



## JOB PROFILE

A. Post Information	
<b>Post Title</b>	Head of Legal Services Unit
<b>Component</b>	Programme Support Division
<b>Location</b>	Head Office – Johannesburg
<b>Post Reports To</b>	Chief Executive Officer

Job Profile Verification	
<b>Profile Verified By:</b>	Lucky Zulu
<b>Date Verified:</b>	15 June 2020

Job Profile Validation	
<b>Profile Validated By:</b>	Tseliso Thipanyane
<b>Date Validated:</b>	June 2020

Job Evaluation Outcome	
<b>Confirmed Grade:</b>	14
<b>Date Graded:</b>	June 2020

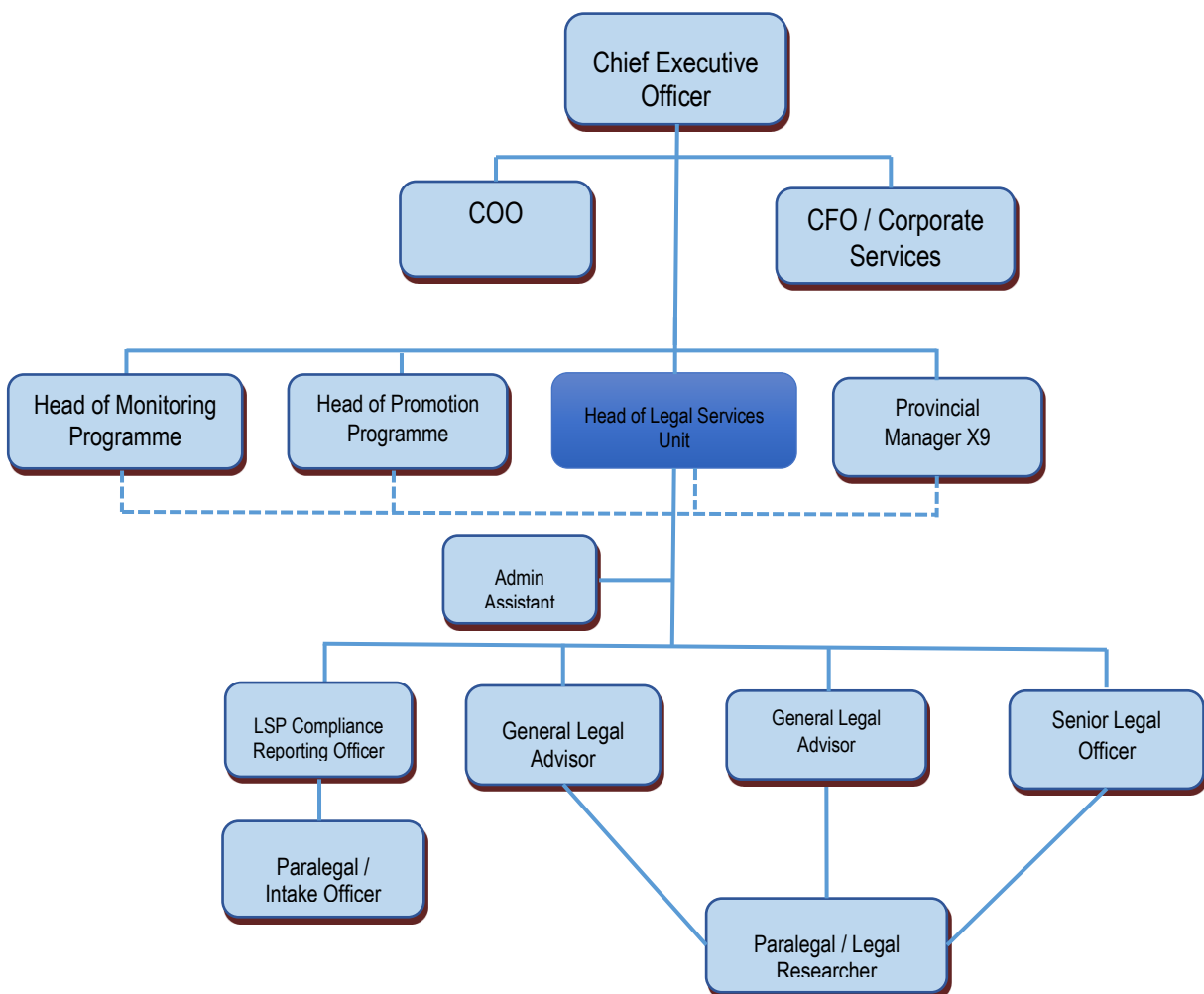
## B. Job Purpose

Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).

To manage, direct, coordinate and ensure the provision of an effective legal service in the protection of human rights to the Commission.

## C. Position of the Post in the Organisation

Structure diagram:



## D. Key Responsibilities

*List major activities and contribution to the organisation for which this post is held accountable*

Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	Litigation Management	1.1	Manage and oversee litigation by the Commission at national level, including liaison with internal and external legal support services, and litigation related stakeholders
		1.2	Provide advice and support on complaints handling, in respect of litigation, subpoenas, the handling of complex, and high profile matters, and investigations as required and ensure expeditious and effective finalization of complaints
		1.3	Quality Assure the conduct of litigation and drive securing of appropriate redress
		1.4	Ensure appropriate complaints and litigation records, and reports are maintained at all times and disseminated to the relevant channels in accordance with policies, SOPs and practice
		1.5	Monitor compliance with the findings and directives of the Commission. Identify and take appropriate enforcement actions to secure compliance with recommendations or investigations by the Commission
		1.6	Manage legal risk within the Commission by taking responsibility for providing legal advice to the senior leadership and Executive Authority on all legal matters affecting their individual departmental transactions.

		1.6	Review and provide advice to the Commission upon request on matters concerning applicable contracts required for operation of the Commission’s business.
		1.7	Instruct and assist external legal service providers, where necessary, identifying potential legal risks and assessing the issues impacting legal risk, which ensures that all of the business’s risk management approaches are viable.
2	Strategic and Operational Management of the protection mandate of the Commission	2.1	Provide leadership to the Legal Service Unit.
		2.2	Contribute to the development and drive the achievement of the organisation’s Annual and Five –Year strategic plans, vision and goals; in respect of legal services;
		2.3	Develop an annual operational plan and set clear direction, objectives and quality performance indicators for the legal services;
		2.4	Oversee all operational and business activities to ensure they produce the desired results and are consistent with the overall strategy of the Commission;
		2.5	Apply forward-thinking to re-imagine organisational processes in line with organizational requirements;
		2.6	Assist in providing key due diligence findings (as it relates to legal matters) and recommendations to Commissioners and management, ensuring compliance with organisational standards, frameworks and policies
3.	Stakeholder management, and coordination	3.1	Identify, build and nurture trust and collaborative relationships with internal and external stakeholders; Interact closely with the CEO, Executive Management, Commissioners, and Commissions stakeholders to maintain positive relationships for the Commission.
		3.2	Engage with human rights stakeholders to strategically position the organisation.

		3.3	Lead conversations with stakeholders around human rights issues and reforms to advocate the positions of the Commission; and maintain active communication with both internal and external stakeholders to manage expectations.
		3.4	Coordinate, and manage legal matters between programs and provinces and stakeholders to promote inter-programmatic collaboration and improve synergies.

## E. Advisory Responsibility

*Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.*

To Whom	Type of Advice/ Information
Commissioners	<ul style="list-style-type: none"> <li>• Human rights law matters</li> <li>• Provide programmatic support to Commissioners' interventions.</li> </ul>
Chief Executive Officer	<ul style="list-style-type: none"> <li>• Performance Reporting</li> <li>• Advisory</li> <li>• Advice on litigation and handling of complex matters</li> <li>• HR on labour related matters and compliance.</li> </ul>
Other programmes and Business Units of the Commission	<ul style="list-style-type: none"> <li>• Collaboration with business units</li> <li>• Coordination of work</li> <li>• Interaction with support units such as HR, Corporate Services and Strategic Support and Governance</li> <li>• Cooperation with Internal Audit – findings, risk management, resolution of findings, legislative compliance</li> </ul>
Government Departments/Organs of State	<ul style="list-style-type: none"> <li>• Securing appropriate relief</li> <li>• Advisory</li> <li>• Collaborative interventions</li> </ul>
Non-Governmental Organisations, statutory bodies, experts	<ul style="list-style-type: none"> <li>• Collaboration on human rights law matters</li> <li>• Monitoring, evaluation and reporting</li> </ul>
Parliament	<ul style="list-style-type: none"> <li>• On request</li> </ul>
Courts	<ul style="list-style-type: none"> <li>• On request or in terms of complaints handling</li> </ul>

F. Accountability	
<i>These fields are not compulsory and should only be completed if the fields are relevant to your post</i>	
Number of staff directly managed	<ul style="list-style-type: none"> <li>• 7 (including Professional Assistant)</li> </ul>
Number of staff indirectly managed	<ul style="list-style-type: none"> <li>• NIL</li> </ul>
Financial accountability	<ul style="list-style-type: none"> <li>• Yes, R2.5 Million</li> </ul>

G. Inherent requirements of the Post	
<i>The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.</i>	
<b>Skills/ Knowledge/ Behaviour:</b>	
Requirement	Type
<p><b>Key competencies</b></p> <p><i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> <li>• Strong litigation experience, drafting of pleadings</li> <li>• Strategic capability and leadership, performance and result oriented</li> <li>• Basic financial management</li> <li>• Multiple project Management</li> <li>• ADR experience</li> <li>• Basic Monitoring, evaluation and analysis</li> <li>• People management, and empowerment</li> <li>• Knowledge management</li> <li>• Communication, ability to work across hierarchies, with diverse levels of authority and stakeholders, persuasive</li> <li>• Change management</li> <li>• Service delivery innovation</li> <li>• Honesty and integrity</li> <li>• Client orientation and customer focus</li> <li>• Adaptability and resilience</li> <li>• Ability to manage deadlines and pressure</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to effectively use technology and work packages: Microsoft; Lexis Nexis</li> <li>• Analytical</li> </ul>
<p><b>Knowledge and education</b></p> <p><i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i></p>	<ul style="list-style-type: none"> <li>• An LLB degree or equivalent degree.</li> <li>• An LLM degree and above will serve as an added advantage.</li> <li>• Must be admitted with right of appearance in the High Court with a proven minimum of 10 years litigation experience in Human Rights and Constitutional Law.</li> <li>• Knowledge of the PFMA, the Constitution of the Republic of South Africa, 1996.</li> <li>• Should be able to: <ul style="list-style-type: none"> <li>○ link various related components of performance delivery, monitoring and evaluation together to form an integrated whole or system;</li> <li>○ Provide informed guidance on the management and handling of complaints to team and peers</li> <li>○ Draft pleadings and litigate on behalf of the Commission in the high court</li> <li>○ Initiate and secure collaboration for resolution of violations</li> <li>○ Manage stakeholders to enhance effectiveness and efficiencies in complaints resolution and law reform</li> <li>○ set up &amp; manage the PMER system for their Programme, including the ability to - <ul style="list-style-type: none"> <li>▪ identify performance information requirements;</li> <li>▪ to provide high quality performance information for all reportable areas under their control to scope;</li> <li>▪ design performance measurements &amp; scores;</li> <li>▪ analyse, interpret &amp; evaluate performance reports;</li> <li>▪ communicate performance information effectively;</li> </ul> </li> </ul> </li> <li>• Demonstrate excellent applied understanding of:</li> </ul>



	<ul style="list-style-type: none"> <li>○ the South African Human Rights Commission Act 40 of 2013 and the Constitution of the Republic of South Africa</li> <li>○ statutory and regulatory requirements regarding performance monitoring, evaluation &amp; reporting, including: Section 38(1)(a)(i) &amp; (b) Section 40(3) (a) of the PFMA, &amp; National Treasury Regulation 5.3.1 for Constitutional Institutions;</li> <li>○ Leading Jurisprudence</li> <li>● Understand the electronic system/s used in their area of responsibility.</li> </ul>
<p><b>Experience</b> <i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> <li>● Admission as an Attorney or Advocate in terms of section 15 of the Attorneys Act No. 53 of 1979 or admission as an Advocate in terms of section 3 of the Admissions of Advocates Act No. 74 of 1979 (read with the Legal Practice Act, 28 of 2014) with a minimum of 10 (ten) years' appropriate post-admission and litigation experience in Human Rights and Constitutional Law.</li> <li>● Management Experience – a minimum of 5 years of experience at a senior management level is preferred</li> </ul>

H. Career pathing	
<b>Next higher position:</b>	CEO
<b>What is required to progress:</b>	See job profile

**I. Job profile agreement**

*The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.*

**We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.**

<b>Title</b>	<b>Name</b>	<b>Employee Number</b>	<b>Signature</b>	<b>Date</b>