



## **Associate – Employment Law**

### **Duties and Responsibilities:**

- Consult with clients on Labour related matters across public and private sector
- Draft legal opinions in line with Labour Legislation
- Provide legal advice when required to do so.
- Initiate/chair disciplinary hearings
- Sound interpretation of labour legislation.
- Prepare charge sheets
- Draft and review employment contracts and all types of workplace policies
- Conduct investigations into allegations of misconduct and draft recommendations on disciplinary steps
- Represent clients at CCMA and at the Bargaining Councils
- Involved with collective bargaining/ consultation with Trade Unions
- Act as presiding official at disciplinary hearings.
- Evaluation of risks specifically related to non-compliance with legislation and policy

### **Minimum Requirements:**

- Admitted attorney with 2 – 3 years post-admission experience and proven track record in labour relations
- Good working knowledge of labour legislation in particular the LRA, BCEA, OH&S,EEA and the Public Sector labour legislation
- Responsible for typing and compiling of own reports.
- Ability to do research, interpret case law and draft legal opinions
- The incumbent must have experience with trade union negotiations and recognition/collective agreement, strikes and lock-outs.
- Knowledge of Section 197 transfers and retrenchments
- Good training and presentation skills ( ER and IR training)
- Experience with public sector disciplinary processes ( understanding of the PSA and Regulations, PFMA, NT Regulations and Sms handbook
- Integrity
- Strong work ethic
- Desire to go the extra mile
- Ability to work under pressure and meet deadlines
- Experience with collective bargaining/ consultation with Trade Unions.
- Good verbal and written communication skills
- Negotiation skills

### **Qualification and Education requirements**

- LLB Degree.

Please forward your application to [hr@rwafrica.com](mailto:hr@rwafrica.com). Only shortlisted candidates will be contacted.

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