



STAFF REQUISITION FORM
(FOR INTERNAL & EXTERNAL APPLICANTS ONLY)

DIVISION : EPC

Date : 23-Jul-24

Requested By <u>Ferdi Swart</u>	Job Title: <u>Legal Administrator</u>
Branch / Dept <u>EPC</u>	Grade: _____
Reports To: <u>Nicholas Msibi</u> (Job Title)	
Date Vacancy Should Be Filled : <u>05-Aug-24</u>	
Description Of Essential Duties : (Key Performance Areas)	<u>See attached Job description</u>
Specify Any Extraordinary Benefits Attached To This Appointment : (e.g. Company Car) / Car Type	
Suggested Qualifications And Experience Required :	<u>See attached Job description</u>
For Reply Please Contact: Name: <u>Ferdi Swart</u> E mail <u>ferdi.swart@actom.co.za</u>	

SIGNATURE _____
GENERAL MANAGER / UNIT MANAGER

DATE _____

SIGNATURE 
HUMAN RESOURCES MANAGER

DATE 23-Jul-24

SIGNATURE 
DIVISIONAL CEO

DATE 25/07/2024

SIGNATURE _____
HUMAN RESOURCES EXECUTIVE
(Only if authorised to recruit externally)

DATE _____

ENGINEERING PROJECTS AND CONTRACTS

EPC

JOB DESCRIPTION

Legal Administrator

Function

We are seeking a detail-oriented and highly organized Legal Administrator to join our team. The successful candidate will provide legal administrative support to our management team, ensuring the smooth and efficient operation of all legal processes. This role requires excellent organizational skills, attention to detail, and a solid understanding of legal procedures and terminology.

Tasks will include

- Processing of general legal queries in terms of contract, commercial, corporate, and statutory law and ensuring compliance with all relevant laws and regulations.
- Reviewing, drafting, and negotiating a range of engineering and construction-related contracts such as NEC, FIDIC, GCC, JBCC, and bespoke EPCM/EPC contracts.
- Understanding of turnkey projects and IPP Agreements / Project Documents associated with renewable energy projects.
- Pre-contract review and qualification of tender vet and contractual terms and conditions.
- Post-contract claims and dispute management arising from time to time during project execution involving, amongst others, extension of time, Force Majeure, and scope variation claims.

Qualifications and Experience

- LLB degree.
- A minimum of 5 years of work experience in a corporate construction/engineering environment.
- In-depth understanding of construction contracts such as NEC, FIDIC, GCC, EPC/EPCM, and IPP agreements.
- Exceptional communication skills, both written and verbal.
- High level of personal integrity, self-discipline, and a positive attitude.
- Ability to collaborate effectively with multifunctional departments/offices and diverse individuals.
- Deadline-driven, with meticulous attention to detail, and the capacity to excel under pressure.

Rewards

- Salary commensurate with ability to do the job
- Pension & Provident Fund
- Medical Aid (if selected)

Applications

Application letters accompanied by a current CV may be forwarded to Ferdi Swart per email: ferdi.swart@actom.co.za.

A division of ACTOM (Pty) Ltd
 Registration Number: 2008/001863/07
 Chairman: MA Mthethwa
 Group Chief Executive Officer: M Naidoo
 Divisional Chief Executive Officer: MN Msibi
 Directors:

Executive: M Naidoo, D Lubbe, S Makamu, EA Van Wyngaardt,
 S Chauke (MLE Augonnet* - Alternate to S Chauke)

Non-Executive: C Kula, N Mohamed, S Ntswayi

*French



32, 12th Road, Kew, Johannesburg, 2090

Private Bag 1, Bramley, 2018

Tel: +27 (0) 11 430-8700, Fax: +27 (0) 11 430-6884

www.actom.co.za