The Manager: Judicial Services job is performing multifarious activities within the Office of the Deputy Registrar: Legal Services which involves, inter alia:

To provide legal advice/services to the University in order to protect/defend the University from legal threats and legal actions. To liaise/communicate with the legal service providers of the University in order to ensure that the legal services which they provide are effective, sufficient, and correct in the best interest of the University. To promote University Governance as a whole. To draft and prepare different kinds of legal documents/contracts when required by the University. To draft, revise, analyse, review and maintain University policies and maintain a policy register of all University policies; and to ensure that a comprehensive copyright service is provided to the University. To ensure that the University complies to legislative requirements in terms the Higher Educations Act, Access to Information Act and other legislation that may impact the University as a whole.

REQUIREMENTS:

• M+4 year Degree (B Proc, B Juris, or LLB) or equivalent.
• A minimum of at least 6 years in a private legal practice or government institution.
• At least 3 years’ post qualification experience in management, leadership and people management in a similar or related environment.
• Admitted Attorney in the High Court of South Africa / Advocate of the South African Bar.
• Experience in Higher Education will be an added advantage.
• A LLM degree will be an added advantage.

KEY COMPETENCIES:

Knowledge
• Ability to generate and nurture contacts to the benefit of the University.
• Ability to undertake research in matters of relevance to the University.
• Generate resources that add value image or identity of the University.
• Ability to draft University policies to comply with legislative requirements.

Skills
• Good written and verbal communication skills.
• Good problem solving skills.
• Computer skills.
• Good interpersonal skills.

Personal Attributes
• People orientated, hard worker, responsible, reliable, creative and innovative.
• Respectful, honesty, punctuality and understand of protocol.
• Proven attributes of transparency, integrity and teamwork.

Candidates who meet the minimum requirements are invited to apply for the advertised positions. Remuneration will be commensurate with the level at which incumbents of these post will be expected to perform.

It is compulsory that all applications have the following documents:

• UMP application form for employment (is accessible on www.ump.ac.za)
• Letter of application (that provides detailed information on how the applicant meets the requirements for the position)
• A comprehensive CV
• Certified copies of relevant qualifications, ID and appropriate references.

Failure to comply with the requirements on your application, will automatically disqualify your application. All applications should be sent to: Electronically to: umprecruitment@ump.ac.za, or post to Private Bag x11283, Mbombela, 1200 or hand delivered physically at the University of Mpumalanga.

If UMP has not responded within eight weeks of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into with shortlisted candidates. It is the intention of the university to promote representivity in respect of race, gender, and disability through the filling of this post.

Enquiries and details regarding this post may be directed to Human Resource Management, Ms Nomsa Mnisi or Mr Sydney Thwala. The landline is 013 – 002 0001.

The closing date for receipt of is 22 July 2019.