

## ADVERTISEMENT

### LITIGATION ADMINISTRATOR: KWAZULU NATAL REGION

#### Purpose of the Job

To administer and process the files referred by the Arbitration section in order to contribute to the smooth and efficient conduct of litigation, within legal time frames and avoid debt prescription.

#### KEY RESPONSIBILITIES

- Provides effective and efficient service to the stakeholders, ensure that Arbitration cases for section 143 are typed, perused, corrected, signed, commissioned, updated and served on parties.
- Checking and ensuring that the documents in the files are intact, and the award meets the litigation standard prescribed.
- Update the register on the progress of cases from the time it landed at litigation until the final stage.
- Prepare CCMA documents for signing, typing, and commissioning.
- Regular follow ups on progress of the cases referred.
- Serve documents to the companies within statutory time frame upon receipt.
- Prepare and submit monthly stats report to the Supervisor/ Regional Manager on or before the due date.
- Liaise with attorneys/ labour consultants and employers explaining the procedure to settle claims and provide summary of all outstanding cases upon request.
- Check payments made and updating the system as such.
- Render administration duties including typing, checking and updating of the system.
- On receipt of return of service to check if the payments have been received from the company and update the system accordingly.



**NBCRFLI**

National Bargaining Council for the Road Freight and Logistics Industry

**Your Road Freight Partner.**

- Ensure that the invoices of the Sheriffs are paid on time and the records of payment are kept for reference purposes.
- Draft indemnity for typing and send it to the Sheriff.
- Draft notices of sale and get quotations from the relevant newspapers.

## **REMENERATION GRADE: C1**

### **Job Requirements and Knowledge:**

- Knowledge of SAP System and MS Office
- Knowledge of Collective Agreements will be advantageous
- Ensure that all documentation is on file and ensure that information is easily retrievable from the files.
- Sense of urgency to follow up on outstanding requests and documents

### **Related Skills:**

- Diplomacy
- Numeracy
- Ability to interact with multiple stakeholders with very strong and diverse views
- Self-Motivated
- Assertiveness
- Conflict Handling
- Patience and good listener
- Good verbal and written communication skills
- Ability to work under pressure
- Customer Orientated attitude
- Planning and organising skills
- Integrity, Honesty

### **Qualifications & Experience:**

- Matric Qualifications with an Office Administration/Credit Management Certificate
- Certificate or Diploma in Labour Relations will be an added advantage
- Good typing skills
- Filing of documents and record keeping experience
- 2+ years of general administration experience
- Experience in a legal process environment will be an added advantage





It is the Council's intention to promote equity through the filling of all numeric targets as contained in the EE Plan, first preference will be given to African Males.

**Applications:** All applications accompanied by comprehensive word format CV's must be forwarded to the **NBCRFLI** Human Resources department via email address specifying the position and area which you are applying for. Applications should be sent to [recruitment-ms@nbcrfli.co.za](mailto:recruitment-ms@nbcrfli.co.za) before the closing date.

**Closing date: 12 May 2025**

**Should you not hear from us within 30 days after the closing date, please consider your application unsuccessful.**

#### **PROTECTION OF PERSONAL INFORMATION ACT.**

Personal information collected and processed for purposes of recruitment will be protected from unauthorised access and improper use or disclosure.

#### **DECLARATION AND INFORMED CONSENT.**

By submitting your application for the advertised role, you give Council permission to process your personal information and you acknowledge that you understand the purpose for which it is required and for which it will be used. Furthermore, you declare that all personal information supplied to the Council for the purposes of recruitment is accurate, up to date, not misleading and that it is complete in all respects.

