

LEGAL OFFICER

Description

POSITION: LEGAL OFFICER

REFERENCE NO: REF NO:LEG-GP05/2026

OFFICE/UNIT: LEGAL

CENTRE: GAUTENG PROVINCE – PRETORIA

REPORTS TO: HOD LEGAL & PROVINCIAL MANAGER

SALARY LEVEL: 10

REMUNERATION: SALARY PACKAGE:R605 742.00 PER ANNUM. (ALL-INCLUSIVE PACKAGE)

Responsibilities

DUTIES AND RESPONSIBILITIES

- Handling and investigating complaints lodged by members of the public.
- Referring matters to the Equality Court.
- Litigating on behalf of complainants.
- Monitoring the operations and functioning of Courts in the Province.
- Conducting mediation for the purposes of resolving disputes.
- Drafting inputs with gender perspective to proposed legislation, regulations and prescripts concerning gender equality.
- Preparing monthly, quarterly and annual reports.
- Forging good working relationships with internal and external stakeholders.
- Ensuring implementation of the Annual Performance Plan.
- Reporting challenges regarding complaints handling to the Provincial Manager (PM) and to the HOD Legal.
- Perform any other duties as may be requested from time to time by the PM or HOD Legal.
- Liaise with the courts in matters referred by the CGE.
- Identify issues on systematic complaints in consultation with HOD Legal for purpose monitoring and litigation

Qualifications

Requirements:

- Matric
- B. Proc or LLB degree, LL.M will be advantageous.
- Admitted as an Attorney of the High Court, with a minimum of three years' post admission experience.
- Knowledge of the Constitution of the Republic of South Africa.
- Experience in Human Rights law and litigation.
- Extensive knowledge of the operations of Equality Courts.
- Sound understanding of gender issues.

Competencies Required:

Hiring organization

Commission for Gender Equality

Job Location

Centre: Gauteng (Pretoria)

Date posted

June 5, 2026

Valid through

22.06.2026

- Knowledge and experience in constitutional litigation and court processes.
- Knowledge and experience in mediation and conciliation processes.
- Being an accredited mediator will be an added advantage.
- Legal Research experience.
- Analytical skills and sound understanding of the CGE mandate.
- Computer literacy and excellent written and verbal communication.
- Ability to work independently in complaints handling.
- Good interpersonal skills.
- Knowledge of at least one African language.
- Ability to draft reports that are sound in law

Contacts

Applicants must submit the following:

- Comprehensive CV and motivational letter
- Certified copies of ID, drivers' license and qualifications.
- Contact details of three contactable referees.
- **Applications 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 Mr. Silas Maloka – HR Manager at Tel: 011 403 7182 or 069 007 0944.

CLOSING DATE: 22 JUNE 2026