

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

- APPLICATIONS** : Applications must be e-mailed timeously to recruit@gtac.gov.za or hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria. Applications e-mailed should not exceed size limit of 4MB. Numerous e-mails can be sent with attachments. Please visit the GTAC website at www.gtac.gov.za for more information.
- CLOSING DATE** : 06 July 2018 at 12h00
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. Qualification checks and security screening will be conducted on recommended candidates. Recommended candidates may be subjected to competency assessments. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POST

- POST 25/24** : **LEGAL ADMINISTRATOR: JOBS FUND (GTAC) – REF NO: G013/2018**
Term: 3 Year Fixed Term Contract
- SALARY** : R281 418 – R331 497 basic salary plus 37% in lieu of benefits (Level 08)
- CENTRE** : Pretoria
- REQUIREMENTS** : Relevant Paralegal qualification. At least 3 – 5 years' experience in a legal firm or legal environment.
- DUTIES** : Draft Legal documents; Provide inputs to legal opinions/letters/documents drafted by legal advisors/project team, draft addendums using provided template, draft letters including but not limited to PIRM, investment committee, secondary bank account and DP resolutions, draft other legal letters/documents as and when required by the legal advisors or other governance/management structures of the Jobs Fund, must ensure the letters/documents are aligned to resolutions/minutes and input documents which are the basis of the resolutions/minutes, incorporate and quality assure inputs provided by team members/ Manco/DDG's office in legal documents/letters, review letters/documents before sent out for review by the project team/ legal advisor/Manco/DDG's office etc, i.e. quality assurance at sources. Administration and Support; Management of all portfolio legal records and documents, provision of portfolio statistics (legal related), quality control of all documentation, implement and maintain version control procedures on all portfolio reports, letters/documentation, drafting agendas, taking minutes, distributing and collecting of documents for the legal unit meetings, dissemination of information, ensure /co-ordinate fast and efficient handlings of all correspondence, meeting of deadlines for documents (determine priority and follow up), ensure an efficient way of tracking action points from various committees, ensure an efficient way of tracking feedback from team members/manco on letters/documents, ensure an efficient way of tracking responses from JFPs/applicants on letters/documents sent to the JFPs/applicants, maintain a register/action log of letters/documents sent to JFP. letters such as ITW; events of default, termination, non - compliance etc., create, maintain, and enforce a letters/addendum action log indicating log date, when letters sent to project team, when feedback received from each project team member, when letters sent to manco, when received from each manco member, when submitted to DDG, and when signed by DDG. This is necessary to unlock bottlenecks, must create and maintain an effective filing system for

letters/addendums on i-drive so that draft documents and final documents are easily accessible by other JF members as may be necessary, update, quality check and ensure completeness and legality of data in legal repository folder and physical legal files, client liaison: includes query tracking, follow-up, preparation of responses and dissemination, abide by the timeframes, processes, procedures etc as set out in the Jobs Fund SOPs and operating guidelines, which may vary from time to time. Coordination; Provide administrative support to Jobs Fund legal team (except where marked otherwise) by: travel arrangements, manage all logistics associated with workshops, conferences (not limited to legal unit ie cover JF events), setting up of meetings through the timely distribution and confirmation of invitations, relevant documents, previous minutes and agenda, when required, minute taking, circulation, ensuring sign off and filing of approved minutes, bookings of suitable venues, organizing of the necessary equipment & other event logistics, attach source documents before circulating legal documents/letters drafted by the incumbent and/or legal advisors among team members and Manco for their input, ensure and co-ordinate fast and efficient handlings of all correspondence, meeting of deadlines for documents (determine priority and follow up), preparation of action logs and distribution thereof, provide a coordinating role for the legal unit during key annual activities such strategic planning, learning forum etc, quality assurance of documents prior to submission and sign off, attend to reasonable request/ instructions from legal specialist and/or legal advisors as unit operational requirements dictate from time to time. FICA Verification; Review FICA documents of all Jobs Fund applicants and implementing partners, conduct company checks on organisation applying for funding, conduct sanctions screening of all directors and companies applying and involved at the implementation of the project using different systems, update FICA checklist and follow up on outstanding documents from relevant organisation, sign off FICA checklist, verify JF partner secondary bank accounts on relevant system, ensuring compliance with various legislations, policies and regulations. General Administration; Attend disbursement panel and project implementation review meetings to capture action points for legal, prepare file of legal documents requiring signature by the Deputy Director General: Employment Facilitation,3.Prepare weekly action logs and distribute to Legal Team Leader and DDG: Employment facilitation on a weekly basis, prepare and update legal Opsco action log and other OPSCO related documents, maintain filing system, electronic database and accurate record keeping, i.e. RACI project folder, conduct research into a variety of legal issues as requested by legal advisors, provide legal advisors with requested documents from time to time, attend to formatting and quality assurance of legal documents prior to circulation, scan, file and send signed letters to GMS manager and to the project team, ensure confidentiality of information processed during the execution of his/her function. Client Relationship; Establish strong relationships with internal and external stakeholders, monitor the level of client satisfaction of the Jobs Fund applicants and Jobs Fund partners, identify and respond to opportunities for the Jobs Fund Applicants and Jobs Fund partners in order to be the strategic partner of choice within the GTAC/Jobs Fund, respond to clients' queries and complaints ensuring that corrective action is taken when necessary.

ENQUIRIES

: Kaizer Malakoane Tel No: (012) 315 5442