



## CORPORATE LEGAL SUPPORT OFFICER

An exciting opportunity exists for a Corporate Legal Support Officer at South African Tourism's Head office in Sandton. If you possess the required skills, experience and are an energetic team **player interested** in joining a dynamic organisation committed to developing a better South Africa, we invite you to apply.

### KEY OUTPUTS:

- Render effective legal assistance in the preparation of contracts and legal opinions
- Conduct legal analysis and research on various legal matters in the organization
- Coordinate with the external service provider to support on any outsourced legal services
- Review and amend existing organisation policies in terms of its compliance with applicable legislation
- Provide Litigation Support
- Provide advice on different legal issues
- Provide legal administrative support

### QUALIFICATIONS AND EXPERIENCE

- Relevant legal qualification, LLB, BComm (Law) degree or equivalent
- 1 - 2 years relevant experience in a supporting role with sound knowledge of the principles of law of contract and administrative legal support, or
- 1-2 years post articles legal experience in drafting, reviewing, vetting and interpreting contracts and agreements.
- Admission as Attorney or Advocate of the High Court or eligibility to be so admitted may be deemed advantageous

### KNOWLEDGE AND ABILITIES

- Strong working knowledge and understanding of the South African corporate laws and regulations
- Strong contract drafting skills on commercial agreements
- Strong working knowledge of MS Word, Power Point and Excel
- Great degree of attention to detail;
- Excellent communication and interpersonal skills.

Visit us @ [www.southafrica.net](http://www.southafrica.net)

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Detailed CV to be sent to : [finance@southafrica.net](mailto:finance@southafrica.net)

Closing date : **04 May 2018**

Should you have not heard from us within two weeks after the closing date, kindly consider your application unsuccessful.

No late applications will be accepted.

