



## **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**

**Manager: Legal Services**

**Annual Total Package (R 1 413 276 – R 1 695 933) Negotiable**

### **Purpose of position**

Ensure legal compliance, managing legal risks, and supporting the organization's strategic goals

### **Key Responsibilities:**

- Developing and implementing legal policies and procedures to ensure compliance with statutory and governance requirements.
- Monitor and report on legal compliance across the organization.
- Ensure that all business activities comply with relevant laws and regulations.
- Identifying and managing legal risks associated with the organization's operations.
- Providing legal advice and support to mitigate potential risks.
- Conducting regular risk assessments and develop strategies to address any issues
- Drafting, reviewing, and negotiating contracts, agreements, and other legal documents.
- Maintaining a contract management system to ensure all contracts are tracked and updated.

- Providing guidance on contractual obligations and ensure that the organization's interests are protected
- Identify potential legal risks and provide recommendations to mitigate them.
- Develop and implement risk management strategies.
- Maintain a risk register and ensure regular updates
- Manage and oversee litigation cases involving the organization.
- Work with external legal counsel to resolve disputes and handle legal proceedings.
- Develop strategies for effective dispute resolution to minimize legal exposure
- Providing legal advice and support to various departments within the organization.
- Conducting legal research to stay updated on changes in laws and regulations that may affect the organization.
- Training and educating staff on legal issues and compliance requirements
- Supporting the organization's strategic plan by providing legal insights and guidance.
- Participating in strategic planning meetings and contribute to decision-making processes.
- Collaborating with senior management to align legal strategies with organizational goals
- Setting performance standards and goals and ensuring that these are adhered to

#### **Minimum Requirements**

- Bachelor's in law (LLB) or equivalent.
- 5-to-8-years post articles experience in legal services
- 3 Years experience at Middle Management level
- Experience in the developmental financing environment will be an added advantage
- Admission as an attorney or advocate by the High Court in South Africa will be an added advantage

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

- Legal Principles
- Legislation
- Policies and Procedures
- Strong understanding of South African corporate and commercial law.
- Excellent drafting, negotiation, and communication skills.
- Ability to manage multiple tasks and prioritize effectively.
- Strong analytical and problem-solving skills.
- Proficiency in legal research tools and software
- High Ethical standard and integrity
- Detailed oriented and meticulous
- Strong interpersonal skills and ability to work collaboratively
- Proactive and self-motivated
- 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 including security vetting where applicable. Suitable candidates must e-mail their applications to: **managerlegal@gep.co.za**, with subject being the position applied for, by no later than **21 November 2025 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.