
JOB TITLE : **Conveyancing Assistant- Matching & Verification (X2)**

JOB GRADE : **ZH5**

DIRECTORATE : **Legal**

STATION : **Kitwe**

JOB PURPOSE

To provide legal services to the Company in the area of conveyancing, with particular focus on matching and verification.

KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Verification & Inspection	<ul style="list-style-type: none">• Conducts door to door verification on the status of ownership of houses sold pursuant to the privatisation of ZCCM Ltd.• Conducts desktop purchasers' verifications.• Delivers Call Outs to purchasers for purposes of the purchasers attending to the execution of Assignments.
Matching	<ul style="list-style-type: none">• Secures the relevant Maps relating to the properties sold pursuant to privatisation.• Matches the survey diagrams provided by surveyors with the Maps to ensure that the diagram is for the correct property.

ESSENTIAL/DESIRABLE EXPERIENCE/QUALIFICATIONS

a) Qualifications:

- Grade 12 Certificate
- Diploma in law or Real Estate
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b) Minimum Relevant Pre-Job Experience:

2 years

c) Skill Specifications:

- Analytical skills
- Research skills
- Computer Skills

d) Other Attributes (Personality Traits)

- Integrity
- Organised
- Diligent