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

Head Office:
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25 November 2026

UASA – THE UNION IS SEEKING AN ETHICAL, HIGHLY MOTIVATED AND PROFESSIONAL LEGAL OFFICER – COMPLIANCE, TO JOIN OUR TEAM AT HEAD OFFICE SITUATED IN CONSTANTIA KLOOF

The successful candidate will be responsible to manage the training of shop stewards, ensure overall legal compliance and provide legal support to union officials and our members.

As an equal opportunity employer subject to the provisions of the Employment Equity Act, UASA values integrity, accountability and excellence.

MINIMUM QUALIFICATIONS/REQUIREMENTS

- **Education:** Bachelor of Laws (LLB) degree or an equivalent 4-year undergraduate/postgraduate qualification in law (B.Proc, BA Law or BCom Law combined with an LLB), admitted Attorney/Advocate.
- **Experience:** 3 to 5 year's legal experience, ideally within a Trade Union environment and proven track record of providing accurate and effective legal advice.
- **Technical Skills:** High proficiency in Microsoft Office Suite (Word, Advanced Excel, and Outlook), legal research and risk management.
- **Language:** UASA's official communication language is English, the ability to communicate in any of the recognised official languages will be beneficial.

KEY RESPONSIBILITIES

- **Legal:** Research and advice to operational employees and members regarding labour law and/or labour matters;
  Provide quality control on all types of legal pleadings for applications for rescission, late condonation and other interlocutory applications;
  Advice and guide Case Management on correct and appropriate case referrals.
- **Other:** Compile and edit Snippets for UASA's PR Department.

CORE LEGAL AND ANALYTICAL SKILLS

- **Legal Research and Interpretation:** Ability to search, analyse and interpret statutory law, case law, regulations and constitutional provisions.

- **Litigation and Dispute resolution:** Understanding of court procedures, arbitration, settlement negotiation and case preparation workflows.
- **Communication:** Effective, articulate, and empathetic communication style; proven ability to build and maintain positive relationships with internal and external stakeholders.
- **Attributes:** Absolute integrity, ethical conduct, reliability, honesty, passion, and a tactful yet assertive approach to conflict resolution and team dynamics.

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 are applying;
2. A detailed CV;
3. Certified copies of your identity document and driver's license;
4. Letter of reference or service record.

By applying for employment, the Job Applicant irrevocably, unconditionally, and voluntarily consents, 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.

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, 1st JANUARY 2027 ON OR BEFORE 16h00