



**VAAL UNIVERSITY
OF TECHNOLOGY**

Inspiring thought. Shaping talent.

External Vacancy

DIVISION: Faculty of Human Sciences	DEPARTMENT: Legal Sciences- Law Clinic
POST: Candidate Attorney	POST No: 2471 PEROMNES GRADE: 10

JOB DESCRIPTION:

Key Performance Areas include but not limited to:

- Assisting the Supervising Attorney with the monitoring of students performing work integrated learning.
- Assist with the organising, promoting, and execution of community projects.
- Drafting of pleadings, researching the law, advising students and clients on family law and labour law matters.
- Attending on matters at court
- Supervising students including providing training in office procedures and professional conduct; overseeing client files; advising on legal procedures and practices;
- Serving and filing of all legal notices and pleadings.
- Update client files.(filing of all relevant documents)
- Opening up and registration of client files.
- Reporting to Principal on all issues of compliance pertaining to the Law Clinic.
- Keeping abreast of policy changes in the Profession.
- Ensuring Implementation of all policies.
- Consultation with clients.
- Screening of prospective clients.
- Reporting on the progress of students.
- Serving on community committees.
- Attending all LEAD courses and workshops as required.
- Writing and passing of Board Exams before the end of the two-year articles

APPLICATION CRITERIA:

Qualifications and Experience:

- A completed LLB Degree.

Skills and Competencies:

- Excellent English language, communication and interpersonal skills, A high level of disciplinary expertise, Computer literacy.
- Conflict resolution skills

Closing date for applications: 25 August 2023

Submit CV's to Ms Angie Moeti via email: recruitment3@vut.ac.za

Please Note: The application must be accompanied by an application form obtainable from the VUT Website, CV, certified 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 submit a SAQA certificate of evaluation. 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. Differently able people are also encouraged to apply.



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**Only shortlisted candidates will be contacted.
If you do not hear from us within eight weeks of the closing date, please accept that
your application was unsuccessful.**

VUT reserves the right not to make an appointment

**By applying for this position, you give permission to share your information with the
selection panel or the relevant people involved in the recruitment process.**

