



LEGAL SECRETARY (3 YEAR CONTRACT)

The Legal Secretary assists SACNASP in all legal, governance and professional conduct related matters.

Tasks will include:

Defend and protect the interests of SACNASP in legal matters. Assists Manager Legal and the Legal Practitioner in all regulatory and professional conduct matters. Ensure availability of and access to information to client to make timely, informed decisions. Advance SACNASP's business practices to transform service delivery and assist SACNASP in compiling and reviewing policies and legislations.

Competency Requirements:

- Verbal and written communication skills
- Attention to detail
- Confidentiality
- Integrity
- Service orientated
- Initiative
- Stress tolerance
- Organised mind and ability to multitask

Key responsibilities:

- Manage records and calendars
- Manage timely circulation of agenda's and supporting documents to the PCC;
- Oversee and coordinate administrative and logistical support prior to and during meetings of the Committee;
- Manage submissions requiring Committee's approval and facilitate the production of minutes and implementation of resolutions;
- Manage the process of follow-up and implementation of action plans;
- Assist in the recording of critical documents such as minutes, annual reports, resolutions in the correct filing format (hard copy and electronic formats)
- Typing up legal documents
- Making and managing appointments with Committee members and clients for meetings

- Transcribing and proof reading of legal documents
- Collecting and delivering documents
- Preparing client files

The Suitable incumbent will have:

- Matric with Diploma in Secretarial practice
- A minimum of 2 years' experience as junior legal secretary
- Experience in a highly deadline driven environment;
- Minute taking skills;
- Knowledge of constitution, legal terminology, regulations and court system
- Knowledge of MS Office and ability to work with legal technology (computer systems, transcription software, Dictaphone etc.).
- Proficiency in English
- Outstanding time-management and typing skills

Salary: R175 000-R300 000 (All Inclusive)

Job Type: 3 year Contract

Commencement: ASAP

To apply, forward your C.V. sabraham@sacnasp.org.za on or before 11 March 2022

***These positions will comply with Employment Equity principles.
SACNASP reserves the right not to make an appointment.***