



**UNIVERSITY OF  
ZULULAND**

**The University of Zululand subscribes to the principles embedded in the Employment  
Equity Act**

**OFFICE OF THE REGISTRAR**

**DIRECTOR: LEGAL SERVICES**

**REFERENCE NUMBER: 2023/06/RA90**

**GRADE: 5**

Responsible for providing legal services and advice to the University in order to protect and defend the University from legal threats and/or legal action. Advises the University on the requirements of the Higher Education Act, the Promotion of Access to Information Act, the Protection of Personal Information Act and other relevant legislation that may impact on the University as a whole. Responsible for litigation and contract management and student governance.

**KEY ACTIVITIES**

- Legal Advice and Compliance
- Contract Management and Copyright protection
- Litigation Management
- Case flow Management
- Management and Administration of Student Discipline
- Submission of Reports

**MINIMUM REQUIREMENTS**

- A First Legal Degree (B Proc, B Juries or LLB).
- Admitted Attorney in the High Court of South Africa / Advocate of the South African Bar.
- At least 8 years post qualification experience in Law, Leadership and People Management in a similar or related environment.
- Experience in a private legal practice or government institution of at least 8 years, with specific experience in corporate and commercial law and Civil and Criminal Litigation in the High Court.

**ADDED ADVANTAGES:**

- LLM would be an added advantage.
- Experience in Commercial and civil litigation, criminal law and procedure, administrative and governmental regulatory processes would be an added advantage.

**OTHER REQUIREMENTS****Knowledge**

- Excellent working knowledge of corporate law, commercial law, civil and criminal procedure.
- Excellent understanding of High Court civil procedure.
- Knowledge of IsiZulu would be an advantage.
- An above average command of the English language

**Skills**

- Ability to advise the Registrar on issues of governance emanating from rules, regulations and policies.
- Ability to conduct investigations into misconduct.
- Ability to manage civil litigation at all levels.
- Ability to draft legal pleadings.
- Brief Counsel, liaise with High Court personnel with urgent matters.
- Ability to conduct/manage disciplinary hearings and Appeals.
- Ability to manage civil and commercial law processes.
- Ability to manage legal service providers.
- Ability to craft concise high level reports

**Behavior / Attributes**

- Self motivated.
- Effectively organizing and planning work according to institutional needs by defining objectives and anticipating needs and priorities
- Solved difficult problems through careful and systematic evaluation, possible alternatives and consequences.
- Attention to detail.

**CLOSING DATE: 18 June 2023**

**All applications must include the following which are critical in evaluating applicants received:** (a) A Self - Evaluation by the applicant of his/her ability for the appointment; (b) an application form; (c) A detailed Curriculum Vitae; (d) Certified copies of all academic qualifications, ID; and (e) Names and contact details of at least three contactable work related referees (one must be a current or recent superior).

For the application form, please log on to the University website and click on vacancies (<http://www.unizulu.ac.za/vacancies>). To apply for these positions, please email the application form and the required documentation to Ms P Nhlengethwa, [nhlengethwap@unizulu.ac.za](mailto:nhlengethwap@unizulu.ac.za) **OR** log on to **PNET** ([www.pnet.co.za](http://www.pnet.co.za)) and submit your application, by no later than 12h00 on the closing date stated above.

**Candidates who do not meet the minimum requirements, as specified above, will not be considered and should not apply.**

Please note in terms of the Universities recruitment policy preference will be given to **SOUTH AFRICAN CITIZENS**. UNIZULU is committed to employment equity and equal opportunity.

Kindly Note:

**Communication will be entered into with shortlisted candidates only.**

The University reserves the right not to make an appointment in the position as advertised.

***By applying for this: position, you hereby give consent to the University of Zululand, that your personal information, e.g. your name and surname, identity number, banking details, address, resume' etc, may be used, distributed, handled or processed and or stored for purposes of Recruitment and Selection process of the University only.***