

LEGAL OFFICER (FREE STATE)

Description

The Commission for Gender Equality (CGE) is an Independent and statutory body created in terms of the SA Constitution. The CGE is committed to a society free from gender oppression and all forms of inequality. Applications are invited from suitably qualified candidates for the following position.

LEGAL OFFICER

SALARY LEVEL 10: R527 298.00 per annum (Excluding Benefits)

CENTRES: 1 X FREE STATE – BLOEMFONTEIN (REF NO: CGE LEG – FS 04/2025)

Responsibilities

- Handling and investigating complaints lodged by members of the public.
- Referring matters to the Equality Court.
- Handling litigation 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 Provincial Legislation or Law reform on behalf of CGE,
- Preparing monthly and quarterly 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 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

- 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.

Contacts

It is mandatory that an applicant submit the following:

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

Hiring organization

Commission for Gender Equality

Job Location

Centre: Free State (Bloemfontain)

Date posted

April 14, 2025

Valid through

21.04.2025

CV, motivational letter and 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 representation (race, gender, and disability). Whites, Coloureds, Indians and persons with disabilities are encouraged to apply. Appointments will promote representivity in line with the numerical targets as contained in our Employment Equity Plan. 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 the HR Manager.

Tel: 011 403-7182.