

CONFIDENTIAL



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

**TERMS OF REFERENCE FOR THE APPOINTMENT OF AN ATTORNEY
TO DEAL WITH THE ARBITRATION HEARING OF ONE OF THE
OFFICIAL WITHIN HEAD OFFICE.**

1. PROJECT PURPOSE

The purpose of the project is to appoint senior attorney to represent the Department in the arbitration hearing by providing among others the following services:

- Consultations with witnesses and preparation to lead evidence
- Preparations of the arbitrations hearing documents/bundles
- Representing the Department during arbitration hearing

The preferred senior attorney should be with legal practitioners who possess among others the following credentials and expertise:

- Relevant legal and labour relations qualifications;
- The necessary capacity, skills and vast experience in the labour relations environment;
- Extensive knowledge in the labour law and labour relations environments;
- Be able to respond to departmental engagement requests at short notice.

2. THE OBJECTIVE AND SCOPE OF THE WORK

- Thoroughly prepare for the cases in terms of preparing bundles of documents containing the employer's evidence.
- Identify witnesses to give evidence and thoroughly prepare them for the proceedings.
- Prepare head of arguments
- Comply with times frames provided for in dealing with labour related matters to ensure that the Department is not compromised.

3. LOCATION OF SERVICES

The services required will be rendered at the National Department of Public Works Head Office located in Pretoria:

1. Head office

4. DURATION OF THE CONTRACT

The contract period is estimated for 25 days effective from the date of the appointment letter.

5. COST OF THE ARBITRATION

The total costs of the arbitration shall be calculated at a rate of a total 200 hours.

6. REPORTING

The appointed Senior Attorney must submit progress report to the Office of the DIRECTOR- LABOUR RELATIONS timeously as and when required by the Department and or at the finalization stage of the case.

7. CONFIDENTIALITY

Ownership and copyright of all documentation developed during the period of the contract will be vested in the National Department of Public Works.

8. INTELLECTUAL PROPERTY AND OWNERSHIP OF MATERIAL

All intellectual property rights relating to any work produced by the Senior Attorney in relation to the performance of the contract shall belong to the Department of Public Works (DPW) and may not be used for any purposes.

All material, in paper, electronic or any recorded format produced by the Senior Attorney in the performance of the contract shall remain the property of DPW and must be handed over to DPW at the end or on termination of the contract.

CONTACT:

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