

PORTFOLIO: VICE PRINCIPAL (STRATEGY, RISK AND ADVISORY SERVICES)

DEPARTMENT: LEGAL SERVICES

POSITION: DIRECTOR: LABOUR LAW (P4) X1
(Muckleneuk Campus)

(Ref: Dir/LL/LS/MAV/2024)

UNISA is a publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a Comprehensive, Open and Distance eLearning (CODEL+) Institution offering a variety of academic and career-focused programmes, Unisa is inviting applications for the position of **Director: Labour Law P4**.

The purpose and objectives of the position are to:

Provide a full spectrum of all legal services functions mandated by the university. These functions include Legal risk management and reporting, litigation, and in-house legal representation at dispute resolution tribunals, drafting of policies, certification functions, drafting of contracts, policy compliance functions, and legal opinions.

KEY PERFORMANCE AREAS:

1. Academic excellence and effectiveness

In respect of research and tuition activities:

- Legal Advice and Corporate Governance.
- Litigation / Dispute resolution.
- Contract Management.
- Policy Management.
- Legal Compliance.

2. Strategy development, implementation, and governance.

- Promote sound corporate governance in providing legal advice, legal opinions, reporting and quality assurance services associated with applicable due diligence processes with specific focus on the following:
 - Monitoring and reporting on progress against operational initiatives
 - Monitoring and reporting on legislative and statutory compliance.
 - Promoting sound institutional governance and participating in Institutional governance structures (Professional Citizenship).
 - Ensuring the development and implementation of policies and procedures.

- Compiling regular reports to the Council, its committees, and other relevant structures.
 - Participating in the annual performance review.
 - Identifying risks relating to the field of responsibility, developing, and implementing mitigating strategies.
 - Documenting and reporting on department-specific matters.
 - Ensuring proper record-keeping of all aspects within the field of responsibility.
- Implementing the departmental strategy in support of the University's overall vision and strategy.
 - Executing the department's operational plan and procedures to support the CODEL+ 2030 Strategy.
 - Interpreting policies to lower levels and ensuring alignment with the Department's operational plan.

3. **Financial Stewardship and Sustainability.**

- Compliance with SCM policy.
- Cost containment in own area of responsibility.
- Prepare and manage budget in own area of responsibility.
- Manage finances in own area of responsibility.

4. **Stakeholder focus.**

- Stakeholder engagement.
- Consultations, presentations, and meetings.
- Develop templates for legal instruments.
- Develop standard operating legal procedures.
- Providing training and capacity building.
- Client satisfaction.

5. **People focus.**

- Implement personal and staff development plans.
- Supervision of staff.
- Research and publications.
- Community engagement.

6. **Operational Excellence and Effectiveness.**

In respect of operational and support activities:

- Legal Advice and Corporate Governance.
- Litigation / Dispute resolution.
- Contract Management.
- Policy Management
- Legal Compliance.

Requirements

- Minimum of LLB Degree.
- Admission as an Advocate / Attorney.
- Minimum 10 years of relevant work experience after admission as an advocate/attorney.
- Minimum 5 years in a management role after admission as an advocate/attorney.
- LLM Degree will serve as an added advantage.

Closing Date: 04 May 2024

Please note that Skill Placement has been appointed as the service provider for the response handling process and all correspondence.

Enquiries: Mr. Godwin Murerwa – 078 111 9007/011 764 1052
application can be forwarded by email to:
godwin@skillplace.co.za

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

- 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. Short-listed candidates will be required to prepare a presentation on the interview date

The detailed advertisement together with the prescribed application form can be found on the UNISA website (<http://www.unisa.ac.za/vacancies>). UNISA is not obliged to fill an advertised position.

Late, incomplete, and incorrect applications will not be considered.

Recommended candidates might be subjected to competency assessment.

We welcome applications from Persons with Disabilities 

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