

# UNIVERSITY OF SOUTH AFRICA

## COLLEGE OF LAW

### UNISA LAW CLINIC

#### SENIOR ATTORNEY (P7) – x1 POSITION

(Ref: CLAW/SENATTO/SM05/2017)

The purpose of the job is to perform duties of an attorney by being responsible for consultation with clients, provide legal analysis, legal advice, legal representation, file management, drafting to clients and to provide legal work functions by also attending to court appearances and responsible to oversee, the administration of all the non-litigious and litigious matters.

#### Requirements

- LLB or BProc
- At least five years' experience as an Admitted Attorney

#### Recommendation

- Right of appearance in the High Court
- Basic understanding of the Higher Education environment
- Proof of registration for a Master's degree in the field of law
- A command of an additional official South African languages

#### Duties

- Execute legal practices/office management
- Application of legal skills
- Application of substantive law and trial procedure
- Community engagement

#### Knowledge and skills

- Excellent liaising and communications skills, with an excellent command of written and spoken English
- Knowledge of practical legal training and access to justice
- Computer literacy, including work processing, layout and spreadsheet skills
- Active listening skills
- Ability to communicate effectively
- Time management skills
- Be able to monitor and assess performance of yourself, other individuals, or organisations to make improvement or take corrective action
- Understanding the implications of new information for both current and future problem
- Ability to solve problem
- Must be honest and ethical
- Attention to detail
- Must be co-operative and work with others
- Ability to manage stress
- Emotional intelligence
- Be sensitive to others' needs and feelings
- Ability to take initiatives
- Must be able to adapt and be flexible
- File management skills

**Enquiries:** (012) 429-6155 Ms Sli Mtshali – HR Advisor: College of Law  
**Salary:** Remuneration is commensurate with the seniority of the position  
**Closing date:** **15 September 2017**

- The completed prescribed application form which is obtainable from the [Unisa website](#) - **Application for a Permanent Administrative or Professional Post** must be accompanied by a COMPREHENSIVE CURRICULUM VITAE and;
  - identity document (*including passport, work permit, permanent residence permit or proof of nationalisation if applicable*) (certified copies within the previous six months);
  - all educational qualifications (certified copies within the previous six months);
  - academic transcripts/records (certified copies within the previous six months);
  - proof of SAQA verification for foreign qualifications (*if applicable*) (certified copies within the previous six months)
- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
- The contact details of **three contactable references** must be provided, one of which must be from your present employer excluding your current line manager if you are an internal Unisa applicant
- Unisa is not obliged to fill an advertised position
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation*



- **We welcome applications from Persons with Disabilities**

ACTIVITY:



- Applications must be posted to Unisa, HR: College of Law, Cas Van Vuuren Building, Room 6 - 138, Muckleneuk Campus, PO Box 392, Unisarand, 0003.
- Hand delivered applications can be deposited into the Application Box (marked COLLEGE OF LAW) situated at Muckleneuk Campus: Cas van Vuuren Building, Main Entrance (3<sup>rd</sup> floor).
- If you apply for more than one position, each application must be in a separate envelope.



- **Applications which are posted in the wrong application box will not be considered.**
- **Applications via email will not be considered.**
- **Late, incomplete and incorrect applications will not be considered.**

**Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after closing date of this advertisement, please accept that your application was not successful.**