



JOB ADVERT

LEGAL OFFICER

The **Economic Freedom Fighters** is a political organisation advocating for economic freedom of the poor masses of South Africa. The Organisation, **as bona fide** employer, seeks to appoint a Legal Practitioner who is in good standing with the Legal Practice Council of South Africa, to play a role in its Legal Department. He should be a licensed driver with own vehicle. The role reports to the Secretary General in the SGO, at the Head Office in Braamfontein, Johannesburg.

Salary will be commensurate with candidate's experience and stature.

The Job

The key performance areas for the position include:

Screening, evaluation and prioritisation of case matters from both walk-ins and of emailed correspondence.
Research into latest rules of practice of various forums, like Consumer and Rental Tribunals, CCMA, Small Claims Courts, Magistrates Courts, High Courts (all divisions), Constitutional Courts, etc
Noting appeals and filing appeal applications in the correct format and standard required by the Supreme Court of Appeal.
Interpreting legislation and ensuring best practice in enhancement of the legal profession
Legal drafting and opinions to leaders and counsel.
Filing papers in line with updated civil procedures; attend to various administrative requirements.
Litigating on behalf of the organisation
Shall be the initiator, prosecutor and shall handle internal disciplinary processes of the organisation.
Representing and briefing external counsel in criminal matters
Coordinating legal matters of the organisation.
Assist in efficient contract management
Reporting to the officials of the organisation.

The Incumbent

The individual applicant will be in possession of the following, and:

At least a Bachelor's Degree (or equivalent) in Law, preceded by a matric qualification, from a recognised tertiary institution
Solid Labour Law background
Insight into court procedures (civil and criminal)
Experience in CCMA processes and procedures.
At least three years post-admission legal experience, at the superior courts and the labour courts, will be an advantage, so is experience in Media or Cyber Law
Good working knowledge of Contract Law, Labour Law.
Familiarity with the EFF constitution, Code of Conduct and the latest manifesto will be an added advantage.
Must have litigated at Magistrate's Court, at least, in opposed matters, inclusive of filing service documents.

Skills Required

A deadline driven individual with good command of legal drafting and opinion documents
Professional filing and litigation skills
Prompt co-ordination skills
Interpretation of both legislation (law and legal issues) and various documents and texts
[Quantitative] Research abilities, a plus.
Labour Relations and Compliance acumen

Computer literacy, especially Microsoft office programmes
Ability to present and explain statements of fact and the law, and to argue clearly and logically both orally and in writing.
Ability to maintain confidentiality and maintain effective working relationships with fellow employees and members of the public.
Skills in drafting legal documents and instruments
Knowledge of legal drafting principles and methods

OTHER SPECIAL REQUIREMENTS

Good communication and negotiation skills
Keeping updated on new legislation and changes in law quite diligently.

Suitably qualified candidates should submit, BY HAND, the following documents to the:

National HR Manager
Economic Freedom Fighters
Ground Floor Mineralia Building
78 De Korte Street; Cnr De Beer Str
BRAAMFONTEIN
2017
Attention Mrs N Ngcobo:

- 1) Valid Driver's License
- 2) Lawyer's Permit/Court Order
- 3) Fidelity Fund certificate, if available
- 4) Bachelor's Degree
- 5) Matric Certificate
- 6) Valid South African ID or Passport
- 7) Other qualifications

APPLICANTS MUST DEPOSIT INTO APPLICATION DEPOSIT BOX AT GROUND FLOOR.

Applications may be couriered for the signature of Mrs N Ngcobo or Mr D. Chauke. Candidates who prefer to send by registered mail their documents may do so, for the attention of Mr D Chauke. Non-adherence to the above arrangements will automatically disqualify applicants. The organisation reserves the right not to make an appointment and also to re-advertise the post if necessary. No emailed or late applications will be entertained. Practitioners that are removed from the roll need not apply, unless re-instated by the court.

CLOSING DATE: 17 July 2019 (Only short-listed candidates will be contacted).