

APPLICATIONS ARE HEREBY INVITED FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS FOR APPOINTMENT IN THE FOLLOWING POSITION:

INTERNAL & EXTERNAL

POSITION: Legal Officer

LOCATION: Bloemfontein Office (1)

(REFERENCE NUMBER: LO/BLOEM-VCW/07/2024)

PRIMARY DUTIES

- Negotiation and procurement of Contracts.
- Drafting, reviewing, vetting, and management of contracts and agreements.
- Drafting, reviewing, vetting, and management of policies and procedures.
- Manage contractual obligations and the contracting process.
- Manage litigation by and against the Organisation.
- Liaise with external attorneys.
- Provide legal advice in general to the Organisation.
- Provide general legal services support across the Organisation.
- Ensure compliance with law and Organisation's policies in the operations of the Organisation.
- Monitor and Evaluate the Organisation's contracts and projects to ensure that they are compliant.
- Monitor and evaluate the Organisation's policies to ensure that they are compliant and relevant to the Organisation's operations.
- Coordinate consultations throughout the Organisation on all pieces of legislation governing the Organisation.
- Monitor and implement legal matters/issues within the Organisation.

MINIMUM REQUIREMENTS:

- LLB degree.
- Three years' experience post admission.
- Business sector experience will be an added advantage.
- Four years' Managerial or Similar Experience.
- Thorough Knowledge of relevant legislation pertaining to the Organisation (Water Acts, PAJA, COs A, Contract/Construction Law, Governance).
- Knowledge of PAIA.
- Competent in MS Office.

Application Process:

Interested candidates are encouraged to submit their applications, including an application letter, curriculum vitae, and certified copies of qualifications, to the following email address: vcwlegal@miltonresourcing.co.za. Candidates should also note that the detail information of the job is available on the Vaal Central Water website under vacancies. Please clearly indicate the position applied for and the reference number in your application. Note that applications without certified copies will not be considered. For inquiries, kindly contact Ms Nkagiseng Motlhaolwa, Acting Executive Corporate Support on 051 430 0800. Late applications will not be considered.

CLOSING DATE: 13 August 2024

DISCLAIMER:

- *In evaluating prospective applicants and making the final selection, consideration will be given to promoting Water's Boards Equity and Diversity Objectives. If candidates have not received feedback within 30 days, it should be assumed that their application was not successful.*