

	DOCUMENT TYPE:	FORM		
	DOCUMENT TITLE:	JOB VACANCY FORM		
	APPLICABLE TO:	All VDT External Vacancies		
	DOCUMENT OWNER:	Human Resources		
Doc No: 1	Effective Date: 01 November 2021	Page : 1 of 2	Version: 1.2	Author: Human Resources
Date	12 October 2023			
Position Job title	Commercial Attorney			
Law Firm	VDT Attorneys Incorporated			
Closing date	30 November 2023			
BEE (Yes, No) Gender	Any			
Main Purpose of the Job	Associate Attorney			
Indicate if you want to place an Internal or External ad for this role.	External			
Interview availability	Anytime			
Ideal start date	1 December 2023 / 2 January 2024			
Salary	Market Related Negotiable			
Hiring manager name and email:	PR De Wet prdw@vdt.co.za			
HR Contact:	Elanie Greyling elanie@vdt.co.za			
Type of role:	Permanent			
Position type and expected hours of work	Full time Monday-Friday 08h00 – 16h30			
Position Location	Castle Gate Offices C/o Solomon Mahlangu & Van Ryneveld Avenue Waterkloof Ridge, Pretoria, 0181			
Qualification Essential Competency	Skills and experience Essential: <ul style="list-style-type: none"> • 1-5 years post article experience in the relevant field of Commercial and Tax Law and/or Commercial Litigation • Excellent Commercial and Tax Law Experience • Good knowledge of legislation and or transactional work relating to: - 			

	<p>Company Law; Tax; Business Law; Mergers & Acquisitions; Fiduciary Services and Estate Planning Structures and Advisory; BEE;</p> <ul style="list-style-type: none"> ● Positive attitude and the capability of working under pressurised conditions and dealing with large projects for corporate clients. ● Structured, methodical with fault finding and attention to detail. ● Understanding high demand of Client Service; ● Ability to work together in a team on projects; ● Communication – Ability to communicate efficiently to and with clients at board level as well as to and with co-workers on fault statuses. ● Self-Starter and Motivated – Driven by the need to succeed. ● Able to work independently. ● Computer skills – MS Excel, MS Word, MS Outlook and Internet will be beneficial.
Qualifications preferred	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> ● B-com & LL.B; ● Registered Tax Practitioner (or in progress of registration); ● Degree, Diploma or other Qualification in Tax (or at least have the intent to enrol for such qualification) <p>Preferred Additional Qualifications:</p> <ul style="list-style-type: none"> ● Company Law; ● Tax;
Essential functions	<ul style="list-style-type: none"> ● Management, administration and operation of own files, accounts and legal department; ● Reporting to Principal on projects; ● Good understating and feel for client’s business and business requirements and corporate and commercial relations; ● Drafting of specialised, general – and/or specific contracts, advice and/or legal opinions, tax opinions, including, but not limited to: <ul style="list-style-type: none"> ○ Shareholder Agreements; ○ MOI; ○ Partnership Agreements; ○ Merger Agreements and Corporate Restructure Agreements; ○ Share Sale and Subscription Agreements; ○ Service Level Agreements; ○ Data Privacy Agreements, such as operator agreements, data processor agreements, E-commerce contracts etc.;

	<ul style="list-style-type: none"> ○ Joint Venture and Co-Operation Agreements. ● Negotiation of agreements; ● Reviewing and settling of contracts; ● Management and execution of contracts; ● Any requirements that entities or individuals may have in relation to transactions and commerce in general.
Experience required	<ul style="list-style-type: none"> ● 1-5 years post article experience in the relevant field of commercial & tax law and/or commercial litigation
Work environment	<ul style="list-style-type: none"> ● Mainly Office ● (in house and also client sites)
Physical demands	<ul style="list-style-type: none"> ● Bending ● Sitting ● Lifting ● Driving
Travel	<p>Yes – Own vehicle required</p> <p>Travelling will be required to clients sites as and when required</p>