

INTERNAL / EXTERNAL ADVERTISEMENT DIVISION: LEGAL & COMPLIANCE 25 NOVEMBER 2025		
REFERENCE NUMBER	POSITION: PERMANENT	NUMBER OF VACANCIES AVAILABLE
L&C: 34/2025	ADMINISTRATOR: LEGAL ALL INCLUSIVE REMUNERATION: TCTC (PER ANNUM) R480 156.00 – R649 748.00	1

MICTSETA is seeking to appoint a suitably qualified and competent **Administrator: Legal** to support the effective and efficient operations of the Legal and compliance division. The successful candidate will play a key role in coordinating activities between the Legal and compliance division and various business units across MICTSETA, ensuring seamless workflows and optimal service delivery.

The successful incumbents will be based at Midrand Head office and will report to the **Manager: Legal & Compliance**.

MINIMUM REQUIREMENTS:

- Matric/Grade 12
- National Diploma (NQF Level 6) in Legal Studies, Paralegal Practice, Compliance Management, Public Administration, or a related field.
- LLB degree will be an added advantage
- Short Courses in Compliance or Corporate Governance will be added advantageous.
- Minimum three (3) years' legal administration, office administration, or admin coordination role experience.
- Knowledge of relevant legislation (e.g., PFMA, POPIA, PAIA, and other related statutes).
- Understanding of governance frameworks and compliance monitoring.
- Proficiency in MS Office Suite and document management systems.
- Familiarity with office management procedures and basic accounting principles
- Intermediate Excel and PowerPoint Skill

Board Members: Nomonde Gongxeka-Seopa, Ntombikayise Khumalo, Lesiba Langa, Matome Madibana (Chief Executive Officer), Sabelo Mahlathi, Tebogo Mamorobela, David Mangena, Sebenzile Matsebula, Dr Tshepang Mosiea, Mzikayise Ndlovu, Gloria Nzima, Lebogang Sethole-Masilela, Eric Thebe, Sipho Zwane

Other Requirements:

- Flexibility in working hours will be required to meet demands of the role.
- May be required to work overtime.
- Valid driver's License

ROLES AND RESPONSIBILITIES**Administrative Support**

- Provide effective administrative support to ensure smooth running of the department.
- Coordinate interaction between the department and other departments, management, employees, and other relevant stakeholders.
- Coordinating office activities and operations to secure efficiency and compliance to MICT policies.
- Develop and maintain a filing system and maintain departmental records in line with approved policies and procedures.
- Keep all administrative records of the manager and the department in accordance with MICT policies, procedures, processes, and practice.
- Plan and manage the annual and other periodic programmes and logistical arrangements for all meetings and events.
- Keep stock of office supplies and replenish when necessary.
- Coordinate travel and other logistical needs for the manager.

Legal Support & Administration

- Conduct professional legal work as directed and guided by the Manager.
- Maintain and update legal registers, databases, and contract repositories.
- Format all legal documents, including letters, reports, and committee/s submissions according to legal standards and templates.
- Type letters, memos, and reports to a professional standard.
- Assist in drafting and proofreading legal correspondence, contracts, and internal memoranda.
- Facilitate the review and signing of contracts, ensuring proper filing and record-keeping.
- Track contract lifecycles, renewal dates, and expiry notifications.
- Support the Manager in preparing and submitting reports for management, audit, and other relevant stakeholders as and when required.
- Administer, coordinate, and attend to the activities related to various governance committees.
- Maintain and distribute meeting materials in line with Standard Operating Procedures.

Corporate Governance, Risk, and Compliance

- Maintain registers for regulatory compliance reporting.
- Process all documentation according to MICT policies and procedures, and document control principles.
- Collate documentation for compliance audits, regulatory inspections, and relevant committee meetings as and when required.
- Follow up that the department adheres to all organizational deadlines.
- Respond to Audit requests and queries and escalate relevant matters to the Manager.
- Provide input in the compilation of Risk Register and Reports.
- Maintain and update the Risk Register of the department

Client Relations

- Establish and maintain relations with key internal and external stakeholders.
- Attend to customer requests within established parameters and time frames.
- Arrange functions on behalf of the department.

Financial Administration

- Provide input into the budgeting and bookkeeping process of the department.
- Ensure Supply Chain management process is followed when making the necessary travel arrangements, including flights, accommodation, hire cars, etc. for the department.
- Assist in the compilation, coordination and verification of relevant invoices and supporting documents for the department for submission to Finance

SYSTEM SKILLS	
Title	Level
Microsoft Office Suite	Intermediate

COMPETENCIES		
VALUES	FUNCTIONAL	BEHAVIOURAL
• Customer Centricity • Ethical • Innovative • Committed • Meritocracy • Collaboration	• Corporate Governance • Administration and organisational skills • Verbal and written communication • Data collection and ordering	• Problem analysis and problem-solving • Ethical • Attention to detail and accuracy. • Adaptability

COMPETENCIES		
	• Time management • Financial Administration • Report Writing • Minute taking • Diary Management • File and information management	• Confidentiality • Initiative • Stress tolerance • Interpersonal Relations • Ability to work independently. • Committed • Team Player

Application:

Please click the link to apply [ADMINISTRATOR: LEGAL – Fill out form](#) by no later than **29 November 2025**.

Queries may be directed to 010-055-7930.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful. Please note this is an open position.



White, Indian, Coloured and people living with disabilities are highly encouraged to apply for this position in-line with the MICT SETA Employment Equity Targets.

POPIA DISCLAIMER – By applying for MICT SETA's vacancy, you hereby expressly give MICT SETA consent to process your personal information in accordance with the relevant provisions of the Protection of Personal Information Act 4 of 2013 ("POPIA").

Further, the MICT SETA shall retain personal information as per the regulations set out by the National Archives and Records Service of South African Act (NARSSA), Act. 43 of 1996, as amended.

Please refer to the MICT SETA POPIA Disclaimer for further information (<https://www.mict.org.za/popia-disclaimer/>)

Verification and Vetting Disclaimer

MICT SETA reserves the right to conduct comprehensive background checks, which may include verification of Matric and other qualifications, Employment history, Credit reports, Criminal records, Social media activity, References, Citizenship status, as well as Psychometric Assessments etc. Employment offers are contingent upon successful completion of these vetting procedures.