

# VACANCY



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## DEPUTY GENERAL SECRETARY LEGAL

**The United National Transport Union (UNTU) is looking for a Deputy General Secretary Legal to join their dynamic team and growing organisation**

### 1. GENERAL REQUIREMENTS

- The main purpose of this role is to develop, implement and maintain an effective dispute referral, coordination / facilitation of representation and dispute resolution services to our members, including but not limited to CCMA related dispute resolution and referral processes and administration/administrative requirements, Bargaining Council dispute referral and resolution related processes and administration/administrative requirements, and all other litigation related matters inclusive of Labour Court and Labour Appeals Court processes in terms of administration/administrative requirements.
- This position is instrumental in advising, training, coaching and mentoring Union officials and members in regard to all disciplinary, grievance, dispute, CCMA, Bargaining council, Labour Court and Labour Appeals Court processes, documents, requirements, and rules.
- This position is responsible for the referral of all disputes and approved Labour Court review applications, including the administration / administrative requirements and documents related to disputes (e.g. dispute referrals, condonation applications, certification of awards, rescission applications, etc.), Labour court referrals and Labour appeals court referrals.
- This position also requires the incumbent to represent members and UNTU in the CCMA, Bargaining Council and represent / facilitate the representation of members and UNTU in the Labour Court and Labour Appeals Court.
- This job description may be varied depending on organisational needs, when a variation of the scope of responsibilities is required, such would be preceded by consultation with the employee.

### 2. QUALIFICATIONS

- Minimum qualification required is a Bachelor's degree in law and must applicants must have preferably successfully completed the competency-based examination for admission as an attorney (board exam as previously known) and must have preferably been registered with the Legal Practice Council (LPC) in South Africa in the past and/or be willing to register, with the assistance of the Organisation, with the Legal Practice Council (LPC) in South Africa within a reasonable timeframe.

### 3. OTHER REQUIREMENTS

- Verbal and written proficiency in at least two of the recognized official languages in South Africa.
- Valid unendorsed driver's license (Code 8 / Code B minimum).

Non-profit Organisation – Ref: Number 036 913

15 Bradford Road, Bedfordview, 2007. P.O. Box 980, Bedfordview, 2008

Tel: 011 728 0120 Email: [headoffice@untu.co.za](mailto:headoffice@untu.co.za) Website: [www.untu.co.za](http://www.untu.co.za)

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- In depth understanding of all relevant Labour legislation and dispute related processes, including disputes, grievances, disciplinary enquiries, CCMA referrals, Bargaining Council referrals, referring matters to the Labour Court and / or the Labour Appeals Court.

#### **4. REQUIRED EXPERIENCE**

- At least 5 years' experience in representation at in CCMA, Bargaining Council, facilitating representation in the Labour Court and / or Labour Appeals Court.
- At least 5 years' experience and a proven track record in active representation in CCMA and/or Bargaining Council disputes including but not limited to CCMA / Bargaining Council rules, rescissions applications, condonation applications, written submissions, S188 inquiries, etc.
- Preferably 5 years' experience in the submission of the administrative requirements for referrals to the Labour Court and / or Labour Appeals Court.
- Preferably 5 years' experience in the facilitation / arranging of representation of individuals / groups of individuals / Organisation in the Labour Court / Labour Appeals Court.

#### **5. KEY PERFORMANCE AREAS**

- Disciplinary and Grievances
- CCMA and Bargaining Council representation
- Labour Court referrals and legal opinions
- Administration and reporting
- Training, coaching and mentoring

#### **6. THE FOLLOWING DOCUMENTS MUST ACCOMPANY THE APPLICATION:**

- A detailed Curriculum Vitae (CV).
- Certified copies of all educational qualifications (Secondary and Tertiary)
- Certified copies of Identity Document and Driver's License.

**NOTE:**

**This position will preferably be based in our Head Office situated in Bedfordview, Gauteng**

The closing date for applications is **22 August 2025** and must be submitted via email to the following email address: [annemarie@untu.co.za](mailto:annemarie@untu.co.za)

**Under NO circumstances will applications be considered if applications have not been submitted to the above-mentioned email address and by the stipulated closing date. If you do not hear from UNTU within two weeks after the closing date, please consider your application as unsuccessful.**

**UNTU IS AN EQUAL OPPORTUNITY EMPLOYER**

Esteemed greetings,



**Cobus van Vuuren**  
**GENERAL SECRETARY: ÚNTU**