



## External Vacancy

DIVISION: Office of the Vice Chancellor and Principal

DEPARTMENT: Legal Services

POST: Assistant Legal Advisor

POST N°: 7970

PEROMNES LEVEL 07

### JOB DESCRIPTION:

#### Key performance areas include but are not limited to:

- Provide professional and legal support and advice to the Vice Chancellor and Principal, other members of the Executive Management and staff members
- Ensure the provision of effective legal advisory services to the institution on various legal documents e.g. commercial contracts, tender documents to ensure compliance with institutional standards and legislative requirements
- Assess and advise correctly to minimise and control risks to the University and ensure that system controls and processes are appropriate, relevant and also aligned with institutional objectives and requirements.
- Assist the University to ensure that it complies with various legal requirements
- Scrutinise and vet documents that are referred to ensure that they are legally sound
- Deal with and manage litigation brought by and against the University.
- Attend consultations with attorneys and Counsels appointed to represent the University
- Conduct investigations in matters referred for investigation
- Attend to all legal correspondence and enquiries
- Perform any other legal duties as may be assigned by the Line Manager
- Ensure that employees adhere to the VUT values and business protocols, and that these are applied correctly

### Application Criteria:

#### Qualification/Experience:

#### Minimum requirements:

- B.Proc and/or LLB degree
- Admission as an Attorney or Advocate (with pupillage and bar admission examinations)
- Six (6) years legal practice experience
- Knowledge and understanding of transversal legislation applicable to the Higher Education Sector
- Experience to handle litigation.
- Driver's license

#### Skills:

Organisational skills, ability to interpret and apply laws, rules, and regulations relative to work, negotiation and dispute resolution skills, ability to handle investigations, excellent report writing skills, excellent report writing skills, ability to research, write and provide legal opinions, ability to draft and vet different types of contracts, tender documents and other legal instruments.

Closing date for applications: 07 December 2018

Submit CV by hand to Carmen Titus at B103 or e-mailed to recruitment@vut.ac.za

**Please Note: The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore people from designated groups are encouraged to apply. If you are not contacted within three weeks after the closing date, please accept that your application was unsuccessful.**



POSITIVE ABOUT PEOPLE WITH DISABILITIES