



**DIVISION:** REGISTRAR

**DEPARTMENT:** GOVERNANCE & LEGAL  
SERVICES

**POST:** ASSISTANT LEGAL ADVISOR

**POST N°:** 7970

**PEROMNES GRADE:** 07

**JOB DESCRIPTION:**

**Key Performance Areas include but not limited to:**

- Assisting in directing the development and implementation of legal services and objectives in line with the institutional strategy and relevant legislation
- Assisting in 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 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
- Help in managing and ensuring efficient and fair administration of the student disciplinary processes.
- Participate as an advisor in all bid specification and evaluation committees.

**APPLICATION CRITERIA:**

**Qualification and Experience:**

- Minimum of LLB Degree, and
- Admission as an Attorney or Advocate
- Minimum 4 years' experience in legal services, of which at least 2 on 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
- Excellent organizational and time management skills
- Excellent written, communication and interpersonal skills

- Ability to develop policies
- Ability to manage 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](http://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](mailto: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](mailto: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.**

