



## VACANCY: LEGAL ADVISOR

Applications are invited for the position for the abovementioned role which has become available within the South African Dental Association.

Please submit your application with an abridged (no more than 3 pages) curriculum vitae to [jobs@sada.co.za](mailto:jobs@sada.co.za) by no later than **28 February 2026**.

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|----------------------|------------------------------|---------------------|-------------------------------|
| <b>Job Title</b>     | Legal Advisor                | <b>Reporting To</b> | Chief Executive Officer (CEO) |
| <b>Department</b>    | Legal and Corporate Services | <b>Location</b>     | SADA Head Office, Parktown    |
| <b>Contract Type</b> | Permanent                    |                     |                               |

This is the role profile in a normalized situation and it recognizes only the core responsibilities

### ABOUT THE ORGANIZATION

The South African Dental Association (SADA) is a dynamic membership-based organization focused on providing valuable resources, advocacy, and leadership for oral health professionals. We are dedicated to protecting the interests of our members while ensuring adherence to legal and regulatory frameworks within the healthcare sector. We seek a diligent and proactive Legal Advisor to join our team, providing essential guidance to safeguard the Association and its members.

### POSITION OVERVIEW

The Legal Advisor holds a pivotal position within SADA, providing indispensable guidance on legal matters to ensure compliance and mitigate potential risks for the Association and its members. At the core of this role is the interpretation and application of complex legal frameworks, including HPCSA regulations, healthcare laws, and medical scheme rules. The Legal Advisor will assess the legal implications of organizational decisions, member-related disputes, and contracts, offering counsel that safeguards SADA from legal pitfalls. This role is instrumental in drafting and reviewing agreements, ensuring clarity and enforceability, and contributing to the overall risk management strategy. The successful candidate will collaborate closely with internal teams and leadership, providing legal training and staying abreast of legislative changes.

### Key Responsibilities:

#### Core Legal Advisory & Member Support

- Provide expert legal guidance to SADA and its members on professional practice, regulatory compliance (such as HPCSA, SAHPRA), and disputes with medical schemes.
- Interpret and apply complex healthcare laws, regulations, and policies relevant to the dental industry.
- Assess the legal implications of organizational initiatives, member cases, and third-party engagements.

| <b>Contract Management &amp; Risk Mitigation</b>   |
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| <ul style="list-style-type: none"> <li>• Draft, review, and negotiate contracts, agreements, and legal documents to ensure they align with legal standards and protect SADA's interests, effectively managing third-party risk.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Identify and assess legal risks for the organization and its members, recommending proactive mitigation strategies.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Contribute to the development and review of internal policies to ensure legal compliance and good governance.</li> </ul>  |

| <b>Dispute Resolution &amp; Advocacy Support</b>   |
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| <ul style="list-style-type: none"> <li>• Provide strategic advice on dispute resolution for members and the Association.</li> </ul>                                  |
| <ul style="list-style-type: none"> <li>• Support advocacy efforts by preparing legal summaries, case analyses, and submissions to regulatory bodies.</li> </ul>      |
| <ul style="list-style-type: none"> <li>• Assist in managing disputes, including initial case assessment and liaison with external counsel when necessary.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Provide strategic advice on dispute resolution for members and the Association.</li> </ul>                                  |

| <b>Corporate Governance &amp; Compliance</b>   |
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| <ul style="list-style-type: none"> <li>• Support corporate governance initiatives and provide secretarial assistance for SADA and the Dentist Development Foundation (DDF) Trust.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Ensure SADA's operations are conducted within the boundaries of the law and in line with ethical standards.</li> </ul>                              |
| <ul style="list-style-type: none"> <li>• Assist in preparing reports and documentation for the Board, its committees, and the DDF Trustees.</li> </ul>                                       |

| <b>Crisis &amp; Special Situation Management</b>   |
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| <ul style="list-style-type: none"> <li>• <b>Legal Analysis:</b> Analyse the legal implications of crisis scenarios, providing insights into potential legal challenges.</li> </ul> |
| <ul style="list-style-type: none"> <li>• <b>Compliance Assurance:</b> Ensure crisis response actions comply with relevant laws and regulations.</li> </ul>                         |
| <ul style="list-style-type: none"> <li>• <b>Risk Mitigation:</b> Identify legal risks in crisis strategies and develop plans to mitigate liabilities.</li> </ul>                   |
| <ul style="list-style-type: none"> <li>• <b>Contract Review:</b> Review contracts and agreements related to the crisis for legal implications.</li> </ul>                          |

| <b>Training &amp; Communication</b>   |
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| <ul style="list-style-type: none"> <li>• Conduct training sessions for staff, leadership, and members on key legal topics and changes in the regulatory landscape.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Prepare monthly legal highlights and updates for dissemination via SADA's communication channels.</li> </ul>                         |
| <ul style="list-style-type: none"> <li>• Collaborate with the Marketing Department to communicate legal information effectively.</li> </ul>                                   |

| <b>Communication and Reporting</b>   |
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| <ul style="list-style-type: none"> <li>• Prepare monthly "legal highlights" submissions for members to keep them informed about legal matters affecting their practice.</li> </ul>               |
| <ul style="list-style-type: none"> <li>• Work with the Marketing &amp; Membership Services Department to disseminate legal updates in SADA journals, newsletters, and on the website.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Assist in the preparation of annual reports for SADA and the DDF Trust, ensuring timely and accurate legal information.</li> </ul>                      |
| <ul style="list-style-type: none"> <li>• Provide detailed legal reports on project progress and performance to the MANCO, Board of Directors, and relevant Committees.</li> </ul>                |
| <ul style="list-style-type: none"> <li>• Support the preparation of the annual budget, particularly for legal and corporate governance expenditures.</li> </ul>                                  |

| REQUIRED QUALIFICATIONS & ATTRIBUTES |   |
|--------------------------------------|---|
| Qualifications                       | LLB degree (or equivalent). Post grad legal qualification advantageous.   |
| Experience                           | 2-4 years of post-qualification legal experience. Exposure to healthcare law, corporate advisory, compliance, or a membership-based organization is highly advantageous.  |
| Knowledge                            | A meticulous understanding of the South African legal landscape. Foundational knowledge of or a keen interest in healthcare law, corporate governance, and contract law is essential.   |
| Skills                               | <ul style="list-style-type: none"> <li>• Excellent legal research, analytical, and drafting skills.</li> <li>• Strong communication and interpersonal abilities.</li> <li>• Proactive problem-solving with a risk-aware mindset.</li> <li>• High ethical standards and professional discretion.</li> <li>• Ability to work collaboratively and manage multiple priorities.</li> </ul> |

#### Important Note on Role Level:

This is a **mid-level advisory and management role**. The successful candidate will be responsible for overseeing SADA's day-to-day legal affairs, providing first-line counsel, and managing the legal function. A key aspect of the role involves the strategic sourcing and management of external legal counsel. The candidate is **not expected to run litigation** or provide highly specialized legal opinions internally. Instead, they will be responsible for identifying complex matters requiring external expertise and liaising with appointed law firms to secure the necessary opinions or representation. Consequently, this role may not be the ideal fit for admitted attorneys seeking a high-volume litigation practice or senior candidates accustomed to acting as the sole final authority on complex legal matters.