

The Community Schemes Ombud Service Act (Act 9 of 2011) was promulgated on 11 June 2011 and provides for the establishment of the Community Schemes Ombud Service (“CSOS”) as a public entity. The CSOS has been classified as a Schedule 3A Public Entity in terms of the Public Finance Management Act (Act No.1 of 1999) (PFMA).

ADJUDICATOR: KZN
(Ref. CSOS/A/KZN/08/24)

This position reports to the Senior Manager: Dispute Resolution and offers a total cost to company package of R1 272 681, 03 per annum.

Requirements

- Bachelor’s degree in Law/BProc/ LLB.
- Admitted as an Attorney.
- Expertise and understanding of Community Schemes governance and adjudication of disputes.
- 5 years of expertise as an Adjudicator or Senior Management role or 10 years as a conciliator and/or court work/litigation/conciliation and/or arbitration processes of the CCMA or Bargaining Councils.
- Ability to resolve complex disputes.
- Ability to draft judgments and reports.
- Understanding the political and legislative environment of the CSOS and thorough knowledge of the CSOS as well as the Sectional Titles Management Act.
- Thorough knowledge of the CSOS Act as well as Sectional Titles Management Act, Companies Act, Housing Scheme for Retired Persons Act South Africa, Co-operatives Act, Promotion of Administrative Justice Act.
- Expert user of case management modules and Client and service centric.
- MS Office skills.

Key Performance Areas

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- Conduct adjudications on disputes referred to adjudication in a fair, equitable and transparent manner.
- Working with the Dispute & Governance team.
- Excellent case management and closure of all matters within the prescribed time limit.

- Ensure that the adjudication order is issued to both parties with enforcement notices.
- Issue Adjudication orders with prescribed timeframes.
- Subject their adjudication orders to quality assurance.
- Prepare and issue Notices of Set down for all Adjudication hearings inviting parties to a formal or virtual hearings.
- Consider all evidence.
- Conduct investigations, inspections, enter or inspect asset, record or another document.
- Evaluate all evidence, apply legal research and applicable case law.
- Issue an adjudication order which is binding on the parties to the dispute.

Enquiries: HR Department, tel. (010) 593-0533.

Background checks on the preferred candidates will be conducted prior to an appointment.

NB: Please note that it is compulsory to use the reference number as a subject line when applying for the advertised positions.

Applications, including a covering letter and accompanied by a CV and copies of qualifications, must be addressed to the HR Department, and e-mailed to:

recruitment4@csos.org.za

Applications submitted to the wrong address will not be considered.

CLOSING DATE: 13 AUGUST 2024

Applicants who do not receive any response within 4 weeks of the closing date must regard their applications as unsuccessful.

People with disabilities are encouraged to apply.



CSOS is an equal opportunities employer and as such appointments will be in line with the CSOS Employment Equity Plan

Privacy Statement:

We comply with the provisions of Protection of Personal Information Act; Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for.

In the event your application was unsuccessful for a specific position, the CSOS will retain your personal information for internal audit purposes as required by the CSOS policies.

All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information may render your application null and void. The CSOS will safeguard the security and confidentiality of all information you share with us. All personal information will be treated as confidential and will not be disclosed to third parties, except in situations where:

- (i) We are legally compelled to do so; or**
- (ii) Disclosure is necessary for recruitment purposes; or**
- (iii) You have not objected thereto.**

By uploading any additional and supporting documentation, you consent to the CSOS using the information contained therein to fulfil the requirements of the recruitment process.