

**INTERNAL and EXTERNAL ADVERTISEMENT**  
**WESIZWE PLATINUM LIMITED IS AN EQUAL OPPORTUNITY EMPLOYER.**

<b>Job Title</b>	
<b>LEGAL SPECIALIST</b>	
<b>Job Function</b>	
Core / Support:	Support
Department:	Corporate Affairs
Job Type:	Permanent
Location:	Bakubung Platinum Mine - Rustenburg
<b>Role Description</b>	
<p>The role of the Legal Specialist is to deliver on the Corporate Affairs Division responsibility to develop and monitor compliance with all contracts in line with the applicable Company policies. Develops, coordinates, and administers contracts for goods and/or services for Bakubung Platinum Mine and all its associated companies. Negotiates, extends, and renegotiates contracts as appropriate. The role serves as a primary point of liaison with contractors and monitors existing contracts for compliance with terms and conditions. The role reports to the Executive Corporate Affairs.</p>	
<b>Education and Experience Requirements</b>	
<ul style="list-style-type: none"> <li>• Minimum LLB Degree</li> <li>• 5 Years minimum experience in a role that meets similar job requirements. Knowledge of Mining environment will be an added advantage.</li> </ul>	
<b>Job Requirements</b>	
<ul style="list-style-type: none"> <li>• Negotiate contract agreements for products and services.</li> <li>• Assess contractor performance to identify the need for amendments of existing contracts.</li> <li>• Prepare and edit contracts between the company and potential clients</li> <li>• Handle breach of contracts in a timely manner</li> <li>• Serve as the main liaison with outside contracting representatives.</li> <li>• Research regulations to guarantee contracts are updated and in compliance with laws</li> <li>• Coordinate with clients to guarantee terms of contracts are fulfilled in compliance with the contract terms and regulations.</li> <li>• Liaising with staff on all levels of company to analyse and determine comprehensive contract strategy</li> <li>• Reviewing contracts, verifying accuracy and resolving discrepancies in line with company rules and guidelines.</li> <li>• Ensuring relevant documentation accompany contracts, and maintaining digital and hard copies of relevant documentation</li> <li>• Liaising between parties regarding contract development, and negotiations regarding terms and conditions, and drafting and revising changes as required</li> <li>• Identifying potential risks contract changes may pose to company and other legal risks in general</li> <li>• Assist and/or provide input into the formulation, development, and/or revision of operating policies, procedures, and strategies for the Company, as appropriate</li> <li>• Keeping a Contract Register</li> <li>• Prepare standard contract templates for various procurement use.</li> <li>• Provide legal advisory notes as and when necessary.</li> </ul>	

### Skills Required

- Comprehensive Knowledge in Management of NEC, FIDIC; JBCC and similar types of Forms of Contracts;
- In-depth knowledge of procurement regulations, contract documents, and legal specifications.
- Comprehensive knowledge of Microsoft packages
- Excellent oral and written communication skills
- Ability to make administrative/procedural decisions and judgments
- Outstanding negotiation and interpersonal skills
- Knowledge of procurement rules and regulations.
- Organizing and coordinating skills
- Ability to negotiate contracts
- Ability to mediate conflicts arising from Contracts
- Ability to understand adjudication & arbitration processes
- Understanding of BBEEE Act; Mining Charter 2018; Mine Health & Safety Act and the MPRDA

Should you be interested in applying for this position, please send your CV with relevant qualification copies to [Recruitment@wesizwe.com](mailto:Recruitment@wesizwe.com) **on or before the 19 July 2024**. Should you not hear from us within 21 days after the closing date of this advert, kindly consider your application unsuccessful. For telephonic enquiries: 014 004 1266