

INTERNAL AND EXTERNAL ADVERT

Position: Administrator (6 Months fixed term contract)

Department: Legal

Closing Date: 1 November 2023

JOB PURPOSE

The main purpose of the job is to provide support in the overall administration of disciplinary and litigation case files, so as to ensure seamless and efficient disciplinary and litigation processes which are supported by complete records.

DUTIES / FUNCTIONS

- **Case File Management:** receipt of case referral from investigation and court processes, opening and registration of case files; printing, collation, consolidation and/or filing of case file related documents; maintenance of case files and relevant case file registers; coordinating with the legal team in relation to case management requirements, as well as sorting, indexing and preparation of documentation for archiving purpose or to meet audit or other legislative requests.
- **General Administrative Support:** photocopying of documents and/or supervising photocopying of voluminous evidence files; managing print requests and ensuring timely delivery of printed materials; specific filing labelling and/or pagination of case files or evidence bundles; arranging for delivery of case files to parties, committee members and/or legal department staff; arranging for the issuing of subpoenas by the sheriffs; attending to or arranging for issuing of case related processes via registered mail; managing deadlines for case related milestones through diary management and effective communication; communication with external stakeholders or parties on case related documentation; searching for case law case related authority from available systems and typing as per requests.
- **General document and records management:** overseeing the disciplinary unit's central repository of legal documents, contracts, and general records, ensuring the implementation of the approved filing requirements, ensuring proper version control, and managing document retrieval.
- Co-ordination of the disciplinary team planning activities, inclusive of keeping accurate record of such sessions and following up on deliverables.
- Carrying out other administrative duties as and when required from time to time.

QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Matric
- Post Matric Qualification would be advantageous
- Knowledge of Microsoft Office, specifically, word & excel
- knowledge of spreadsheet applications
- 2 Years experience in a similar position

ATTRIBUTES

- Unquestionable integrity and objectivity.
- Attention to detail
- Good verbal and written communication in English
- Professional attitude
- Deadline and result driven with high levels of accuracy.
- Initiative
- Must be able to interact with all levels of employees and maintain a high level of confidentiality.
- Strong time management and planning skills
- Team player with the ability to work unsupervised

CVs must be e-mailed to hr@irba.co.za

The IRBA is an employment equity employer. To comply with our equity plans, preference for this position will be given to Indians, & candidates with disabilities Correspondence will be limited to short listed candidates only. Only candidates who meet the requirements should apply. The IRBA reserves the right not to make an appointment. By applying, the applicant gives permission to the IRBA to perform background, security, credit and reference checks and to verify documents and qualifications. Shortlisted candidates may be asked to complete a psychometric assessment before a final appointment is made. As this position is one of trust and honesty and includes the handling of cash and finances, relevant credit checks will be performed on candidates.

In order to consider any application for employment, we will have to process your personal information. The Protection of Personal Information Act, 4 of 2013 (POPIA) provides that when one processes another's personal information, such collection, retention, dissemination and use of that person's personal information must be done in a lawful and transparent manner.

In order to give effect to the above right, the IRBA is under a duty to provide you with various details pertaining to the processing of any applicants' or their representatives' personal information. These details are housed under the HR Processing Notice, which can be accessed and viewed on the IRBA website: <https://www.irba.co.za/library/popi-act> which HR Processing Notice we request you kindly download and read prior to responding to this Job Advert.

Only CV's received directly from individual candidates or from recruitment agencies appointed by the IRBA will be considered. All suitable candidates who are not registered with recruitment agencies appointed by the IRBA are encouraged to apply for this position directly, to be considered.