



## External Advertisement

Magalies Water presently has a vacancy for a

### Legal Officer

#### **R469 984.00 Total Cost to Company**

At its Head Office in Rustenburg and will be reporting to the Legal Manager. The successful candidate will be accountable for the following functions:

- Conduct research on legal matters and provide legal advice to the organisation.
- Support the legal manager in liaising with external legal service providers and preparation of documentation/reports.
- Provide support on disciplinary processes when required.
- Respond to all internal legal queries and always give feedback.
- Assist with the draft of Service Level Agreements using the templates where necessary and submit drafts to the Legal Manager for review and approval.
- Assist with the management of legal panellists and checking the bill of costs (invoices) in line with Magalies Water schedule of tariffs.
- Assist in the Management of Service Level Agreements.
- Assist with the internal dispute resolutions mechanisms.
- Prepare documents and files for the Chief Executive, Legal Manager, and legal advisors.
- Responsible for all administrative functions such as dealing and attending to all correspondence and meetings updates.

**Qualifications and Experience:** LLB and 2 years legal experience with articles. Recent admission as attorney will serve as an advantage. Working knowledge of all legislation and prescripts, PFMA, MFMA and the Water Services Act and valid driver's license will be a pre-requisite.

**Closing date: 26 October 2021**

**Appointment will be made in line with Magalies Water's Employment Equity Plan.**

Interested candidates are invited to send their detailed CV's, inclusive of certified copies of qualifications to Human Resources Department, e-mail it to:

[recruitment@magalieswater.co.za](mailto:recruitment@magalieswater.co.za) or fax to 086 576 6288.