



**VAAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.

Internal / External Vacancy

DIVISION:FACULTY HUMAN SCIENCES	DEPARTMENT: LEGAL SCIENCES LAW CLINIC
POST: SUPERVISING ATTORNEY (3 YEARS FIXED TERM CONTRACT)	POST No: 2470 PEROMNES GRADE: 08

JOB DESCRIPTION:

The candidate appointed in this position will perform the following key roles: Supervising of all students under his/her care. Management of the case load of the Law Clinic. Providing general support to the Principal Attorney with regards to the management of the Law Clinic. Providing supervision to the Candidate Attorney allocated to him/her. Active participation and membership in relevant committees. The candidate is primarily responsible for court appearances, specifically related to Family Law matters.

Key Performance Areas including but not limited to:

- Managing of the practical component sessions (Labour Practice and Legal Practice) with the final year students at the Law Clinic.
- Managing the allocation of venues and scheduling of appointments with clients.
- Monitoring of and reporting on students' performance.
- Ensuring that students follow the Law Clinic's policies and procedures.
- Play an active role in the development of policies and procedures of the Law Clinic.
- Supervising the work of all Legal and Labour Practice course students, with the assistance of other supervising attorneys; overseeing all the client files dealt with by the Clinic;
- Attending meetings of the Legal Practice Council and other professional bodies when necessary.
- Organising, promoting, supervising
- Creating effective learning opportunities for work integrated learning of students at the Law Clinic.
- Preparing the course lectures in liaison with the Curriculum owners;
- Handle all queries with regards to student related queries.
- Report to the Principal Attorney on all aspects of assessments.
- Monitoring of semester marks, monitoring passes and failures;
- Practising as a litigation attorney, including drafting pleadings, researching the law, advising students and clients, managing files, conducting litigation;
- Supervising students and candidate attorneys, including providing training in office procedures and professional conduct; overseeing client files; advising on legal procedures and practices;
- Court attendances
- Reporting to the Principal Attorney on all issues of compliance pertaining to the Legal Profession.
- Keeping abreast of policy changes in the Profession.
- Ensuring Implementation of all policies.
- Drafting reports to the Director pertaining to nature, number and status of all Law Clinic cases.
- Drafting reports with regards to student progress.
- Reporting on the progress of candidate attorneys.

APPLICATION CRITERIA:

Qualification and Experience:

- A completed LLB Degree.
- Admitted attorney of the High Court
- At least 3 years Court practice experience.
- Valid Fidelity fund certificate
- Experience in Civil Litigation and Family Law Litigation
- Management experience will be an added advantage.



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- Lecturing experience at a Higher Education Institution will be an added advantage.

Skills and Competencies:

- Excellent English language, communication and interpersonal skills, A high level of disciplinary expertise, Computer literacy.
- Good communication skills
- Conflict resolution skills
- Research skills for example publication in journals and of opinions.

Closing date for applications: 3 February 2022

Submit CV's to Ms Angie Moeti via email: recruitment3@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 six weeks after the closing date, please accept that your application was unsuccessful.

