NATIONAL CONSUMER COMMISSION

a member of the dtic group

The National Consumer Commission (NCC), herein referred to as the Commission, is a juristic person established as an organ of the state within the public administration, but as an institution outside the public service in terms of section 85 of the Consumer Protection Act; No 68 of 2008 ("Act"). The NCC has been operational since 1 April 2011, its mandate being to promote and advance the social and economic welfare of consumers in South Africa.

ADVERTISEMENT OF THE POST OF SENIOR LEGAL ADVISOR: PROSECUTIONS

Job Reference : **NCC01/03/24**

Post : **SENIOR LEGAL ADVISOR: PROSECUTIONS**

Total Cost to Employer : **R1 162 200**

Centre : **Pretoria**, **Groenkloof**

Purpose of the job

To conduct prosecutions on behalf of the NCC at the National Consumer Tribunal (**Tribunal**)

Key Responsibilities

1. Prosecution of contravention of the Consumer Protection Act at the National Consumer Tribunal 1.1 Receive and assess case readiness for presentation to the Tribunal, 1.2 Prepare draft theTribunal orders, consent orders, compliance notices, 1.3 Ensure that theTribunal orders are communicated to the Investigators and the Provinces, 1.4 Report to the Tribunal on the level of compliance with orders issued, 1.5 Review and make recommendations to the Tribunal on effective processes and protocols to ensure proper administration of the CPA, 1.6 Develop effective internal processes to ensure efficiency and effectiveness in prosecution matters.
2. Assess and prepare cases for the Tribunal 2.1 Make a speedy decision on matters to be presented to the Tribunal, 2.2 Provide proper directives and advise to investigators on any additional information/ evidence required before the matter is presented before the Tribunal, 2.3 Develop service-level standards and internal processes for case preparations.

3. Represent the NCC at the Tribunal and other Court hearings 3.1 Present all matters ready for hearing at the Tribunal in accordance with established protocol, 3.2 Liaise with the Registrar of the Tribunal to ensure effective communication and efficient implementation of the CPA, 3.3 Facilitate the settlement of any disputes between the NCC and the Provincial Consumer Authorities and between the NCC and the Consumer Tribunal.
4. Develop and maintain a database of the Tribunal's decisions 4.1 Develop and maintain a database of all matters presented before the Tribunal and its decisions, 4.2 Publish all orders and findings of the Tribunal, 4.3 Manage referral of all cases to the Tribunal.
5. Monitor and implement the Tribunal's decisions 5.1 Report all non-compliance with any Tribunal order to law enforcement agencies, 5.2 Follow-up and monitor progress made on prosecution of contempt matters in the criminal justice system, 5.3 Establish protocol on co-operation on contempt matters, 5. 4 Keep reports on matters referred to the criminal justice system and compile proper reports, 5.5 Develop and maintain proper referral protocol of cases to the criminal justice system, 5.6 Draft affidavits to establish prosecutable matters in the criminal justice system, 5.7 Testify in court on behalf of the NCC/Tribunal.
6. Stakeholder Management 6.1 Liaise with Stakeholders to strengthen relationships, 6.2 Liaise with the criminal justice system agencies on co-operation.

Minimum Qualifications: LLB Degree or an Equivalent Qualification and EB Driver's Licence. Admission as an Attorney/Advocate of the High Court of South Africa and Registration as a Member in Good Standing with the Legal Practice Council is compulsory.

Minimum Experience: 6-10 years Managerial experience in Legal Environment.

Minimum Training: Computer Literacy (MS Office Package) and Project Management and knowledge of Regulatory Framework.

Please apply by submitting an application letter and attach a Curriculum Vitae, quoting the relevant reference number to the Director: Human Resources, 01 Dr Lategan Road, Groenkloof, Pretoria, 0027. Applications must be submitted in one email to the following email address, recruitment@thencc.org.za or alternatively post your application to: PO Box 36628, Menlo Park, 0101, and not uploaded on the NCC's website.

Do not attach copies of qualifications in your application as certified copies of qualifications (including senior certificate/ matric), Drivers' Licence and ID (or other supporting documents) will only be requested from shortlisted candidates who will be invited for interviews.

- For enquiries regarding the advertisement post, please contact Ms Mapheto at 012 428 7742 or Mr. Makhuvha at 012 428 7731
- **Failure to follow the above instructions will lead to the application being disqualified.**
- The successful candidate will be subjected to personnel suitability checks, criminal record, qualification and employment reference checks
- It is the responsibility of the applicants with foreign qualifications to ensure that their qualifications are verified by SAQA
- The NCC is committed to Employment Equity practices, preference will be given to members of the underrepresented groups to achieve the objectives of Employment Equity

CLOSING DATE: 04 APRIL 2024. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.