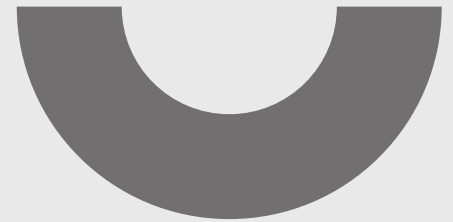


**Moses Kotane
Institute**

Research · Innovation · Excellence



CALL FOR APPLICATIONS

CORPORATE SERVICES:

EXPERIENTIAL LEARNER: LEGAL X1

STIPEND: R10 000.00 - 13 000.00 PER MONTH
(24 MONTHS ONLY)

(REF NO – EL /LEG- 01/2023)

CLOSING DATE: 09 DECEMBER 2023

Visit our website to apply

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EXPERIENTIAL LEARNER: LEGAL X1

REFERENCE: EL /LEG- 01/2023

**STIPEND: R10 000.00 - 13 000.00 per Month
(24 Months Only)**

CENTRE: LaMercy/Westville

REQUIREMENTS

A suitable candidate must hold an LLB Degree from a SAQA accredited tertiary institution. Admission as an Attorney. Practical Legal Training. Minimum of 2 Years experience in the corporate and Labour Law (Including CCMA) and Contract (Drafting and Management). LLM will be an added advantage..

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

Analytical and Research Skills. Drafting of Legal Contracts and Legal opinions. Drafting and reviewing of Policies. Ability to work Independently.

KEY RESPONSIBILITIES:

Provisioning of Legal Administration Support and Coordination of Contracts. HR Legal Compliance. Contract Management: Drafting, Vetting, Review, Coordination and Administration of Contracts. Policy Drafting and Review. Legal Secretariat Services.

DIRECTIONS TO APPLICANTS:

Interested applicants are encouraged to submit a detailed copy of a CV with at least 2 (two) contactable references, certified copies of ID, driver's license, copies of relevant qualifications (certified not older than 6 months) to: recruitment@moseskotane.com. Shortlisted candidates may be taken through a verification process. Applicants are to ensure that they submit all required documentation stated above, as failure to do so may lead to disqualification of the application during the selection process.

For any technical queries contact The Human Resources Manager, Ms Mngoma at hradmin@moseskotane.com. Candidates who have not heard from MKI within 6 weeks from the closing date can consider their application unsuccessful. Applicants will be disqualified for any incorrect information supplied.

The Moses Kotane Institute is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Institute reserves the right not to make these appointments.

CLOSING DATE: 09 December 2023