



VACANCY

REFERENCE NR	:	VAC02251/21
JOB TITLE	:	Admin Operational: Legal
JOB LEVEL	:	C2
SALARY	:	R 248 247 - R 413 745
REPORT TO	:	Head of Department: Legal Services
DIVISION	:	CSC: Office of the Company Secretary
DEPT	:	CSC: Office of the Company Secretary
LOCATION	:	SITA Centurion
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To provide high level administrative support to the Legal Services department by preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

Key Responsibility Areas

- Develop and implement specific goals and plans to prioritize, organize, and accomplish work through proactive approach and maintain high legal service standards to ensure client and customer satisfaction.;
- Perform administrative/ secretarial duties;
- Communicate/liase with stakeholders within and outside of SITA;
- Oversee and develop reports Maintenance to ensure efficient record storage for reference and auditing purposes;
- Coordinate the processing of invoices, orders and travel and accommodation arrangements in the Department and monitor/control the Departmental budget so that the expenditure is within the approved Budget.

Qualifications and Experience

Minimum: National Higher Certificate in Office Management or Paralegal Studies or Legal Secretarial Diploma.

Experience: 2 - 3 years' relevant experience in a law firm or the legal department of a large corporate. The incumbent will be required to interact with relevant Clients, Customers, Service providers and other external bodies/sources.

Technical Competencies Description

Knowledge of: administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology. Basic Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders and agency policies and rules. Demonstrated ability of conducting basic legal research. Knowledge of principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for services, and

evaluation of customer satisfaction. Corporate governance. Skills: Business Writing; General Administration; Corporate Governance. Behavioural competency: Active listening; Attention to Detail; Analytical thinking; and Disciplined.

Other Special Requirements

N/A

How to apply

Kindly send your CV to: Sophia.recruitment@sita.co.za

Closing Date: 23 February 2021

Disclaimer

SITA is Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicants` documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be accepted
- CV`s sent to incorrect email address will not be considered