

PALESA NAOMI

SHAI

About

Exceptional and talented leader who specializes in mediation, litigation and dispute resolution processes. She knows how to implement change when and where necessary.

Well-versed in employment and property law amongst others, CCMA and bargaining council policies, standards and procedures and able to translate them into forward-thinking industrial practices. She has collaborative abilities to bring divergent views together to provide creative solutions to complex labour issues and workplace related challenges. Resourceful, meticulous and proactive with strong communication and problem solving abilities.

Work history and educational background have helped in developing an excellent understanding all of the aspects of legal, industrial relations, and case and conflict management.

Details

Date Of Birth: :
Gender: Female
Nationality: South African
Driver's License: Code 8
Disability: None

Languages Read | Write | Speak

English	Excellent
Zulu	Excellent
Sotho	Good
Afrikaans	Fair

EDUCATION

Grade 12
Glenvista High School
2006

English
Afrikaans
Mathematics
Physical Sciences
Biology
History

SKILLS

Good interpersonal and communication written and verbal
Analytical and Logical Reasoning
Case Management System and legal procedures
Legal writing and Research
High level of client service
CCMA and bargaining council policies and procedures
Contract Negotiations
Organizing and Time management
Good leadership skills
MS Office Proficiency (Word, Excel, PowerPoint, Outlook, Internet)

CERTIFICATES

CCMA
Labour Dispute Resolution Practice
2017
University Of Johannesburg
LLB Law
2011 – 2019
University Of Johannesburg
B.A Law
2007 – 2012
Senior Representative Council
Member
2005 - 2006

Professional Experience

18 Mar 2025 - Present ~~MEMBER~~ **TRIBUNAL MEMBER**
~~SPORTS APPEALS TRIBUNAL~~ *SOUTH AFRICAN DENTAL TECHNICIANS COUNCIL*
SPORTS APPEALS TRIBUNAL

1 July 2024 - Present **TRIBUNAL MEMBER**
TRANSPORT APPEALS TRIBUNAL

2 May 2023 - Present **MEDIATOR**
GAUTENG RENTAL HOUSING TRIBUNAL

16 Feb 2023 - Present **APPEALS COMMITTEE MEMBER**
HEALTH PRACTITIONERS COUNCIL OF SOUTH AFRICA

2 Feb 2023 - Present **MEDIATOR/ FACILITATOR**
INSITUTE FOR SOCIAL DIALOGUE


20 Oct 2022 - Present **ADMITTED ADVOCATE**
THE HIGH COURT OF SOUTH AFRICA

- General Litigation
- Commercial litigation
- Civil Litigation
- Legal Advice and opinions

1 Jul 2022 - Present **MEMBER OF THE OFFICE OF DISCLOSURE**
DEPARTMENT OF HUMAN SETTLEMENTS

- Promote fair lending practices which require full disclosure by financial institutions of information regarding the provision of home loans in terms of the Home Loans Disclosure and Mortgage Disclosure Act 63 of 2000.

Jul 2017 - Present **PART-TIME COMMISSIONER/ CHAIRPERSON**
CCMA, MIBCO, SALGBC, NBCCI, TOKISO

- Oversee the administration of legislation relating to labour and the workforce.
 - Enforcement of labour laws that promote fairness and equity in the workforce.
 - Overseeing investigation of non-payment of wages, the state minimum wage, and overtime and prevailing wage disputes.
 - Mediate, arbitrate and conciliate labour disputes.
 - Provide legal advice to national and regional structures on union related tasks and initiatives.
 - Provide legal assistance to different organizational sectors.
 - Draft legal opinions on matters referred on behalf of members.
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- Assist the organization with legal input on staff related matters brought to the legal department as well represent the union in internal disciplinary proceedings.
- Conduct legal case audits at all the regions in order to ascertain whether disputes are being referred properly and handled effectively.
- Conduct and handling training related to labour law.

Dec 2013 – May 2017
3+ years

NATIONAL LEGAL OFFICER
 National Union Of Metalworkers South Africa

- Drafted legal documents.
- Handled representations in the Labour Court as well as in arbitrations.
- Provided legal advice to members as well as regions and other departments.
- Perused employment contracts and policies.
- Drafted main agreements, disciplinary codes, policies and mediation
- Supervised and mentored legal departments at regional levels.
- Participated in negotiations on a national as well as company level.
- Handled representations during liquidations, business rescue proceedings, mergers, acquisitions and transfer businesses.
- Negotiated collective agreements and employment contracts.

Sep 2013 – Nov 2013
3 months

LEGAL AUDIT CONSULTANT
African Bank

- Preparing Special audit and control reports by collecting, analyzing and summarizing operating information and trends
- Contributes to team effort by accomplishing related results as needed.
- Dealing with correspondence
- Ensures compliance with established internal control procedures by examining records, reports, operating practices and documents.
- Drafting legal document as well as occasionally doing research.
- Investigating and auditing loan agreements
- Dictaphone typing

Oct 2012 - Sep 2013
1 year

LEGAL AUDIT CONSULTANT
Summit Financial Wellbeing

- Investigating and auditing loan agreements
- Dictaphone typing
- Garnished Orders, credit counseling and giving legal advice.
- Dictaphone typing
- Handled legal administration and drafted legal documents



Jul 2012 – Sep 2012 **BRANCH SUPPORT ADMINISTRATOR**
3 months *Legal Wise*

- Coordinate office activities and to secure efficiency and compliance to company policies.
- Switchboard operator responsible for managing the company's telephone, receiving incoming calls and reroute to various departments.
- Kept clients informed by maintaining contact; communicating case progress.
- Kept cases organized by establishing and organizing files; monitoring calendars; meeting deadlines and taking minutes.
- Managing petty cash, payment transactions and receipt books.
- Support budgeting and bookkeeping.

Mar – Jul 2012 **LEGAL COUNSELOR/XDS AGENT**
5 months *Lucid Legal Service*

- Case Management
- Managing XDS dispute department
- Administration
- Provide legal support and advice to upper management on relevant legal issues.
- Draft legal documents such as contracts, statement, agreements
- Keeping up with current changes on all relevant areas of laws and contribution to the enhancement of knowledge base of the company's legal function.
- Handle litigation.

Key Achievements

Accredited as a CCMA Commissioner whilst completing her final year in her postgraduate LLB degree studies- 2018

Achieved 70% + settlement rate in the disputes as a Commissioner in the 2018/9 financial year – **CCMA**

Completed a postgraduate LLB degree in June of 2019-**University of Johannesburg**

Completed 1 year pupillage from 2021-2022 as recognized by the Legal Practice Council- **National Forum of Advocates**

Appointed as non-executive director in the Office of Disclosure by the Minister of Human Settlements- July 2022

Admitted as a practicing Advocate of the High Court of South Africa- October 2022

References

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