



# DIRECTOR: LEGAL SERVICES

(Payclass 13 (5))

## OFFICE OF THE REGISTRAR

We invite applications for appointment to the position of Director Legal Services. This is a position that requires experience in providing professional, credible and quality-assured legal services. Reporting to the Registrar, the incumbent will head a legal services team and be responsible for providing and coordinating legal services to the University Administration.

### Requirements for the position:

- LLB or equivalent qualification.
- Admission as an Attorney/ Advocate to the High Court of South Africa.
- At least 8 years' experience in practice or as a legal advisor within a university, public sector or similar environment.
- Knowledge of South African law and regulations with experience inter alia in administrative law, higher education legislation, contracts, and delict.
- Knowledge of litigation processes and procedures and of organisational governance.
- Proven ability to analyse complex legal issues, think critically, and provide practical recommendations.
- Leadership capacity with at least 5 years' experience in a management role.
- Excellent communication skills (verbal and written).
- Excellent interpersonal and stakeholder management skills to effectively engage with diverse stakeholders and promote legal understanding within the university community.
- A valid driver's license.

### Responsibilities include:

- Providing legal advice and guidance to the university's governance structures and members of management.
- Managing litigation and disputes involving the university.
- Drafting and vetting legal contracts and related correspondence.
- Managing and advising on legal compliance of contracts, memoranda of understanding and memoranda of agreement and assessing the risks and benefits to the university.
- Managing and ensuring efficient and fair administration of the student disciplinary processes.
- Maintaining a litigation and arbitration register.
- Staying informed about relevant legal developments and changes in South African law, and advising the university accordingly.

**To apply**, please e-mail the below documents in a **single pdf file** to Elena Dowden at [elenad@hdesr.com](mailto:elenad@hdesr.com)

- Signed UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>);
- A letter of motivation, detailing how you meet the minimum requirements for this job, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line. An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be required to undergo an assessment.

**Telephone:** 011 029 0085  
**Reference Number:** E230296  
**Closing date:** 18 August 2023

*"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at [www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf) . "*

UCT reserves the right not to appoint.