

JOB DESCRIPTION

REFERENCE NUMBER:	AP1070
JOB TITLE:	Senior Director: Legal Services (5 Year – Fixed Term Contract)
LOCATION:	uMthatha
BACKGROUND TO POSITION:	The Office of the Registrar wishes to appoint a suitably qualified and experienced person to support and assist the Institution to implement its objectives. The main purpose of this role is to oversee and manage the provision of all legal services of the university to ensure maximum protection of its legal rights and to maintain its operations within the limits prescribed by law. The incumbent will work closely with Council, Senate, Senior Management, and other Walter Sisulu University structures to provide leadership in all matters with legal implications for the University. The Senior Director: Legal Services will promote excellence in all activities and areas under his or her leadership.
KEY PERFORMANCE AREAS:	• Strategic and operational plans. • Primary Legal Counsel, Legal opinions, and Overseeing Outside Counsel. • Institutional compliance and governance. • Contract Management. • Litigation management. • Policies and procedures. • Resource management: people, budget, and finance. • Monitoring, evaluation, and reporting.
INHERENT CRITERIA:	Qualifications • LLB Law degree. • An admitted attorney with right of appearance in the High Court or admitted advocate. Experience • At least 10 years' relevant experience as a practising lawyer. • Experience in legal services in Higher Education is preferred. • Leadership capacity with at least 5 years' experience in a management role • Experience developing, interpreting,

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explaining and applying policies, procedures and precedents related to various areas of the law.

- Demonstrated superior written and verbal communication abilities.

APPLICATION REQUIREMENTS:

- Official WSU job application form.
- A letter of motivation.
- A comprehensive CV.
- An abridged CV.
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates and Identity Document.

To apply please forward your application quoting reference number **AP1070** to Genevieve Michel c/o legalservices@talenting.co.za

"WSU is committed to employment equity and persons with disabilities are encouraged to apply"