



JOB PROFILE

A. Post Information	
Post Title	Senior Legal Officer – General Legal Advisor
Component	Legal Services
Location	Johannesburg
Post Reports To	Head of Legal Service

Job Profile Verification	
Profile Verified By:	
Date Verified:	

Job Profile Validation	
Profile Validated By:	
Date Validated:	

Job Evaluation Outcome	
Confirmed Grade:	
Date Graded:	

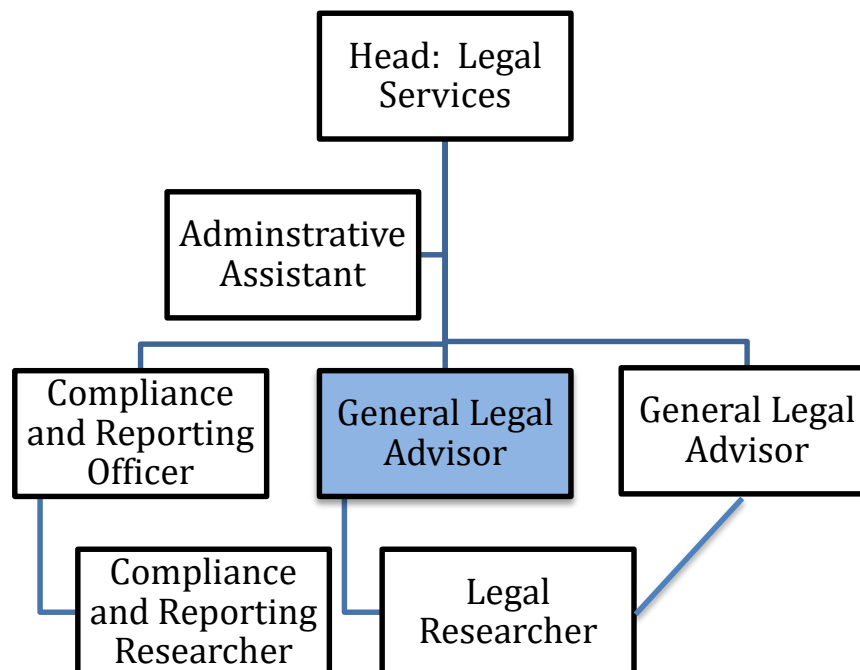
B. Job Purpose

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

The purpose of this post is to provide general legal advisory support to the Commission, including assisting with the production and quality assurance of legal reports; conducting hearings; institution of litigation; analysis and production of statistics relating to complaints received by the Commission; assisting the Chairperson and the Chief Operations Officer with matters before her/him on appeal and managing substantive and procedural appeals.

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	Lead and manage the subunit in an effective and efficient manner.	1.1	Manage the subunit's budget in line with requirements
		1.2	Manage human resources within the subunit in an efficient and effective manner.
		1.3	Ensure good governance within the subunit in line with relevant legislation, regulations and policies.
		1.4	Manage and ensure compliance with asset management and IT policies and procedures.
		1.5	Development and implementation of relevant strategic and/or operational plans for the subunit.
2	Production and quality assurance of legal reports	2.1	Analyse statistics on complaints, conduct legal research and undertake the preparation of legal reports such as the Annual Trends Analysis Report
		2.2	Manage, monitor, evaluate and report on legal reports which have been prepared and submitted by Provincial Offices to the subunit
		2.3	Vet and quality assure legal reports which have been prepared and submitted by Provincial Offices to the subunit
3	Manage and coordinate the conducting of hearings initiated by the commission	3.1	Conceptualise, draft motivations and prepare reports for National and/or Provincial Hearings hosted by the Commission
		3.2	Manage the process of receiving and dealing with submissions from stakeholders relating to National and/or Provincial Hearings hosted by the Commission
		3.3	Manage and coordinate the hosting of National and/or Provincial Hearings
		3.4	Manage the communication of decisions on the reports for National and/or Provincial Hearings to all

			relevant key stakeholders and the Commission at large
4	Manage and coordinate the litigation process on behalf of the commission	4.1	Manage, monitor, evaluate and report on litigation undertaken by the Commission
		4.2	Coordinate the process for approving litigation
		4.3	Provide quality management services on the litigation process
		4.4	Manage relationships with other attorneys including pro bono attorneys and advocates
		4.5	Develop and manage a system for managing litigation
		4.6	Provision of support to the provinces in (amongst others) drafting pleadings, motions, briefs, discovery and other file documents
5	Analysis and production of statistics relating to complaints received by the Commission	5.1	Analyse monthly, quarterly and annual statistical reports produced by the unit on complaints
6	Manage the appeals system	6.1	Plan and manage the work of the Appeals System in line with the needs of the Commission and in such a manner that ensures the effective and efficient utilization of the Commission resources as well as compliance with timeframes, procedures and standards set
		6.2	Manage the process of receiving and dealing with complaints on appeal (including ensuring that outstanding matters are dealt with in line with stipulated timeframes)
		6.3	Advise the Provinces on substantive and legal appeals matters
		6.4	Assist the Chairperson and/or the COO with complaints on appeal and ensure that legal advice is conveyed to the Commissioners
		6.5	Provide legal assistance in the handling of appeals that come before the Chairperson and/or the COO,

			which may include undertaking legal research and investigations on appeal and the convening, and managing of any hearings that arise out of appeals.
		6.6	Manage the communication of decisions on Appeals to all relevant key stakeholders, including the appellants and the Commission at large
		6.7	Investigate and recommend improvements to the Commission's Appeals System to contribute to improving effectiveness.
		6.8	Develop, implement and manage procedures and standards for recording and reporting on appeals
7	General legal support	7.1	Develop and draft legal letters for all the Commissioners as may be required
		7.2	Prepare opinion pieces, papers, presentations and inputs on relevant legal matters as may be required.
		7.3	In conjunction with the rest of the legal services programme, ensure the provision of effective and efficient legal support to the Human Rights Commission
		7.4	Provide legal opinion and advice to the Commissioners on matters as required
8	Corporate legal support	8.1	Responsible for day-to-day legal matters which affect the Commission including drafting agreements/contracts, leases and liaising with external attorneys on various legal matters.
		8.2	Provision of support in managing contracts
		8.3	Provide sound legal advice on various matters to the Commission
		8.4	Provide administrative and management support including managing proceedings on behalf of the commission, labour relations support
9	Managing legal compliance	9.1	Develop and manage a legal compliance system for the Commission
		9.2	Conduct/ facilitate the conduct of legal compliance audits for the human rights commission

		9.3	Development/ Provision of support in developing the policies and procedures of the human rights commission (to ensure compliance)
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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
Complainants	Information on the appeals process and progress with regards to specific cases
Local stakeholders (including Institutions of the State, Other Chapter 9 institutions)	Information on the legal reports, national and/or provincial hearings, litigation and appeals process and progress with regards to specific matters
Relevant international bodies and institutions (e.g. The UN, National & Regional Human Rights Institutions etc)	<ul style="list-style-type: none">• Knowledge and information transfer• Stakeholder engagement and management

F. Accountability

These fields are not compulsory and should only be completed if the fields are relevant to your post

Number of staff directly managed	1
Number of staff indirectly managed	0
Financial accountability	To be confirmed

G. Inherent requirements of the Post

The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.

Skills/ Knowledge/ Behaviour:

Requirement	Type
<p>Key competencies <i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> • Written and verbal communication • Financial management • People management and empowerment • Legal problem solving and analysis • Honesty and integrity • Independent ability to analyze legal issues with minimal supervision • Appreciation for and commitment to delivery of high quality legal work • Works collaboratively with team members and others • Demonstrates superior legal acumen • Demonstrates personal commitment to professional development • Personal integrity and adherence to a high degree of professionalism and ethical competency • Strong negotiation skills • Multi-tasking tolerance and success • Decision making and problem solving abilities • Sense of urgency/responsiveness • Excellent command of English both written and oral • Appeals process specialist • Problem solving and analysis
<p>Education and Knowledge <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"> • An LLB minimum • Post Admission • Relevant Human rights courses • Knowledge of all relevant legislation, policies and procedures • Knowledge and understanding of international human rights law, the South African human rights legal framework, theory and practices

	<ul style="list-style-type: none"> • Knowledge and understanding of communications and stakeholder management requirements and processes • Knowledge and understanding of the Commission's international obligations • Knowledge of the PFMA, Treasury Regulations, King Code of Governance for SA • Public sector reporting knowledge (including financial reporting) • Knowledge and understanding of performance and project management systems and processes • Knowledge of systems thinking
Experience <i>(Please list all relevant experience required for the post)</i>	<ul style="list-style-type: none"> • At least 6-10 years of relevant experience

H. Career-pathing	
Next higher position:	Head of Legal Services
What is required to progress:	Refer to job profile for requirements

I. Job profile agreement				
<i>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.</i>				
We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.				
Title	Name	Employee Number	Signature	Date