

External / Internal Vacancy

DIVISION:FACULTY HUMAN SCIENCES	DEPARTMENT: LEGAL SCIENCES LAW CLINIC
POST: PRINCIPAL ATTORNEY	POST No: PEROMNES LEVEL :06

JOB DESCRIPTION:PRINCIPAL ATTORNEY

The candidate appointed in this position will perform the following key roles: Management of the entire operations of the Law Clinic. Coordinating with Faculty with regards to the work integrated learning programme and other related matters. Liaising with funders and community members. Reporting to Faculty and other stake holders. Active participation and membership in relevant committees. The candidate is the link between the Law Clinic and the community and will be responsible for the planning and execution of community engagement programmes.

Key Performance Areas including but not limited to:

- The conducting of regular group staff meetings to discuss matters of general concern within the Law Clinic, as well as occasional meetings with individual staff members.;
- Conducting H.R. required procedures, such as advertising for and recruiting new professional staff as necessary; conducting performance evaluation procedures (and, where necessary, performance improvement procedures and disciplinary procedures);
- Supervising the work of all Legal Practice course students, with the assistance of other supervising attorneys; overseeing all the client files dealt with by the Clinic;
- Monitoring the administrative procedures within the Clinic, including record keeping, venue planning, advertising of workshops and events, organisation of Mock trials;
- Monitoring and reporting on the finances of the Clinic;
- Promoting the Law Clinic at faculty, university, student and community level: giving talks, Coordinating the work integrated learning programme at the Law Clinic, liaising with stakeholders, attending meetings, organising faculty information sessions, organizing community workshops; writing of articles in accredited journals.
- Liaising with industry and other stakeholders to improve the quality and standard of services delivered and keeping abreast of developments in the all legal fields; ;
- Compiling and presenting relevant short courses;
- Coordinating and assessing of work integrated learning programme;
- Attending all required departmental and faculty meetings;
- Planning with the course owners of the Diplomas Legal Assistance and Labour Law the course curriculum for each year with regards to Labour Practice and Legal Practice.
- Implementing of the curriculum including assessment activities by liaising with the Curriculum owners
- Organising visiting lecturers programme;
- Liaising with the External Examiner;
- Monitoring semester marks, monitoring passes and failures;
- Drafting all notices and course descriptions for Faculty Handbooks, publicity, Faculty website, publications.
- Practising as a litigation attorney, including drafting pleadings, researching the law, advising students and clients, managing files, conducting litigation; (where and as needed)
- Monitoring and management of the funds for the Law Clinic.
- Ensuring that the annual budget is drafted and submitted for approval.
- Ensuring that the annual budget is followed, reporting to the Dean of the Faculty of Human Sciences with regards to the budget every six months.
- Drafting reports to Attorneys Fidelity Fund and Law Society; funders, faculty board etc.
- Attending meetings of the Legal Practice Council when necessary.
- Representing the Law Clinic on various institutional committees.
- Representing the Law Clinic at the South African University Law Clinic Association. (SAULCA)
- Serving on additional community committees.
- Applying for certification of accreditation of the Law Clinic annually
- The candidates should be prepared to work after hours if necessary.
- Applicants are required to indicate on their CV's or applications to what extent their qualifications and experience meet the requirements of the post as set out above.

Short-listed candidates may be required to give a practical demonstration of specific skills required for the position.

- The candidate must actively pursue external funding, attending on fund raiser events.

APPLICATION CRITERIA:

Qualification and Experience:

- LLB
- Admitted attorney of the High Court
- At least 8-years Court practice experience
- Valid Fidelity Fund certificate (attach certificate)
- Management experience
- Experience in Civil Litigation and Family Law Litigation
- Lecturing experience at a Higher Education Institution will be an added advantage.

Skills and Competencies:

- Excellent English language, communication and interpersonal skills, A high level of disciplinary expertise, Computer literacy.
- Good communication skills
- Conflict resolution skills
- Research skills for example publication in journals and of opinions

Closing data for applications:07 July 2021

Submit CV via e-mail to recruitment@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.

