



DENEL CORPORATE OFFICE
Legal Officer/Paralegal
(Reference Number: LM08)

Denel is an Employment Equity employer that gives preference to suitable candidates who add to the diversity of the company.

DEPARTMENT: Legal

JOB LEVEL:

4.0

(The decisions on the final job level will be commensurate with the experience and know-how of the successful candidate)

KEY PERFORMANCE AREAS:

- Draft legal documents including but not limited to briefs, reports, agreements, contracts, powers of attorney, legal memoranda correspondence and any other required documentation.
- Help prepare legal arguments, applications, etc.
- Check and edit legal forms and documents for accuracy.
- Build and maintain databases and files.
- Organize and track case files.
- Review and monitor new and updated laws and regulations.
- Perform legal and factual research and record research.
- Identify relevant judicial decisions, statutes, legal articles, codes and other pertinent material.
- Maintain electronic law library (knowledge of Juta/Lexis Nexis Library).
- Co-ordinate legal office activities.
- All secretarial duties including typing, diary management, setting up meetings, travel arrangements (including VISA applications and letters of invitation), S&T claims, filing, personnel issues and other administration duties.

APPLICABLE QUALIFICATIONS AND EXPERIENCE REQUIRED

- Knowledge of legal principles, legal research techniques, legal terminology, government regulations.
- Legal Bachelor's degree, Paralegal Certificate/diploma/Degree.
- Extensive legal experience
- Thorough knowledge of legal principles and practices, legal research techniques and legal terminology
- Thorough knowledge of legal communication principles and practices.
- In depth knowledge of country laws and regulations
- Relevant computer knowledge and experience
- Legal secretarial experience

JOB RELEVANT PERSONAL ATTRIBUTES

- A meticulous person with excellent English language skills
- Advanced Microsoft & Internet Skills
- Excellent typing skills of $\pm 60 - 80$ wpm
- Ability to work independently and under pressure
- Planning and organizational skills
- Use own initiative
- Professionalism and Strong personality
- Effective communication and Secretarial skills
- Research and analytical skills

CLOSING DATE: 28 April 2017

INTERESTED PARTIES SHOULD SEND CVs TO:

DENEL DYNAMICS

FOR ATTENTION: LERATO MPHUTHI

RECRUITMENT SPECIALIST

✉ Email LERATO.MPHUTHI@DENELDYNAMICS.CO.ZA

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