

SAOU VACANCY	
JUNIOR LEGAL ADVISOR: SAOU EASTERN CAPE	
POSITION TITLE	Junior Legal Advisor
ENTITY	SAOU
REPORTING LINE	Reports to the Provincial Secretary of the Eastern Cape Workstation: 21 Barton Road, Cotswold, Gqeberha
MINIMUM EDUCATIONAL QUALIFICATIONS	LLB or other relevant legal qualification
MINIMUM APPLICABLE WORK EXPERIENCE	1 to 3 years in a similar capacity
ACTUAL FURTHER QUALIFICATIONS AND EXPERIENCE	• Proven record of a successful law-oriented career • Above average knowledge of Labour Law and Education Law, as well as the Employment Equity Act, and POPI/PAIA • Thorough knowledge of relevant national and provincial policy documents • Trade union experience would be advantageous • Above average experience of alternative dispute resolution, including mediations, conciliations, arbitrations and disciplinary hearings
COMPUTER PROFICIENCY	• Above average proficiency with MS Office and related hardware and software • Knowledge of ZOOM, TEAMS and other related communication platforms • Willing to continuously acquire new skills and knowledge
LANGUAGE PROFICIENCY	• Above average speaking, reading and writing skills in Afrikaans and English are essential.
PERSONAL ATTRIBUTES	• Integrity • Good communication skills • Good interpersonal skills • Adaptability • Ability to cope with work pressure • Credibility • Ability to see tasks through to completion • Attention to detail and neatness • Analytical ability • Ability to function as a member of a team • The ability to handle multilingual and multicultural audiences
OTHER JOB REQUIREMENTS	• Valid driver's licence • Willing to travel and be out of town from time to time

THE UNION OFFERS	• A competitive remuneration package in accordance with policies • Adequate leave benefits • Official transport for attending official work commitments
APPLICATIONS	• Prospective candidates must apply by email and a comprehensive CV must state the following: Qualifications, current position, employer and experience • The names of three references (with email addresses and mobile phone numbers) who can testify about the candidate must be provided. No written testimonials are required • Applicants must be prepared to report for interviews in Gqeberha at their own expense • Commencement date: 1 December 2026 or as per agreement • Applications marked "Junior Legal Advisor" should reach Mr Hanno Steenkamp via email, at hr@saou.co.za by 16:00 on Monday, 28 September 2026 • You may consider the application unsuccessful if you are not contacted within two weeks of the advertised deadline • Inquiries: Mr H Steenkamp: Tel. 012 436 0900

JOB DESCRIPTION AND KEY PERFORMANCE AREAS (KPA's)	
Purpose of position: To provide a comprehensive support service to the SAOU members which includes representation of members in labour law disputes. The successful candidate must also be able to present and draft court documents, legal opinions and present training regarding legal aspects.	
KEY PERFORMANCE AREAS (KPA's)	TASKS PER KPA: All tasks are critical for the successful and effective execution of each KPA
DEVELOPMENTS IN LEGISLATION	• Keep abreast of developments in legislation • Communication of developments and their impact to stakeholders and members
LEGAL SERVICES TO MEMBERS	• Declaring/referring grievances and disputes on behalf of members • Representation of members in disciplinary action by employers, in grievances and disputes against employers • Referring, handling and finalisation of legal action against employers • Attending to labour law member enquiries • Communication with external partners and relevant organisations • Internal training for personnel and members of the SAOU
EMPOWERMENT OF MEMBERS	• Training of members to promote their professional growth • Informing members regarding relevant news and information by way of newsletters