



## **INTERNAL AND EXTERNAL ADVERTISEMENT**

*Gauteng Enterprise Propeller (GEP) is Schedule 3C Provincial Public Entity established under the auspices of the Department of Economic Development with a view to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in the Gauteng province*

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

#### **PARALEGAL OFFICER (ONE (1) YEAR FIXED TERM CONTRACT)**

##### **Purpose of position**

To assist and provide legal support to the Legal Services Unit

##### **Key Responsibilities:**

- **Contract management** (Drafts and vet's contracts and assists with the management of contracts and Liaise with Panel of Attorneys)
- **Financial Management** (Review and process of invoices from panel of attorneys and ensure payment is done within prescribed timelines, Monitor expenditure against budget by monitoring payment through remittances and general ledgers)
- **Administration** (Performs administrative tasks, Builds and maintains databases and files, Organises and tracks case files, manage legal network drive, Reviews and monitors new and updated laws and regulations, Conduct research on legal issues and Assist in drafting legal correspondence and documentations.
- **Statutory Compliance** (Assist with statutory checklist and compliance and reviews and monitors new and updated laws and regulations)

##### **um Requirements**

- B degree in Legal Studies
- Admitted as an attorney will be an added advantage
- Three (3) years' experience in the legal environment and with one (1) year contract Management experience

##### **Competencies (Knowledge, Skills and Attitudes)**

- Research
- Business English
- Confidentiality
- Professionalism
- Problem solving
- Coordination

**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: [paralegal@gep.co.za](mailto:paralegal@gep.co.za), with subject being the position applied for, by no **later 30 March 2022 at 17h00**. Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful. GEP reserves the right to fill or not to fill this position.