



LEGAL OFFICER X 2

Level 10 – Salary Pa R516 465 per annum

Centres: 1x East London office – Eastern Cape (Ref: CGE LEG - EC 04/2023)

1x Mahikeng – North -West (Ref: CGE LEG - NW 04/2023)

Requirements:

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 litigation, extensive knowledge of the operations of Equality Courts. Sound understanding of Gender Issues.

Competencies required:

Knowledge and experience in constitutional litigation and court processes. Knowledge and experience in mediation and conciliation processes. Being a trained mediator will be advantageous. Legal Research experience, analytical skills & sound knowledge of gender related issues and mandate of CGE. Excellent writing, verbal, communication and computer skills. Ability to work independently in complaints processing. Well-developed interpersonal skills. Knowledge of at least one African language. Ability to draft reports sound in law.

Duties:

Handling complaints lodged by the public or members of the communities to the CGE, referring matters to the Equality Court and litigate in Equality Court on behalf of complainants, monitoring the operation and functioning of Courts in the Province, conducting investigations on complaints lodged with the CGE, conducting mediation for the purposes of resolving dispute between the parties. Drafting inputs from Gender Perspective on the proposed Provincial Legislation or Law reform on behalf of CGE, preparing monthly and quarterly reports, forging a good working relationship with the internal and external stake holders for the implementation of the Annual Performance Plan, reporting challenges regarding complaints handling to the Provincial Manager and to the HoD Legal, and to perform any other duties as may be requested from time to time by the PM or HOD. Liaise with the courts personnel in the matters referred by the CGE. Identify issues on systematic complaints in consultation with Head of Department for purpose monitoring and litigation. Report writing.

Applications

It is mandatory that an applicant submit the following:

Comprehensive CV.

- **Certified copies of ID and Qualifications.**
- **Telephone details and e-mail addresses of three contactable referees.**
- **A motivation letter and the above-mentioned documents must be sent to,**
P.O. Box 32175,
Braamfontein, 2017

or hand delivered to this this address:

**No:02 Kotze Street,
Women's jail, East Wing
Constitutional Hill
Braamfontein
2017**

Northwest and Eastern cape can be hand delivered to this address.

**Northwest provincial office
38 Molopo Road
Mafikeng
2745**

**Eastern cape provincial office
3-33 Phillip Frame Road
Waverly Park
Chiselhurst
East London
5200**

Please note that no late applications will be accepted. 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 representivity (race, gender, and disability). Preference will be given to South African citizens. All shortlisted candidates will be subjected to background checks and competency assessment.

**For enquiries (Not Applications), contact Mr. Khuliso Tshivhase (HR Generalist) at:
Tel: 011 403 7182**

Closing date: 26 May 2023

No late applications will be accepted.