

JOB DESCRIPTION

REFERENCE NUMBER: AP1164

JOB TITLE: Director: Labour Law (P4) (5 Year Fixed-Term Contract)

LOCATION: Muckleneuk Campus, Pretoria

BACKGROUND TO POSITION: UNISA is a publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a Comprehensive, Open and Distance eLearning (CODEL+) Institution offering a variety of academic and career-focused programmes, Unisa is inviting applications for the position of **Director: Labour Law P4.**

The purpose and objectives of the position are to: Provide a comprehensive range of legal services as mandated by the University, including, but not limited to, legal risk management, litigation, legal representation in dispute resolution forums and tribunals, policy drafting, contract review, and the provision of legal opinions and advice. The role also provides strategic leadership and expert legal counsel on all labour and employment law matters, ensuring compliance with applicable legislation, mitigating legal and organisational risk, and promoting effective employee relations, good governance, and sound institutional decision-making.

KEY RESPONSIBILITIES:

KPA 1) Academic excellence and effectiveness

In respect of research and tuition activities:

- Legal Advice and Corporate Governance.
- Litigation / Dispute resolution.
- Contract Management.
- Policy Management.
- Legal Compliance.

KPA 2) Strategy development, implementation, and governance

- Promote sound corporate governance in providing legal advice, legal opinions, reporting and quality assurance services associated with applicable due diligence processes with specific focus on the following:
 - Monitoring and reporting on progress against operational initiatives.
 - Monitoring and reporting on legislative and

JOB DESCRIPTION

- statutory compliance.
- Promoting sound institutional governance and participating in Institutional governance structures (Professional Citizenship).
- Ensuring the development and implementation of policies and procedures.
- Compiling regular reports to the Council, its committees, and other relevant structures.
- Participating in the annual performance review.
- Identifying risks relating to the field of responsibility, developing, and implementing mitigating strategies.
- Documenting and reporting on department-specific matters.
- Ensuring proper record-keeping of all aspects within the field of responsibility.
- Implementing the departmental strategy in support of the University's overall vision and strategy.
- Executing the department's operational plan and procedures to support the CODEL+ 2030 Strategy.
- Interpreting policies to lower levels and ensuring alignment with the Department's operational plan.

KPA 3) Financial Stewardship and Sustainability

- Compliance with SCM policy.
- Cost containment in own area of responsibility.
- Prepare and manage budget in own area of responsibility.
- Manage finances in own area of responsibility.

KPA 4) Stakeholder focus

- Stakeholder engagement.
- Consultations, presentations, and meetings.
- Develop templates for legal instruments.
- Develop standard operating legal procedures.
- Providing training and capacity building.
- Client satisfaction

KPA 5) People focus.

- Implement personal and staff development plans.

JOB DESCRIPTION

- Supervision of staff.
- Research and publications.
- Community engagement

KPA 6) Operational Excellence and Effectiveness.

In respect of operational and support activities:

- Legal Advice and Corporate Governance.
- Litigation / Dispute resolution.
- Contract Management.
- Policy Management.
- Legal Compliance.

INHERENT CRITERIA

Minimum Qualification(s)

- Minimum of an LLB degree. LLM Degree will serve as an added advantage.
- Admitted as an Advocate or Attorney.

Minimum Experience

- Minimum 10 years of relevant work experience after admission as an advocate or attorney.
- Minimum 5 years in a management role after admission as an advocate or attorney.

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 **AP1164** to Genevieve Michel c/o carmen1164@talenting.co.za

Incomplete applications will not be considered!