



EXTERNAL VACANCY
SENIOR COMMISSIONER – LEGAL
Conciliation Mediation and Arbitration Commission (CMAC)

The Conciliation Mediation and Arbitration Commission (CMAC) is an entity established in terms of Section 62 of the Industrial Relations Act of 2000 (as amended) for the resolution of disputes through Conciliation, Mediation and Arbitration.

Main purpose

To promote effective and consistent management of cases, ensure CMAC processes and procedures are aligned with established jurisprudence, and identify resources and training requirements for the Legal and Operations departments in respect of case management functions.

Key Performance areas

- ✓ Managing the case management process of CMAC.
 - Compile and present monthly, quarterly and annual reports for case management.
 - Represent the Commission in various forums relating to case management and labour law.
- ✓ Ensure effective Dispute resolution.
 - Process filing of agreements reached at conciliation with the court.
 - To preside over proceedings and make the required judgements in labour disputes reported and allocated to the position.
- ✓ Contribute to the development of the knowledge database of the Commission.
 - Ensure safekeeping of decisions for future reference.
- ✓ Provide legal and Labour relations advice.
 - Advise office of the Executive Director on legal implications of processes and operations.
- ✓ Provide secretarial services to Board and management committee.
- ✓ Ensure responsibility for recruitment, performance management and work practices.
 - Monitor and evaluate performance to set strategic objectives and targets.
- ✓ Conduct training and research activities both internally and externally.
- ✓ Budget and expenditure control.
- ✓ Management and development of compliance control systems, ensure efficiency of controls, continuous improvement and review of policies and procedures

Key Competencies

- ✓ Working knowledge of Industrial relations issues. (Ability to classify user problems in terms of Labour Relations Act categories).
- ✓ Ability to work well in a team and relate well to people.
- ✓ Ability to handle problems with tact and discretion.
- ✓ Excellent communication and organizational skills.
- ✓ Ability to work independently.
- ✓ Ability to show initiative in problem solving.
- ✓ Troubleshooting.

Required Qualifications and Experience

- ✓ Bachelor of Laws Degree (LLB).
- ✓ Knowledge of proceedings in both the Industrial Court and the High court.
- ✓ Minimum of 5 years' experience as an admitted Attorney.
- ✓ 3 Years management experience will be an added advantage.
- ✓ Competence in Project Management and cross functional team management
- ✓ Computer Literacy (Proficiency in MS Office).

Closing date for receipt of applications is the 11th September 2026.

Late applications shall not be accepted. Should you not receive further correspondence within one month of the closing date, please consider your application to be unsuccessful.

The Application and attachments should be submitted to:

The Human Resources Officer
1st Floor Mbabane House
Conciliation Mediation & Arbitration
Commission
P.O. Box 3942
Mbabane
Or Email to recruitment@cmac.org.sz