



**Post:** Legal Administration Support  
**Reference:** LAS/RTIA/2018  
**Salary:** R 183 558.00 pa (Basic Salary)  
**Term:** 12 Months Fixed Term Contract

**Requirements:** \* National Diploma or B Degree in Paralegal Studies/LLB or relevant qualification \* Minimum of two (02) years relevant experience in the legal field or environment \* General knowledge of Civil procedure and Corporate Law \* Proficiency in English \* Driver's licence will be an added advantage.

**Required competencies:** \* Good communication and interpersonal skills \* Customer service \* Ability to plan and prioritise own work \* Attention to detail \* Team player \* Quality orientated \* Time management skills \*

**Duties:** \* **Support the optimisation of the section/unit;** \* Comply to all policies and procedures in the Unit / Section \* Conduct project administration, recorded keeping and produce project related reports \* Systematize the achievement of deliverables against project plans \* Demonstrate knowledge of the latest development within area of expertise \* Introduce improvement opportunities within area of expertise in line with best practice to optimise performance \* **Support the provision of Legal Services in the organisation;** Facilitate the provision of research on developments to legislation impacting on RTIA and keep abreast of relevant statutory legislation and regulatory requirements \* Conduct Case Law search and tracking of cases \* Assist in the preparation of documents and compilation of files in instances where RTIA is involved in legal proceedings \* Conduct legal transcription and proof read, prepare and categorise evidential documents \* Prepare briefs and facts for legal proceedings \* Maintain records and a database of legal service providers \* **Contracts administration;** Process the development of a contracts register and the maintenance thereof \* Communicate contracts management policies and procedures to the organisation and project managers, assist in the researching and collection of information in respect to contracts awaiting drafting \* **Provide legal Library services;** \* Conduct research into what is available locally and internally in a bid to stock the library with up to date and relevant material \* Acquire and prepare (acquisitions and cataloguing) materials that will be used, including the development and indexing of databases \* Help users locate information and using it

proficiently for attainment of organizational objectives \* Provide assistance in the search for and acquisition of material demonstrating how to find and acquire information, and assist users in navigating the Internet or Intranet.

**Enquiries: Mr K Magongwa**

**Tel: 087 285 0500**

**Correspondence will only be with shortlisted candidates, if you do not hear from us in 30 days please consider your application as unsuccessful.**

**To apply please submit a letter of application, recent curriculum vitae as well as certified copies of qualifications and identity document. Applications must be addressed to: The Human Resources Division, RTIA, PO Box 6341, Halfway House, 1685 or hand delivered to Waterfall Edge B, Howick Close, Waterfall Office Park, Bekker Road, Midrand or emailed to [Recruitment@rtia.co.za](mailto:Recruitment@rtia.co.za)**

**Please note that applications without all the relevant supporting documents as prescribed above will not be considered.**

**The RTIA is an equal opportunity employer and is seeking to balance the employment equity profile. The Agency is thus strongly encouraging applicants from the following designated groups; Indians, Coloureds, Whites, unemployed youth, females and people living with disabilities to apply. Preference will be given to Coloureds, Indians and Whites**

**Closing Date: 12 March 2018 @ 16:30 pm**