



sonedi

South African National Energy
Development Institute

ENERGY INNOVATION FOR LIFE

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JOB REQUIREMENTS

Position: Internship

Programme: Legal, Governance, Risk, and Compliance

Division: Company Secretariat / Legal Unit

Location: SANDTON

Period: 1 July 2023 – 30 June 2025

Purpose

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.

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

Knowledge and skills to be gained

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

Job Requirements (Technical)

- Legal writing skills
- Computer skills – Microsoft Application

Job Requirements (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.

Qualifications

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

The closing date for this position is : **23 June 2023**

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