



NEHAWU

National Education Health & Allied Workers Union

OFFICE OF THE SECRETARIAT

E-Mail: SecretariatPA@nehawu.org.za

Head Office
33 Hoofd Street | Braampark
Braamfontein
P.O. Box 10812
Johannesburg, 2000

Tel: (011) 833-2902
Fax: (011) 833-0757

Website: www.nehawu.org.za

Location:	Northern Cape Provincial Office	Date:	12 March 2026
Job Title:	Paralegal Officer – Northern Cape		
Office:	Northern Cape Province		
Reporting to:	Provincial Secretary		
Main Purpose	Main Purpose: To work closely with Provincial Office Bearers in the development and implementation of union's paralegal strategy.		

Key Performance Areas:

- Assist in the preparation of legal cases;
- Communicate with CCMA, Bargaining Councils and Registrar of the Labour Court on matters pertaining to NEHAWU;
- Obtaining records from courts, attend at courts to note judgments, index and paginate Labour court files, etc.
- Assist with filing and diarisation of cases in the province;
- Serve and file pleadings in all forums;
- Assist EDUSEC and OSEC with paralegal training in the province;
- Attend to all enforcements of awards that emanate from the province;
- Attend to all initial stages of legal processes, e.g. review and summons, etc.;
- Assist with general administration in the absence of the provincial administrator;
- Attend to review applications at court, especially the unopposed ones;
- Delegate the legal functions to relevant union officials together with PHOSEC and the Provincial Secretary;
- Assist in the capturing of cases in the provincial office; and,
- Act as the provincial legal anchor for purposes of reporting and accounting to members on progress regarding cases both at the provincial and national levels.

Competencies and Skills required:

- Grade 12 / Matric
- Tertiary qualification
- 5 – 8 years relevant working experience
- Sound Experience of working in a trade union environment
- Facilitation skills
- Problem solving and ability to manage conflict at all levels
- Ability to develop, plan and implement training programmes
- Conceptual skills, with an ability to assist NES in ensuring strategic initiatives are implemented.
- Communication Skills
- Interpersonal Skills
- Knowledge of how to conduct adult education within the union environment
- Knowledge and interpretation of legislation

Remuneration:

- Salary is based on Nehawu Salary Grading System
- Membership of Nehawu Provident Fund
- Medical Aid
- Housing Subsidy(subject to completion of the qualifying period)



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- Membership of the NEHAWU Group Schemes
- 13th Cheque

Applications:

Applications are now invited from suitably qualified individuals. CVs must be accompanied by at least two references, copy of qualifications and ID Copy must be addressed to:

NEHAWU Northern Cape Provincial Office

4 Dalham Rd
Beaconsfield
Kimberley, 8301.

P. O. Box 1818,
Kimberley,
8300

Phone number:

Tel: 053 832 6836
Fax: 053 832 6837

Email to: Mabatho@nehawu.org.za

CLOSING DATE: 04 April 2026