

# Legal | Learner

Job ID

REQ-10068231

Июн. 01, 2026

Южноафриканская Республика

## Сводка

The Legal Learner provides administrative and operational support to the Legal function, gaining exposure to key legal processes and tools within the organisation.

## About the Role

### Major accountabilities:

#### Administrative support

filing of documents, responding to admin related queries, processing invoices, keeping track of invoices, submitting invoice report tracker (quarterly), and taking minutes in meetings.

#### Company Governance

Company governance (i.e. company secretariat) is another part of the Legal function, we would like to expose the learner to this part of the function. The learner will assist with attending to Company governance related responsibilities as and when required, they would also liaise with our external service provider and the relevant cross-functional teams to facilitate the filing and submission of company documents.

#### Contract Support

The learner will support the Legal function with reviewing approved contract templates to ensure that there is no deviation from the approved templates. The learner will accordingly liaise with the Procurement function and contract owners as required. The learner will be exposed to the use of the Ariba systems which is a Procurement contract management system.

#### Maintaining the Legal SharePoint

The Legal function has a Legal SharePoint that houses all contract templates and other legal documents. The SharePoint needs to be kept up-to-date to ensure that the most recent versions of contracts and documents are used by the business. The learner will support with maintaining this site, i.e. uploading new material and removing old material and assisting with responding to queries related to site and the documents.

#### Legal Digital Tools

Managing Novartis legal digital tools, assisting Novartis associates with queries related to the digital tools, and providing innovating solutions to improve Digital tools.

#### Legal Research

Conducting research on legal topics that are pertinent to the business and keeping up to date with legal developments.

#### Training

Assisting the team with preparing training material and providing training as necessary to the business.

### Minimum Requirements:

### QUALIFICATIONS

- Bachelor of Laws degree (LLB)

**Languages :**

- English.

**Novartis South Africa is committed to promoting equity (race, gender, and disability) through the filling of this post with a candidate whose transfer/promotion/appointment will promote representivity in line with the numerical targets as contained in our Employment Equity plan. While we are prioritizing designated groups, our selection process will still be based on the most suitable candidate, with the necessary skills and experience, as outlined in the job description.**

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Дивизион

Legal

Business Unit

Finance

Место

Южноафриканская Республика

Сайт

Midrand

Company / Legal Entity

ZA01 (FCRS = ZA001) Novartis SA (Pty) Ltd.

Functional Area

Others

Job Type

Full time

Employment Type

Early Career (Fixed Term)

Shift Work

No

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