



REGISTERED TRADE UNION REG NO. LR 2/6/2/1499
AFFILIATED TO FEDUSA

Head Office:
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13 February 2023

Dear All

Please distribute this vacancy to all interested / qualifying members.

VACANCY: Divisional Manager (Legal Services)

SECTOR: Legal Division

CENTRE: Head Office, Florida

SALARY GROUP: EL

KEY PERFORMANCE AREAS

- The successful incumbent will be responsible for the Management of the Legal Division;
- Co-ordinate all legal matters of UASA and the administration thereof;
- Access and evaluate Labour Law disputes and represent them or appoint competent legal Representatives if needed;
- Effective and professional relationships with external legal representatives, counsels, advisors and legal fraternity;
- Empower operational employees to assist members in legal matters;
- Co-ordinate legal budget;
- Ensure trusted standard of legal advice;
- Effective Human Resources Management legal advice within UASA;
- Effective legal case management, and reporting to all UASA structures;
- Effective Shop Steward and Operational Employees training on legal compliance;
- Manage a legal research function;
- Serve on relevant bodies and structures;
- Serves as Member of the Senior Leadership structure of the Union.

REQUIREMENTS

- LLB / Bachelor Degree (NQF8) or equivalent qualification;
- CCMA Commissioners Course will be an advantage;
- Specialist knowledge of all aspects of Employment Law;
- Practical operational experience of litigation within Employment Law;
- Advanced knowledge of the workings of a trade union at Senior Level;
- Knowledge of Legal, Case Management and Litigation aspects in a Trade Union;
- Excellent managerial and leadership skills;
- Management experience in heading a legal department;
- Code 8 driver's license and a roadworthy vehicle.

SKILLS

- Excellent managerial, team and leadership skills to lead and manage the Legal and Specialist Division;
- Effective and empathetic communication;
- Ability to build and maintain positive relationships with internal and external stakeholders;
- Ability to work as a team member within the Division as well as in the respective Managerial forums that the incumbent will be part of;
- Computer literacy;
- Advanced level of training and presentation skills;
- Ability to apply professional skills and knowledge in the work environment;
- Ability to write effective reports;
- Ability to draft legal documents;
- Ability to delegate effectively and to manage many different disciplines within the Division at once;
- Ability to manage the division's budget effectively.

QUALITIES

- Integrity
- Ethical
- Reliable
- Tactful
- Assertive
- Honest
- Passionate
- Team player

UASA - The Union is an equal opportunity employer subject to the provisions of the Employment Equity Act.

Applicants must please submit a letter of application as well as an up-to-date CV, indicating the position they are interested in, to Mrs. Theresa Roux, Chief Administrator Payroll & HR either by fax at 086 565 7680 or by email cv@uasa.org.za before the closing date. If you are not contacted within two weeks after the closing date, please consider your application as unsuccessful.

**CLOSING DATE FOR APPLICATIONS: FRIDAY, 24 FEBRUARY 2023 ON OR BEFORE
16H00**