

UNIVERSITY OF SOUTH AFRICA

**PORTFOLIO: STRATEGY, RISK AND COMPLIANCE
DEPARTMENT: LEGAL SERVICES**

POSITION: EXECUTIVE DIRECTOR: LEGAL SERVICES (P3)

**(5-YEAR FIXED-TERM CONTRACT)
(Ref: ED:LS/SR&C/LS/GRM/2019)**

Unisa is the only publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, Open and Distance Learning (ODL) Institution offering a variety of academic and career-focused programmes, Unisa is inviting applications for the position of **Executive Director: Legal Services**.

The purpose of the position is to provide leadership and strategic direction to the Legal Services Department and in accordance with relevant legislation and the Institution's Open Distance and e-Learning (ODeL); 2016-2030 Strategy; Unisa's strategic vision and transformation agenda.

Key duties/responsibilities

Strategic Direction and Alignment

- Leading and directing the development and implementation of Legal Services and objectives in line with the Institution's Open Distance and e-Learning (ODeL) 2016 – 2030 strategy and in accordance with relevant legislations.
- Overseeing and guiding the development of Legal Services operational plans and KPI's in support of the function's strategy and the institution's overall vision and strategy
- Directing and overseeing the design and implementation of the Legal Service policies and procedures to protect the Institution from undue and exposure to risk
- Ensuring the provision of consistent and sound legal advice to all departments to enhance institutional governance
- Providing strategic leadership to the development of the annual performance review as is required by the Department of Higher Education Training (DHET)

Forecasting, Budgeting and Financial Management

- Compiling and managing departmental budget in line with the Portfolio and Institutional budget
- Monitor departmental expenditure within budgeted parameters and report on variances periodically
- Directing and Overseeing the funding of operations and budgeted activities within the Legal Department

People Management

- Conducting Annual performance reviews of staff in accordance with the performance management process, and monitor overall performance of the Costing and Budgeting function on an ongoing basis
- Coaching and mentoring staff as appropriate to improve performance
- Driving the identification of training and development gaps, and implementation of personal development plans (PDPs)
- Establishing a positive, healthy and safe work environment and culture in accordance with Transformation Charter and ODeL 2016 – 2030 strategy
- Driving implementation of the human resources policies, procedures and practices
- Determining staff requirements for the function including resourcing of projects and initiatives

Provision of Legal Services to the Institution including its subsidiaries

- Providing legal advice and guidance to the Executive, Senior Management, Colleges and Support departments as required
- Managing and attending Civil and criminal litigations against or on behalf of the University of South Africa (Unisa)
- Appearing in court to testify on Unisa's behalf
- Keeping abreast of new developments and all changes in legislation and advise management accordingly
- Protecting and advising on commercialising and managing the Intellectual; Property (IP) of the Institution worldwide
- Managing documentation pertaining to transfer and registration of property for the Institution
- Negotiating, drafting and managing Unisa agreements, contracts and Trusts
- Retaining, instructing and overseeing external Legal Counsel as required

Governance and Report

- Monitoring and reporting on progress against functional strategic initiatives
- Monitoring and reporting on legislative and statutory compliance as defined by institution and government
- Promoting sound Institutional governance and participating in Institutional governance structures
- Managing the strategic relationships and networks with internal and external stakeholders
- Assuming accountability for the development and implementation of policies and procedures of the function

Requirements and Experience

- LLB degree and admission as an Advocate.
- Minimum of 10 years' experience in Legal Services, with at least 5 years in senior/legal management role
- Right of appearance in the High Court

Competencies

Behavioral Competencies

- Leading and directing
- Politically savvy
- Strategic thinking
- Stakeholder management
- Verbal and written communication
- Achievement focused
- Rule orientation
- Problem solving and analysis
- Conflict management

Technical Competencies

- General management
- Higher Education and related legislations
- Labour law
- Commercial law
- MS Office applications

Assumption of duty : As soon as possible
Salary : Remuneration is commensurate with the seniority of the Position.
Closing Date : **22 March 2019**
Enquiries : **Mr Fungai Mutize or Mr Courtney Chikowore at (011- 058 0030 Or 011- 075 2744)**

Interested candidates should send a detailed covering letter indicating their suitability for the position, a detailed comprehensive Curriculum Vitae, and copies of:

- **All educational qualifications;**
- **Identity document; and**
- **Proof of SAQA verification of foreign qualifications, where relevant.**

The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be currently employed a contactable reference from your previous employer must be provided.

The detailed advertisement together with the prescribed application form can be found on the Unisa website <https://www.unisa.ac.za/vacancies>

Application can be forwarded by email to:

- fungai@warriortalent.co.za
- courtney@warriortalent.co.za

Unisa is not obliged to fill an advertised position.

Late, incomplete and incorrect applications will not be considered.

We welcome applications from persons with disabilities.

Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.