



INTERNAL AND EXTERNAL ADVERTISEMENT

Gauteng Enterprise Propeller (GEP) is a Provincial Government agency established under the auspices of the Department of Economic Development, to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in Gauteng

THE GEP INVITES INTERESTED AND SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITION:

Assistant Manager – Legal Services

Purpose of position

To assist in ensuring adherence to legal policies and procedures and in providing legal advice to GEP Business Units.

Key Responsibilities

Ensures that all approved deals comply with the law and more specifically the National Credit Act; Drafts loan contracts in accordance with policy, procedures and the law including the conditions approved by the Committees; Management of Credit Control Operation through ensuring pre-legal activities and evidence is properly compiled; Participates in the Management Credit Committee, Debt Management Committee, Management Business Development Committee in consultation with the Manager Legal Services to advise on the legal viability of deals presented; Draft legal opinions; Liaises with the client and relevant internal role players to facilitate the process of signing the contract, discussing the terms of the agreement and addressing any queries; Identifies, manages and mitigates against legal risks that GEP may be exposed to e.g. risk of potential loan delinquencies and fraud; Ensures that the client's loan file remains open until all money has been paid to the client and archives the file on full disbursement of funds; Provides legal opinion and advice relating to any business conducted by GEP to ensure that GEP complies with all relevant laws and legislation; Reviews policies and procedures to ensure no transgression of the law takes place; Liaises with attorneys to issue summonses and provides feedback to the Committee;

Minimum Requirements

LLB Degree or NQF (7) equivalent qualification; 4 years' experience in Legal Advisory field

Competencies (Knowledge, Skills and Attitudes)

Administrative
Compliance
Confidentiality
Professionalism
Integrity

Please forward detailed, updated CV accompanied by a cover letter relating how your experience matches the position.

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks will be done on successful candidates. Suitable applicants must e-mail detailed, updated CVs to: **recruitment@gep.co.za**, with subject being the position applied for, by no later than 20 October 2017. Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful.