



sanedi

South African National Energy
Development Institute

ENERGY INNOVATION FOR LIFE

SANEDI, PO Box 9935, Sandton, 2146

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JOB REQUIREMENTS

Position: Legal Intern (Risk Management)

Programme: Administration

Division: Legal

Location: SANDTON

Period: Fixed Term Contract – 1 year

Background of SANEDI:

The South African National Energy Development Institute (SANEDI) was established in 2011 under the National Energy Act, 2008 (Act No. 34 of 2008) (NEA). The Act provides for SANEDI to direct, promote energy research, and technology innovation as well as undertake measures to promote energy efficiency throughout the economy.

- **Position description and grading**
 - Legal Intern (Risk Management)

- **Department and section**
 - Legal

- **Purpose of the position**

- The position requires an intern to support the business with compliance, contract, and secretarial services. This temp position will assist with working with a qualified and experienced individual able to train and mentor in these responsibilities.

- **Job requirements:**

- **Qualifications and experience**

- BA (law), BCom (Law) Buiris, and B. Proc or LLB.
- Added advantage compliance or risk.

- **Job Requirements (Technical)**

- Legal writing skills
- Computer skills – Microsoft Application

- **Soft skills**

- Attention to details
- Demonstrated interpersonal, and excellent written and oral communication abilities.
- Ability to communicate and work effectively with all levels of the organization and with counterparts in outside organizations.
- Ability to write clearly and concisely
- Ability to work in a team and individually.

▪ **Knowledge and skills to be gained**

- Written and verbal skills – English
- Communication skills
- Administrative skills
- Report and minutes writing skills

▪ **Responsibilities and/or training areas**

- Provide daily support and act as the first reviewer of work produced;
- Ensure that all statutory filing is completed in accordance with deadlines set out in relevant legislation;
- Ensure minute logs and action lists of Board and subcommittees are maintained accurately and updated in a timely manner as required;
- Ensure statutory records (Register of Members, Register of Directors etc.) are accurately maintained at all times; Telephonic attendance at board meetings and second review of minutes following quarterly board meetings;
- Co-ordinating full board meeting process, from preparation of board packs through to timely signing of minutes and updates of action point logs;
- Ensure actions noted in board meetings are completed in a timely manner;
- Ensure timely signing of minutes following meeting, in accordance with pre-agreed deadlines;
- Manage billing process on agreed clients and identify opportunities to bill outside of client's fee agreement;
- Assist with the co-ordination of reoccurring and ad-hoc projects, requiring input from the team and ensure completion in line with pre-agreed deadlines;

- Act in the best interests of the division by supporting team members
- Conduct compliance audit with the company
- Assist with risk management

Additional Information

Please email a detailed CV to: Legalintern@sanedi.org.za

The closing date for this position is: **24 January 2024**

Should you not hear from SANEDI within 30 days after closing of this advert, please consider your application unsuccessful.