
JOB ADVERT:

Applications are invited from suitably qualified candidates for the following position.

PERMANENT POST: Investigation and Conflict Resolution Officer

SALARY PER ANNUM: R 424 104.00 (excluding benefits)

REFERENCE: CRL/2024/5

CENTRE: Head Office, Braamfontein, Johannesburg

PURPOSE: To provide support on case management, legal service and other functions related to Investigations and Conflict Resolution Unit.

MINIMUM REQUIREMENTS:

An appropriate LLB degree/Bachelor degree in Law or an equivalent (NQF8) qualification. A minimum of 4 years working experience in a similar field. A minimum of 2 or more years' experience working in a Chapter 9 Institution will be an added advantage. Sound knowledge and understanding of the diverse cultural, religious and linguistic practices and related policy framework. Knowledge of interpretation, application and limitation of the law. Excellent verbal and written communication skills and the ability to communicate effectively at all levels. Self-driven, enthusiastic and ability to priorities. Willingness to travel. A Valid driver's licence is a pre-requisite. (Applicants should be able to drive in big cities and rural areas)

COMPETENCIES REQUIRED:

Good verbal and written communication skills, Computer Literacy including typing skills, Project management skills, Good interpersonal skills, Good presentation and problem solving skills, Good record and time management skills, Ability to work under pressure, Negotiation skills.

KEY RESPONSIBILITIES AND FUNCTIONS: Conduct investigations and handle complaints on Cultural, Religious and Linguistic rights of communities. Provision of legislative influence an synergy implementation. Render legal services support and facilitate conflict resolution in the Commission and amongst C-R-L communities. Handle project management and supervision of staff in the Unit. Implement stakeholder cooperation strategy and business plan of the Unit.

CLOSING DATE: 3 MAY 2024

ENQUIRIES: Human Resources

TEL: 011 358 9112/9108

Forward a written application, including a comprehensive CV, recently certified copies of your ID and qualifications and a driver's licence where applicable via email to recruitment@crlcommission.org.za, or hand delivered to The CRL Rights Commission Offices, 33 Hoofd Street, Forum IV, Braampark, Braamfontein. Applicants in possession of foreign qualifications must include the evaluation certificate from South African Qualification Authority (SAQA). Please note that failure to comply with the above instructions will render the application unsuccessful. The Commission reserves the right not to fill this position.