



Registered Trade Union Reg No. LR 2/6/2/1499
Affiliated to Fedusa and a member of IndustriAll



Head Office:
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20 June 2024

UASA REQUIRES THE SERVICES OF AN ETHICAL, HIGHLY MOTIVATED PROFESSIONAL INDIVIDUAL AS A LEGAL/SPECIALIST OFFICER SITUATED AT OUR HEAD OFFICE, BASED IN GAUTENG

QUALIFICATIONS/REQUIREMENTS

- Bachelor's Degree in Law *e.g.* LLB qualification or equivalent;
- At least 5 (five) year's experience with Labour Court litigation and Arbitrations.

KEY RESPONSIBILITIES/COMPETENCIES

- Provision of legal advice to members, relating to all labour law and employment matters;
- Consultation with union member/s and where necessary officials of the trade union regarding labour law and work contractual disputes;
- Legal representation of members in disputes at Conciliation, Mediation, Arbitration, Labour Court and Private Arbitrations in various geographical areas nationwide;
- Training of Employees/Full-Time Union Representatives and Shop Stewards where necessary;
- Representation and advice to members with regard to Injury on Duty referrals;
- Legal advice and representation regarding Liquidation and Business Rescue Processes of Employers;
- Promote the image, functions and purpose of the Union;
- Negotiate and consult with Management of Employers / Attorneys of Record on behalf of Members;
- Research legal case law relating to labour law and provide written legal opinions to the Divisional Manager of the Legal Services & Specialist Division;
- Serve on Statutory Councils, Employment Benefit Funds and appropriate legal Structures;
- Be responsible for attending creditor's meetings of liquidated companies and the monitoring of the liquidation and business rescue process.

REQUIREMENTS OF THE SUCCESSFUL CANDIDATE:

- Valid code 08 (E or EB) driver's license and roadworthy vehicle is essential;
- Computer Literate and ability to use Microsoft Word, Excel and Outlook essential;
- Advanced knowledge of Labour Legislation and representation of parties at the CCMA & Bargaining Councils and Private Arbitrations;
- Being an admitted Attorney or Advocate may be an advantage;
- Advanced knowledge of Labour Relations;

SKILLS

- Effective and proficient oral and written communication;
- The ability to speak two (2) official languages will be an advantage;
- Advanced skills in the representation of union members in various labour tribunals;
- Preparation of Court papers and Litigation Skills in representation of members of the union.

QUALITIES

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

This is an itinerant post, and the successful applicant will be expected to travel and sleep out from time to time.

Job grading/salary band will be based on CL/CU, depending on skills, experience and qualifications.

A 6 (six) month probationary period will apply.

The following documents must accompany the application:

1. Application letter, stating the position for which you apply;
2. A detailed CV;
3. Certified copies of your identity document and driver's license;
4. Letter of reference or service record.

By submitting an application for employment, the Job Applicant irrevocably, unconditionally and voluntarily consents, but not limited to the employment processes, to the collection and processing of personal information in relation to discharging the obligations and functions in the filling of the vacancy.

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

Please note that if you have not heard from us within 2 (two) weeks after the closing date, your application has been unsuccessful.

Interested persons should forward their application to Mrs. Theresa Roux, Chief Administrator Payroll & HR by e-mail cv@uasa.org.za on or before the closing date.

CLOSING DATE FOR APPLICATIONS: FRIDAY, 05 JULY 2024 ON OR BEFORE 16h00