



INTERNAL AND EXTERNAL ADVERTISEMENT ONLY

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:

Paralegal X2

Annual Total cost to Company (R 668 555.34 – R 785 553.60) Negotiable

Purpose of position

Manage litigation and legal administration and not limited to drafting legal agreements

Key Responsibilities

- Draft, review, and revise loan agreements and other legal documents such as contracts, MOUs, and NDAs.
- Ensure that all legal documents comply with relevant laws and regulations and reflect the organization's interests
- Assist in managing litigation processes, including coordinating with external legal counsel.
- Prepare and organize documents for litigation, including pleadings, motions, and discovery responses.
- Maintain records of litigation matters and track deadlines and court dates
- Conduct legal research to support the drafting and vetting of legal documents.
- Stay updated on relevant legal developments and changes in regulations that could impact the organization
- Assist in ensuring that the organization's practices and procedures comply with applicable laws and regulations.
- Help to monitor and report on compliance issues
- Organize and maintain legal documents and records in an efficient and accessible manner.
- Ensure that all documentation is properly filed and stored according to organizational policies and legal requirements

- Report to the Assistant Manager and provide regular updates on the status of loan agreements, litigation, and other tasks.
- Communicate effectively with internal and external stakeholders to ensure clarity and understanding of legal documents and procedures.
- Provide administrative support to the legal department, including scheduling meetings, preparing reports, and handling correspondence.
- Assist in the preparation of board and committee meetings, including drafting agendas and minutes

Minimum Requirements

- Diploma in Paralegal Studies, Legal Studies an LLB degree will serve as an advantage.
- Previous experience in a similar role, particularly in drafting legal documents such as loan agreements and managing litigation.
- Experience working in a legal or financial environment is advantageous

Competencies (Knowledge, Skills and Attitudes)

- Legal Principles
- Legislation
- Policies and Procedures
- Advanced Communication
- Legal research Analysis and Interpretation
- Advanced Interpersonal
- Strategic Thinking
- Honesty and integrity
- Judgement
- Professionalism

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**, with subject being the position applied for, by no later than **29 October 2024 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 not to fill this position.