

Open Position 01: Junior Attorney

Exciting opportunity which offers lots of growth potential.

JW Consultants is looking for a motivated and **junior attorney** to join our small, yet fast-growing legal consulting firm.

About

JW Consultants is a legal consultancy firm specialising in ensuring compliance within homeowner's associations, sectional title developments, retirement estates, life rights and share block companies.

We assist a wide range of clients across South Africa including Property Developers, Property Practitioners (Estate Agents & Managing Agents), Scheme Executives (Directors and Trustees), Owners and Occupiers!

Opportunity Information

- **Position:** Community Scheme Consultant.
- **Location:** Waterfall, Midrand, Gauteng.
- **Contract Period:** Permanent.
- **Performance Review Period:** 6 months.
- **Start Date:** 1st of March 2025.
- **Remuneration:** Market-related depending on experience.

Qualifications and Skills Requirements

- LLB or similar legal qualification.
- Admitted as an Attorney.
- Minimum 5 years post-admission work experience as a legal professional or legal consultant.
- Admission as a Conveyancer and Notary will be an advantage.
- A certificate in Mediation will be an advantage.
- Litigation experience will be an advantage.
- Drafting experience is essential.
- Excellent verbal and written communication skills.
- Computer literate with a good working knowledge of Microsoft Office Suite.
- Ability to manage time effectively by setting priorities and planning productive time.

Beneficial Knowledge

- Sectional Titles Act, No. 95 of 1986.
- Sectional Titles Schemes Management Act, No. 8 of 2011.
- Prescribed Management Rules.
- Prescribed Conduct Rules.
- Community Schemes Ombud Service Act, No. 9 of 2011.
- Companies Act, No. 71 of 2008.
- Property Practitioners Act, No. 22 of 2019.

Key Responsibilities

- Providing and ensuring compliance for Property Practitioners and Community Schemes.
- Advising, drafting, assessing, analysing, negotiating and finalising commercial and residential leases, service provider agreements, executive managing agent agreements and managing agent agreements to name a few.
- Negotiating and drafting agreements relating to the sale of residential and commercial properties.
- Consulting with clients either online or in person.
- Willingness to travel across South Africa.
- Providing legal opinions to clients.
- Drafting scheme governance documentation (Constitutions, MOIs, Rules, Agreements, Resolutions etc) for schemes.
- Drafting and submitting CSOS applications and scheme rules.
- Attending and chairing client meetings when requested.
- Providing training to Property Practitioners and Community Schemes.

Open Position 02: Legal Intern

Exciting opportunity which offers lots of growth potential.

JW Consultants is looking for a motivated and **legal intern** to join our small, yet fast-growing legal consulting firm.

About

JW Consultants is a legal consultancy firm specialising in ensuring compliance within homeowner's associations, sectional title developments, retirement estates, life rights and share block companies.

We assist a wide range of clients across South Africa including Property Developers, Property Practitioners (Estate Agents & Managing Agents), Scheme Executives (Directors and Trustees), Owners and Occupiers!

Opportunity Information

- **Position:** Legal Intern.
- **Location:** Waterfall, Midrand, Gauteng.
- **Contract Period:** 1 year.
- **Start Date:** Immediately.
- **Remuneration:** R 8,000.00 (monthly).

Qualification and Skills Requirements:

- Matric.
- LLB or similar legal qualification.
- No prior experience needed.

Key Responsibilities:

- Registering schemes with the Community Scheme Ombud Service (CSOS).
- Registering estate agents and managing agents with the Property Practitioners Regulatory Authority (PPRA).
- Attending to administrative tasks (responding to client's queries, diarisng matters with the CSOS and the PPRA).
- Attending to the quality assurance of scheme governance documentation.
- Submitting rules for the schemes to the CSOS and issuing the certificates to the clients.
- Assisting with general legal queries and ad-hoc tasks.
- Compiling reports to clients weekly/monthly/quarterly.



jwconsultants.co.za
To learn more about us.

Email your cv to:

- **Contact:** Johlene Wasserman
- **Email:** jwasserman@jwconsultants.co.za
- **Closure Dates:** 5th February 2025 (Wednesday)

As Of: 28th January 2025

JW Consultants Services

- Accredited Mediator.
- Drafting of Constitutions.
- Drafting of Scheme Rules.
- Trustee Training.
- Chairing AGM's.
- Drafting of CSOS Disputes.
- Drafting POPI/PAIA Manuals.
- and more....
- CSOS Compliance.
- Drafting of MOI's.