

REFERENCE NUMBER: ALJA/0001
POSITION TITLE: JUNIOR LEGAL COUNSELLOR

ATAJ Pty Ltd " hereinafter referred to as ATAJ" is a company that provides legal consulting, counselling, and advisory services to both private and public sectors. Its sectors of focus are *inter alia* Manufacturing, Engineering, Construction, Services, and Mining Agriprocess of incubation space. ATAJ seeks to appoint a Junior Legal Assistant.

Reporting to: CEO /MD

Location: Springs Centre

QUALIFICATION:

Academic Qualification: Law Degree or Diploma or NQF equivalent
Experience: Not a prerequisite but shall be an advantage.

LEGAL SKILLS REQUIRED:

The required skills shall include but are not limited to the following

- Good legal writing skills.
- Ability to take notes accurately.
- Ability to write reports accurately
- Good listening skills
- Computer Literacy
- Planning, organization, and coordination skills
- Well-developed verbal and written communication skills
- Presentation skills
- **Personal abilities:**
 - ✓ Sociable, approachable, and professional
 - ✓ Flexibility
 - ✓ Pro-active, responsive, cooperative, and a team player
 - ✓ Ability to work under pressure

JOB KEY PERFORMANCE AREAS

The incumbent will *inter alia* be responsible for:

- Giving accurate legal advice (oral or written) as and when required by the clients
- Drawing of legal instruments as per the SMME's Legal needs
- Reviewing and finalisation of legal documents as per the SMME's needs
- Providing legal advice through all current platforms excluding SMME's Sites
- Drawing of Legal Reports (weekly, monthly, quarterly, and annually)
- Drawing of the log frame as and when required to do so.
- Drawing of professionals and accurate MOVs monthly as directed by the Client.
- Drawing and circulating and presenting the legal journals as directed by Management
- Giving Legal Advice within our scope or as required from time to time.
- Making sure that all clients who have Gap Analysis have legal Developmental Plans
- Making sure that every month all clients with legal Developmental plans are contacted by means of email.
- All monthly contacted Clients must be reflected in the appropriate Table in the monthly report.
- Render general internal legal administration services Attending all meetings as directed by management.

Monthly Interventions Targets

You shall do a minimum of 32 (Thirty-Two) interventions (cases), as per the Means of Verification (MOV) per month. Email your CV to maponya@ataj.co.za, and the closing date is 31 August 2023.