



HEALTH AND OTHER SERVICE PERSONNEL  
TRADE UNION OF SOUTH AFRICA

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**HOSPERSA REQUIRES THE SERVICES OF A HIGHLY MOTIVATED INDIVIDUAL AS A  
CASE MANAGEMENT OFFICER: LEGAL SERVICES AT THE NATIONAL OFFICE  
IN HILLCREST, KWAZULU-NATAL  
REF. NO. CMO07/09/21SR8**

HOSPERSA is a non-politically aligned democratic Trade Union, striving for human dignity, effective service delivery, protection of worker's rights in the workplace, as well as civil society;  
HOSPERSA requires an ethical, highly competent professional individual for the position of Case Management Officer: Legal Services;  
Applications are invited for the position of Case Management Officer: Legal Services. The Case Management Officer: Legal Services will be situated in the Legal Services Department, National Office Hillcrest, Kwazulu-Natal;

**QUALIFICATIONS**

Candidates applying should hold at least a University Bachelor of Laws Degree or equivalent, **or** a Grade 12 certificate; plus

A minimum of 3 – 5 years' experience in a Labour or Case Management related environment;

Extensive dispute resolution experience will be a strong recommendation;

**KEY RESPONSIBILITIES/COMPETENCIES**

- Co-ordinate all legal/dispute related matters for/on behalf of the Union;
- Attend to all legal aspects including CCMA, Bargaining Councils, Labour Court and any other Dispute Resolution Forums;
- Liaise with various Attorneys Nationally in consultation with the Manager: Legal Services;
- Attend Attorney consultations with members where required;
- Representing and assisting members in terms of grievances, unfair labour practices and unfair dismissals disputes;
- Provide members with high quality service and advice relating to their employment and legal matters;
- Ensuring the protection of members' rights at all times;
- Ability to work independently and with minimum supervision;
- Ability to cope with a demanding workload and considerable travel, which include at night and over weekends;
- Experience and knowledge in negotiating skills;
- Provide assistance and guidance to Provinces in relation to case handling, and by utilising the Resource Centre;
- Co-ordinate and monitor Provincial and National Case Logs (registers);
- Managing the organising and facilitating of various unions meetings;
- Compiling accurate records and reports of cases and meetings of the union;
- Ensuring Constitutional compliance of all structures of the union in terms of the Hospersa Constitution;

**Requirements of the successful candidate:**

- Valid Code 08 (E or EB) driver's licence;
- Own car and insurance essential;
- Extensive dispute resolution experience will be a strong recommendation;
- Computer literate in Microsoft Office package;
- Sound knowledge of the Labour Relations Act and other labour related legislation;
- Excellent people skills;
- Excellent verbal and written communication skills;

**NATIONAL OFFICE BEARERS**

G G Rafferty (Acting President); T A Mbotshane (National Treasurer); M C Pillay, T S Raphadu (Vice Presidents);  
N Desfontaines (General Secretary)

**AFFILIATION**

Federation of Unions of South Africa  
Registration No.: LR 2/6/2/320

This is an itinerant post and the successful applicant will be expected to regularly sleep out.

The selection process may include practical competency assessments.

A twelve (12) month probationary period will apply.

Interested persons should forward their applications to the Human Resource Manager – National Office Hillcrest **no later than 23<sup>rd</sup> September 2021.**

**Email** : [waheed@hospersa.co.za](mailto:waheed@hospersa.co.za)  
**Fax** : **Fax: (031) 765-4629**  
**Post** : **Registered/Priority Mail to: PO Box 231, Kloof, 3640**

(Original documents have to be submitted on the day of the interview).

The following documents must accompany the application:

1. Application form as per the prescribed requirement (Policy 5.7 - Form 5.7 - Application for Employment).  
This form can be obtained from either our Pretoria/Hillcrest National Offices.
2. A detailed CV.
3. Certified copies of highest educational qualifications.
4. Certified copies of identity document and driver's license.
5. Letter of reference or service record.
6. Certified copies of certificate of admission.
7. Letter of reference or service record.

Please note that if you have not heard from us within 3 months of applying for the position, your application has been unsuccessful

For enquiries: Human Resource Manager - (031) 765 4625

**HOSPERSA IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.**

*(Date posted: 07/09/2021)*

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