



BCCEI

Bargaining Council for the
Civil Engineering Industry

POSITION: Legal Administrator (4 months Fixed Term Contract)

LOCATION: Johannesburg

Consideration will be given to the Demographics as depicted in the Economically Active Population released by the Labour Department.

REQUIREMENTS:

- Matric
- Certificate in Labour Relations or equivalent will be advantageous
- Paralegal qualification or equivalent is essential
- Computer literacy (MS Office Suite)
- Minimum of 2 years working experience in drafting legal documentation
- Experience in instructing sheriffs and dealing with clerks of the court
- Previous experience working of compliance/ enforcement systems
- Knowledge of the disputes resolution process
- Knowledge of relevant Acts (BCEA, EEA, LRA)
- Excellent verbal and written communication skills in multiple South African official languages including English, Xhosa, Sesotho will be advantageous
- Ability to deal with conflict and work under pressure
- Working in a methodical manner and adhering to strict timelines
- Self-disciplined
- Possession of valid driver's license and own car

RESPONSIBILITIES will include, but are not limited:

- To provide end-to-end administrative support to the Legal Advisor
- To schedule enforcements, arbitrations for the compliance department including resources and logistics within strict timelines
- To provide effective and efficient administration services to relevant parties by ensuring that all documentation are typed, perused, corrected, signed, commissioned, updated and served on parties pertaining to the monitoring of the enforcement arbitrations and the execution of awards
- To check and ensure that documents in files are intact meets the litigation standards prescribed

JHB | Block F, Eastgate Office Park, 24 South Boulevard Road, Bruma, 2198 ▪ **Tel.** (011) 450 4963/6 | **Fax.** 086 550 4995

DBN | Suite 102, Gateview Office Park, 3 Sugarclose, Umhlanga Ridge, Durban, 4320 ▪ **Tel.** 010 001 0097 | **Fax.** 086 550 4995

CT | White Oak Terraces, Old Oak Office Park, Edmar Street, Durbanville, 7750 ▪ **Tel.** 010 001 0096 | **Fax.** 086 550 4995

PE | 51 6th Avenue, Newton Park, Port Elizabeth, 6055 ▪ **Tel.** 010 001 0098 | **Fax.** 086 550 4995

EL | Shop 11C, Beacon Bay Crossing Centre, Cnr N2 & Bonza Bay Road, Beacon Bay, East London, 5241 ▪ **Tel.** 010 001 0099 | **Fax.** 086 550 4995

- To prepare CCMA documents and instructions to other parties
- To prepare and submit monthly reports
- To liaise with attorneys/ labour consultants and the employers explaining procedure to settle claims and provide summary of all outstanding cases upon request
- To follow up on all open cases and providing timeous feedback

If you are meet all the above criteria, please send your CV to hr@bccei.co.za

Closing date: Tuesday 16 November 2021

If you have not heard from us within 2 weeks of the closing date you were unfortunately not successful. We will however keep your application on record for future vacancies.