



DIVISION: REGISTRAR

DEPARTMENT: GOVERNANCE & LEGAL
SERVICES

POST: DIRECTOR

POST N°: 3141

PEROMNES GRADE: 05

JOB DESCRIPTION:

Key Performance Areas include but not limited to:

- Leading and directing the development and implementation of legal services and objectives in line with the institutional strategy and relevant legislation
- Directing and overseeing the design and implementation of the legal service policies and procedures to protect the Institution from undue and exposure to risk
- Providing legal advice and guidance to the executive and senior management as well as support departments as needed
- Negotiating, drafting and managing VUT agreements, contracts and trusts
- Maintain a comprehensive record of all contracts, agreements and memorandums of understanding

APPLICATION CRITERIA:

Qualification and Experience:

- Minimum of LLB degree; and
- Admission as an Attorney or Advocate
- Right of appearance in court
- Minimum 8 years' experience in legal services, of which at least 3 on managerial and/or legal administration in Higher Education

Skills and Competencies:

- Knowledge of the South African Higher Education landscape, laws and regulations
- Labour law
- Commercial law
- Successful experience leading negotiations on complex, high value contracts and agreements
- Successful experience creating departmental priorities that align strategic direction of a department and the overall business objectives
- Proven experience in relationship management and a demonstrated ability to lead a team and develop talents that subsequently drive value across the business
- Excellent organizational and time management skills
- Excellent written, communication and interpersonal skills

- Demonstrated ability to identify and resolve complex problems
- Experience with policy development
- Experience managing projects

CLOSING DATE FOR APPLICATIONS: 13 DECEMBER 2023

Applications should include:

1. A fully completed prescribed application form which can be obtained from www.vut.ac.za <https://www.vut.ac.za/wp-content/uploads/2023/03/VUT-Application-for-Employment-form-Final-002.pdf>
2. A detailed curriculum vitae (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic records and certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to recruitment1@vut.ac.za and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:

HR Business Partner: Ms Ntediseng Motaung, Tel 016 950 9160 / email address: ntediseng@vut.ac.za

Please Note: 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. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.

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.

