

JOB DESCRIPTION

REFERENCE NUMBER:	AP1163
JOB TITLE:	Executive Director: Legal Services (P3) (5 Year Fixed-Term Contract)
LOCATION:	Muckleneuk Campus, Pretoria
BACKGROUND TO POSITION:	Unisa is a dedicated distance Higher Education institution which is funded by the Department of Education and Training in South Africa. In keeping with its mandate as a Comprehensive, Open and Distance Learning (CODEL +) Institution, which offers a variety of academic and career-focused programmes, Unisa is inviting applications for the position of Executive Director: Legal Services P3 .

PURPOSE OF THE POSITION

The purpose of the position is to provide leadership and strategic direction to the Legal Services Department and in accordance with relevant legislation and the institution's nature as a Comprehensive Open Distance and e-Learning (CODEL) institution, the Unisa 2030 Strategy as well as Unisa's strategic vision and transformation agenda.

KEY RESPONSIBILITIES:	KPA 1) Strategic Direction and Alignment
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- Providing input in the development of the institutional strategy and communicating accordingly.
- Research and report on unique legal issues impacting the university infrastructure.
- Leading and directing the development of the department's strategy and objectives in line with the Institution's strategy and in accordance with the relevant legislation.
- Overseeing and guiding the development of the department's operational plans and KPI's in support of the function and the Institution's overall vision and strategy.
- Initiating the development and reviewing of policies, processes, practices, procedures, and systems.
- Providing strategic leadership to the development of the department's annual performance review as is required by the Department of Higher Education and Training (DHET).
- Providing strategic direction in the department's area(s) of specialisation.

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KPA 2) Operational Leadership and Process Management

- Providing strategic leadership regarding all operations of the department from an overall perspective, which include:
 - The provision of legal services regarding Institutional and Administration Law
 - The provision of legal services regarding Labour Law
 - The provision of legal services regarding Commercial Law
- Providing consistent and sound legal advice and guidance to Management and all departments to enhance institutional governance, as required.
- Managing and attending civil and criminal litigations against or on behalf of the University of South Africa (Unisa).
- Appearing in court to testify on Unisa's behalf, when required.
- Protecting and advising on commercialising and managing the Intellectual Property (IP) of the Institution worldwide.
- Managing documentation pertaining to transfer and registration of property for the Institution.
- Negotiating, drafting, and managing Unisa's agreements and contracts and ensuring that they adhere to the approved due diligence process (where applicable).
- Retaining, instructing, and overseeing external Legal Counsel as required.
- Regulating and overseeing the legal compliance of the University in respect of policies and the legislative environment
- Attending to all dealings with Curators and Liquidators, where applicable.
- Driving the implementation of plans, policies, processes, practices, procedures, and systems and ensuring sustainability of business.
- Managing the strategic relationships and networks with internal and external stakeholders.

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KPA 3) Forecasting, Budgeting and Financial Management

- Formulating strategy forecast costs, which are factored into the Portfolio and Institutional budgeting processes.
- Providing leadership regarding the compilation and management of the budget for the department
- Overseeing and monitoring the department's expenditure within budgeted parameters and report on variances periodically
- Managing the department's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of Unisa and ensuring that the department and its directorates and divisions are managed in a cost-effective way.

KPA 4) People Management

- Drafting, reviewing, and negotiating various commercial contracts and agreements.
- Leading, mentoring, and empowering employees and change within the department to promote high performance, optimal working environment, improving staff morale and cost-effective operations.
- Guiding and influencing strategic leadership in embedding the values and desired culture of the Institution in line with the Transformation Charter and CODEL+ 2016-2030 Strategy.
- Driving a high-performance culture by taking accountability for an effective and well-articulated performance management process.
- Monitoring the resourcing of the department through recruitment and filling of positions.
- Fostering an organisational culture and climate that is ethics and value driven

KPA 5) Governance and Reporting

- Monitoring and reporting on legislative and statutory compliance as defined by government and relevant professional bodies.
- Promoting sound institutional governance principles through effective planning, maintenance of operations and service standards, management of compliance and risk

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as well as participating in Institutional governance structures.

- Ensuring compliance with all laws and regulations that apply to the University.
- Compiling reports on the department's performance at the required intervals which reflect all relevant statistics.

INHERENT CRITERIA

Minimum Qualification(s)

- Minimum of an LLM degree
- Admitted as an Attorney and/or Advocate.

Minimum Experience

- Minimum of 10 years' legal experience in a Legal Services environment, of which a minimum of 5 years should be in senior management role.

APPLICATION REQUIREMENTS:

- A detailed cover letter indicating your suitability for the position
- A comprehensive CV
- An abridged CV
- A completed Unisa Job Application Form
- Names and full contact details for at least 3 referees, one which must be from your present employer. Should you not be currently employed, a contactable reference from your previous employer must be provided.
- Certified copies of matric and degree certificates and Identity Document. Proof of SAQA verification of foreign qualifications, where relevant.

To apply please forward your application quoting reference number **AP1163** to Genevieve Michel c/o shireen1163@talenting.co.za

Incomplete applications will not be considered!