

## UNIVERSITY OF SOUTH AFRICA

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

**POSITION: SENIOR LEGAL ADVISORS (P5) X3  
(ONE-YEAR FIXED-TERM CONTRACT)**

**(Ref: D:LS/F/C/LS/Nadia/2020)**

Unisa is the 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 **Senior Legal Advisors**.

The purpose of the position is to formulate and execute the plans of the Department Legal Services in line with the Unisa 2016-2030 Strategy and ODeL Business Model.

### **KEY DUTIES/RESPONSIBILITIES**

#### **STRATEGIC DIRECTION AND ALIGNMENT**

- Assist the Executive Director LS in developing operational plan and KPI's in support of the departmental strategy in support of the institution's overall vision and strategy
- Executing the department's operational plan and procedures to support the ODeL 2016-2030 strategy
- Interpreting policies to lower levels and ensuring alignment with Department's operational plan

#### **LEGAL SERVICES**

- **Legal Advice and Corporate Governance**
  - Provide legal advice to members of the Executive on all legal matters.
  - Preparing legal opinions;
  - Providing corporate governance advice to the various governance structures of the university.
- **Dispute resolution.**
  - Investigation of disputes;
  - Conducting alternative dispute resolution services and advice
- **Contract Management**
  - Drafting, reviewing, negotiating and risk assessment on contracts;
  - Assisting with organizational contract development and management;
  - Drafting and/or vetting and/or reviewing legal agreements and ensuring that agreements are appropriate both legally and meet business needs of the university;
  - Negotiations on complex, high value contracts and agreements
- **Litigation**
  - Providing legal advice on legal action by and/or against the university.
  - Representing the university at court and/or other adjudicative tribunals.
  - Negotiating settlements where possible with counterparties; and
  - Litigation management and liaison with external attorneys.

- **Compliance**

- Analysing and providing legal opinion in respect of legislative and regulatory requirements related to the business of the organisation;
- Conducting regulatory scanning and compile regulatory updates with impact assessments of legislation, policy and decisions;
- Monitoring compliance with laws, regulations and internal policies;
- Ensuring that all deadlines concerning legal compliance are met;
- Monitoring new and/or amendments to existing, laws and regulations and put a plan into place for implementation, or for the mitigation of associated risks.
- Performing such additional functions including ad hoc projects as may be instructed by the Company Secretary from time to time.

## **GOVERNANCE AND REPORTING**

- 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 Council, its committees and other relevant structures
- Participating in the annual performance review
- Identifying risks relating to the field of responsibility, develop and implement mitigating strategies
- Documenting and reporting on department specific matters
- Ensuring proper record keeping of all aspects within field of responsibility

### **Qualifications**

- Minimum of LLB Degree.
- Admission as an Advocate.
- Registration with the Legal Practice Council.
- Certificate of Good Standing in the High Court.

### **Experience**

- Minimum 10 years of relevant work experience with at least 5 years proven legal practice experience in the High Court and other courts provision, of legal advice, drafting of legal opinions, policies, contracts and other legal instruments

## **Competencies/capabilities**

### **Technical competencies**

- Technology savvy
- Corporate and good governance
- High Court Litigation, development of legal opinions, legislation, contracts and legal drafting.
- Management principles, methodologies and tools
- Problem solving and root cause identification skills
- Acute business acumen and understanding of organizational issues and challenges
- Project management approaches, tools and phases of the project lifecycle
- Policy development and implementation

**Assumption of duty:** As soon as possible

**Salary:** Remuneration is commensurate with the seniority of the Position.

**Closing Date:** 3 July 2020

**Enquiries:** Nadia Van Vuren.

**Cv's must be sent to Email:** [vvurenm@unisa.ac.za](mailto:vvurenm@unisa.ac.za)

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 (<http://www.unisa.ac.za/vacancies>)

Application can be forwarded by email to: [vvurenm@unisa.ac.za](mailto:vvurenm@unisa.ac.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.***