

PROTECTION & CONTROL

ACTOM Smart Technologies

JOB DESCRIPTION**JOB TITLE:** Commercial Legal Administrator**JOB GRADE:** TBA**PREPARED BY:** H Mare**INCUMBENT:** 1**EMPLOYEE SIGNATURE:** _____**REPORTS TO:** Financial Manager**APPROVED BY:** H Mare**DEPARTMENT:** General Management**SIGNATURE:**  _____**NO. OF INCUMBENTS:** 1**DATE:** _____**EDUCATION: (What is the minimum education level required to perform the job?)**

1. LLB Degree

EXPERIENCE: (What is the minimum amount and type of relevant experience necessary before a person will be considered for the position?)

- A minimum of 2 years of work experience in a corporate construction/engineering environment.
- In-depth understanding of construction contracts such as NEC and FIDIC agreements, is essential.

A division of ACTOM (Pty) Ltd

Registration Number: 2008/001863/07

Chairman: MA Mthethwa

Group Chief Executive Officer: M Naidoo

Senior General Manager: S Gourrah

Directors:

Executive: M Naidoo, D Lubbe, S Makamu,

S Chauke (MLE Augonnet* - Alternate to S Chauke)

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

*French



2 Magnet Road, Knights, 1413

P. O. Box 13024, Knights, 1413

Tel: +27 (11) 820-5111,

www.actom.co.za

TRAINING REQUIREMENTS: (Names and duration of any courses necessary to do the job)

- Microsoft Office.
 - Outlook
 - Commercial Conditions of ACTOM SA, NEC and FIDIC
-

OTHER BENEFICIAL ATTRIBUTES:

- 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.

OVERALL PURPOSE OF JOB

We are seeking a highly skilled and detail-oriented Legal Advisor to join our Protection and Control business unit at our ACTOM Knights premises. The successful candidate will provide strategic legal and commercial support across the business units, ensuring the efficient management of legal and commercial processes to support seamless operations.

KEY TASKS:

- Providing legal support to the business unit on general corporate matters, including the review and preparation of agreements related to corporate and commercial law.
- Reviewing, drafting, and negotiating a variety of engineering and construction contracts, including NEC, FIDIC, GCC, JBCC, and bespoke EPCM/EPC agreements.
- Conducting pre-contract reviews and assessing tender qualifications, including contractual terms and conditions.

- Overseeing post-contract claims and dispute resolution during project execution, addressing matters such as extensions of time, Force Majeure claims, and scope variation claims.

GENERAL:

- Besides the Job Functions described above, any reasonable request to perform other duties and to assist in supplementary job functions as required by the General Manager shall be carried out.
- To carry out ad hoc work instructions from General Manager that fall within the general scope of the Department and/or personal skill set.
- To ensure that you are fully conversant with all the other job functions carried out by any other individual within the department, that should the need arise, you will be able to perform their function for a short period of time.