accurate and efficient legal document management framework.

Reports to: Legal Asset Manager
Location: Cape Town

Summary of Responsibilities:

Technical

- Detailed knowledge of various Project Agreements such as Power Purchase Agreements, EPC Contracts, O&M Agreements, as well as Finance and Corporate Agreements.
- Assess opportunities to improve contract performance and security.
- Monitoring the interfaces between the different contracts to anticipate and mitigate potential impacts from one on the other.
- Identifying and documenting discrepancies between contract performance and related provisions of the contracts, and breach or lack of consistency between contracts.
- Assist with drafting of contractual notices, correspondence and amendments to contracts, as well as monitoring timely responses between various counter parties.
- Conduct legal research and contractual analysis to determine the appropriate course of action in response to events or conduct by counterparties, ensuring actions are aligned with contractual obligations and rights.

Administrative/Operational

- Contract planning and administration of multiple corporate, project and finance documents between different stakeholders, and inter-related entities within the company's group structure.
- Management of appropriate and efficient filing systems for various contracts, correspondence and documentation.
- Create, update, and monitor trackers for contracts, correspondence, legal fees, and other related matters to ensure proper follow-up, reporting, and record-keeping.
- Continuously review and update internal systems and processes to enhance efficiency, accuracy, and accessibility of contractual and legal documentation.

Interpersonal

- Manage stakeholder relationships to ensure alignment with contractual requirements and project obligations.
- Interfaces with Senior Management team, Company Secretary, Finance, as well as internal and external legal personnel, to meet overall project deliverables.

Key Performance Indicators

- Responding to contractual-related queries within the relevant time-frames
- Accurate and timeous drafting of legal documentation
- Ensuring mitigation of contract-related risks
- Maintenance of an organized system for contracts, legal documents etc.

Minimum Requirements:

- At minimum, a Legal related tertiary qualification (eg. BCom Law, LLB, etc).
- Must have 2- 3 years experience in a similar role.
- Experience in project finance / infrastructure development in South Africa and/or corporate law with exposure to the following agreements will be advantageous:
    - Project Agreements (PPA, EPC, O&M, MSA)
    - Finance Agreements (CTA, FA, Security Documents)
    - Corporate Agreements (MOI, SHA)
- Direct experience in renewable energy will be advantageous.
- Must be confident in handling multiple long agreements.
- The ideal candidate will have an acute attention to detail, excellent organization and document management skills.
- Must be fully proficient in English (verbal and written communication), and an excellent communicator.
- Must be fully computer literate (MS Office Suite and Google App Suite).
- The ideal candidate will be passionate about the renewable energy industry and will embody respect and responsibility in the full sense of the word, while enjoying contributing to a team of highly knowledgeable professionals.

At SOLA one of our core values is *Dig Diversity* and we are committed to transformation and embracing diversity. This commitment is what drives us to achieve a diverse and inclusive workplace, representative of the demographics of our society. We therefore give preference to applicants from the designated groups in alignment with our Employment Equity plan.

To apply for this vacancy, please complete this screening questionnaire and send a copy of your CV to hireme@solagroup.co.za.