

JOB DESCRIPTION

REFERENCE NUMBER: AP1070

JOB TITLE: Senior Director: Legal Services
(5 Year – Fixed Term Contract)

LOCATION: uMthata

BACKGROUND TO POSITION: The Office of the Vice-Chancellor and Principal 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 to the institution to ensure maximum protection of its legal rights and to maintain its operations within the limits prescribed by law. Works closely with the senior management team, Council and Senate 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

- Master of Law (LLM) degree with an undergraduate law degree.
- An admitted attorney with right of appearance in the High Court.

Experience

- At least 10 years' relevant experience as a practising lawyer.
- Experience in legal services in Higher Education will be an advantage.
- Leadership capacity with at least 5 years' experience in a management role.

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- Experience developing, interpreting, 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