

HEAD OF DEPARTMENT (HOD): LEGAL SERVICE UNIT (Level 13)

Description

REF NO: CGE HOD-LED 07/2024

SALARY LEVEL 13: R 1 216 824.00 per annum (all-inclusive package)

The position reports to the CEO of the CGE. The HOD Legal will manage the activities, outputs and outcomes of the Legal department by providing leadership and strategic direction to the work of the department. The CGE's Legal Department performs a crucial role in monitoring, evaluating, and investigating complaints regarding gender discrimination and litigates to seek relief from any form of gender discrimination on behalf of victims.

Requirements:

- Must be a South African citizen.
- LLB degree and LLM degree will be an added advantage
- Attorney of the High Court South Africa
- Accredited mediator with a proven record of successful mediation agreements.
- Minimum of 10 years litigation and investigation experience on Human Rights, Social Justice and Constitutional Law.
- Management Experience – a minimum of 3 to 5 years of management experience in a similar environment
- Knowledge of PFMA, the Constitution of the Republic of South Africa, 1996 and the CGE Act 39 of 1996.
- Committed to creating a society free from gender discrimination and utilising the legal arena to advance this.
- Highly skilled in litigation, legislative advocacy, statutory frameworks, and legislative Influence.
- Outstanding project management skills and experience, including ability to manage multiple projects and stakeholders, project reporting and project budgeting.
- Excellent written and verbal communication.
- Ability to work across hierarchies, with diverse levels of authority and stakeholders.
- Excellent interpersonal, presentation and negotiation skills.
- People management skills and knowledge of transformation.
- Advanced computer skills.
- Valid driver's licence and willingness to travel.

Responsibilities of the successful incumbent will include:

- Providing strategic leadership & ensuring successful implementation of the Legal department's programmes against adopted benchmarks.
- Managing and developing the legal team and ensuring accountability for the effective implementation of the legal department's operations.
- Conceptualising and ensuring implementation of multiple legal initiatives and programmes.
- Advocating for and contributing to the development of gender-sensitive and responsive policies and legislation internally and externally.
- Managing investigations into violations of gender rights in the public service,

Hiring organization

Commission for Gender Equality

Duration of employment

5-year Performance-based contract

Job Location

HEAD OFFICE (Johannesburg)

Date posted

August 26, 2024

Valid through

09.09.2024

private sector and other institutions including civil society.

- Managing information and education programmes relevant to the legal department.
- Managing legal complaints.
- Leading CGE's litigation.
- Cultivating and initiating strategic partnerships to enhance the work of the legal department and CGE.
- Performing other duties which will contribute to the strategic growth of the Institution.
- Fulfilling general operational management of the legal department.

Applications

It is mandatory that an applicant submit the following:

- Motivational letter and Comprehensive CV.
- Certified copies of ID and Qualifications.
- Telephone details and e-mail addresses of three contactable referees.

The above-mentioned documents must be sent via email to:

recruitment@cge.org.za

Correspondence will be limited to the short-listed candidates only. Applicants with a foreign qualification must submit a SAQA evaluation report of their qualification. The CGE reserves the right not to fill this advertised position. The CGE is an equal opportunity, affirmative action employer committed to the achievement and maintenance of fair representation (race, gender, and disability). Whites, Coloureds, Indians and persons with disabilities are encouraged to apply. Shortlisted candidates will be subjected to background checks and psychometric assessment. Preference will be given to South African citizens.

For enquiries (Not Applications), contact Ms. Mesele Matlala – HR Manager at Tel: 011 403 7182 or 063 356 2354

Closing date: 09 September 2024 @17:00

No late applications will be accepted.