

THE SOUTH AFRICAN MEDICAL ASSOCIATION



Head of Unit: Employment Law

The South African Medical Association (SAMA) is seeking to appoint a **Head of Unit (HOU): Employment Law** based at the **Head Office in Pretoria**.

Job Purpose: To represent SAMA members in complex or high-level Labour law and employment matters.

To ensure that specialist, relevant, and quality legal advice and services are consistently and timeously delivered to SAMA and its members (with a specific focus on labour law and employment matters).

To represent SAMA members at grievance processes, disciplinary hearings, conciliations, and arbitrations to ensure adherence to fair labour practice.

To manage, support and oversee labour advisors.

The HOU: Employment Law will be responsible for assisting the HOD: Legal Affairs with all legal and related administrative matters.

Job Responsibilities:

- To represent SAMA members in complex or high-level labour law and employment matters.
- Providing expert legal advice and support to SAMA and SAMA members on employment law and employment matters.
- To ensure that specialist, relevant, and quality legal advice and services are consistently and timeously delivered to SAMA and its members (with a specific focus on labour law and employment matters).
- To manage, support and oversee the labour advisors reporting to the HOU: Employment Law.
- To keep abreast of current legal trends and labour law and ensure that effective research is conducted on precedents to ensure that accurate advice, representation, and negotiation can be done on behalf of the SAMA members.
- Assist in negotiating conditions of service for public sector members through formal and informal structures.
- Monitor current trends in the public health service and proactively advise members of any changes through publications of articles in the SAMA insider or information sessions.
- Ensure that all labour enquiries and disputes are correctly captured onto the case management system thereby ensuring that all cases are managed effectively and efficiently.

- Providing employment law advice and support to SAMA members.
- Dealing with internal and external correspondence regarding employment law matters.
- Drafting and overseeing legal documents with a specific focus on employment law.
- Promoting compliance throughout the organisation (including in-context advice and ad hoc training sessions) with a specific focus on employment law.
- Overseeing the settlement of labour disputes with a specific focus on employment law.
- Overseeing and managing disputes and litigation to which SAMA is a party, including instructing external attorneys to represent SAMA and/or members.
- Advising members with HPCSA matters and disciplinary proceedings.
- Monitoring the health policy, legislative and regulatory environment on a continuous basis.
- Consider short- and long-term implications of impending legislative and regulatory developments (including impact on SAMA, members, and the broader healthcare environment).
- Providing expert advice and guidance in respect of policies, draft legislation, legislation, judgements, ethical guidelines, and rulings affecting SAMA and members with a specific focus on employment law.
- Assisting the HOD: Legal Affairs in preparing submissions and presenting on behalf of SAMA to parliament, government departments and statutory bodies on proposed legislation, regulations, policy documents and other legal notices.
- Researching and drafting legal opinions for SAMA when requested with a specific focus on employment law.
- Presenting at seminars, events and CPD meetings to educate and inform SAMA members of labour, compliance, and ethical issues.

Job Requirements

- LLB Degree
- 3-year BCom degree in HRM or Diploma in Labour Law
- LLM (Labour Law)
- 3 - 5 years post articles/pupillage practicing as an attorney/advocate
- 2 - 3 years litigation, dispute resolution experience
- 2 - 3 years corporate experience
- 1 - 2 years public health sector experience

Term: Permanent

To apply: Submit a detailed CV to careers@samedical.org, indicating clearly on the subject line which position you are applying for (i.e. Application for **HOU: Employment Law list**).

Closing date: 31 January 2023

Should you not hear from us four weeks after the closing date please consider your application unsuccessful.