

**Agreement South Africa (ASA) seeks to fill the following fixed term contract position based in Pretoria:**

**Legal Practitioner**


**Contract duration** :3 years  
**Remuneration** : R350 000.00 per annum  
**Reference number** : ASA00044-/2021

**Purpose:**

To provide strategic legal advice and services to the organisation, negotiate legal agreements and draft relevant legal documents.

**Duties and Responsibilities Include (but are not limited to):**

- Review lease agreements for the organization
- Review and draft contracts, application forms and letters according to client specifications and legislative requirements
- Consult and liaise with stakeholders on general legal requirements.
- Assist in drafting, maintaining, and updating policies and procedures in line with legislative changes.
- Assist with providing training to management and staff regarding forthcoming and existing legislation.
- Drafting of legal opinions as and when required
- Promote effective communication to clients
- Assist in preventing legal and regulatory risk by keeping up with changes and development to legislation Contracts drafting.
- Working in all sectors of law and business, in particular but not limited to supply chain, built environments as well as financial advisory sector.
- The position will also call on you to support other lawyers within the team in regard to contract drafting, opinions and negotiation.
- Work activities vary according to the type of case and specialist area but typically involve- and candidate must be able to:
  - Draft and review all manner of contracts;
  - Provide opinions (contract law, statutes, etc);
  - Run litigation matters;
  - Deal with several cases, opinions and contracts simultaneously.
  - Advise clients on the law and how it may affect their case;
  - Negotiate;

- 
- Research documents and case law to ensure the accuracy of advice and procedure;
  - Conduct training, both internally and for clients;
  - Instruct specialist advocates to appear in court for the client in disputes;
  - Keep up to date with changes and developments in the law by reading journals and law reports;
  - Anticipate and helping to circumvent problems;
  - Understand business of clients;
  - Understand and apply policies of clients;
  - Advise on legal and commercial risks and strategy and suggest mitigations.

#### **Qualifications and Experience:**

- Minimum requirement is a BCom (Law), LLB or equivalent legal qualification
- Admission as Attorney or advocate
- Minimum 3- 4 years working experience in a similar role

#### **Skills and competencies:**

- Must be proactive and innovative;
- Sound interpersonal relations;
- Competent written and verbal communicator;
- Ability to function effectively in a multicultural environment
- Strong negotiation skills.
- Business awareness, prioritisation of risk and strong commercial focus
- Ability to take a commercial view within legal constraints
- Ability to influence senior stakeholders to their point of view and maintain credibility with a senior audience

#### **Application process**

The candidate will be subjected to integrity checks before appointment is made. Interested parties should forward their CV's with your name, surname, position title and reference number on the subject line (**e.g. Antoinette Gerber: Position interested in: Reference no: ASAxxxx**) to email address **recruitment@agrement.co.za** by no later than **15 March 2021 at 16h30**.

Agrement South Africa is committed towards increasing the representation of marginalized groups in line with its Employment Equity Policy.

Please note that correspondence and communication will be only be conducted with shortlisted candidates.

**Agrement South Africa reserves the right not to make any appointment.**

**Applications must be sent to [recruitment@agrement.co.za](mailto:recruitment@agrement.co.za).**