



DIVISION/FACULTY: Office of the Registrar	DEPARTMENT: Governance and Legal Services
POST: Manager: Judicial Services	POST No: 2013 PEROMNES GRADE: 07

JOB DESCRIPTION:

The incumbent will be required to: (KPA'S)

- Provide the highest standard of organisational and regulatory compliance management and support for Student Disciplinary Procedures and Code.
- Develop, facilitate, and lead practices and procedures related to student conduct based on industry best practices and in compliance with all relevant University policies and regulations.
- Maintain confidentiality of information related to student conduct concerns and exercise discretion to provide timely information and necessary updates across relevant stakeholders.
- Provide support and advocacy for students while emphasizing individual accountability and responsibility.
- Establish, maintain, and process detailed records for adjudicated cases and other communications timely and accurately.
- Maintain current knowledge of and implement changes based on university policies and procedures, laws, and best practices related to field.
- Provide administrative and clerical support to the various disciplinary forums.
- Ensure compliance with the sanctions imposed to students by the disciplinary forums.
- Provide advice, assistance, guidance and training on the disciplinary process and disciplinary code to students, faculties and residences.
- Facilitate and manage all student misconduct cases
- Provide reports on progress and finalisation of all cases
- Act as the initiator or prosecutor during disciplinary hearings
- Guide and offer advice to investigators
- Ensure that all student misconducts are handled in compliance with VUT Rules and Regulations
- Ensure consistency in application of rules and the conducting of disciplinary hearings
- Review existing rules and regulations
- Train, coach and supervise the judicial services team
- Act as the Presiding Officer in student disciplinary matters
- Provide guidance to the University community on student disciplinary matters
- Draft and manage the Judicial Services' budget

APPLICATION CRITERIA:

Qualification and Experience:

- LLB or B.Proc Degree
- 7 years' relevant legal experience as a legal practitioner
- 3 years' managerial experience within a legal environment
- Experience within a Tertiary Education environment will be an added advantage.
- Some knowledge in the use of ITS system will be advantageous.

Skills and Competencies:

- Analytical, investigative, and problem-solving skills.
- Excellent written and oral communication skills
- Strong analytical and organization skills.
- Strong interpersonal skills.

Closing date for applications: **12 July 2022**



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OF TECHNOLOGY**

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Submit CV via email to recruitment1@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.

