



## LEGAL COUNSELLOR

(Payclass 11)

### Legal Services Department OFFICE OF THE REGISTRAR

We hereby invite applications from suitably qualified and experienced persons for this permanent position, for appointment **as soon as possible**.

This post is located in the Office of the Registrar section, responsible for Legal Services and supports Legal Services in those aspects of the role that pertain to the position.

As the successful candidate, your first responsibility will be to run the student discipline tribunals which involves liaison with professionals, staff campus control officers, parents and students, as well as prosecuting students before the tribunals. You will be involved in providing legal advice, drafting contracts and a range of ancillary matters and other work which may require some irregular hours. Sound administration and time management skills are required. You will also need to ensure an effective and efficient disciplinary process.

We hereby seek to attract a professional to operate in a highly pressurized environment.

#### **Requirements for the job:**

- NQF 8 - LLB degree
- At least five (5) years practical legal experience in one or more of the following roles – Advocate or Attorney or Prosecutor
- Sound knowledge of South African law in particular administrative and criminal law

#### **The following would be advantageous:**

- Experience in prosecution of disciplinary matters
- Admission as an attorney/advocate.

#### **Areas of responsibilities include:**

- Full prosecuting procedures e.g. conducting legal analysis & research, leading evidence, applying relevant laws and strategies in representing the university at the hearing including appeal tribunals, managing risk.
- Training staff & students on disciplinary matters, housing tribunals which include training material preparation etc.
- Policy drafting, reviews, proposals, legal opinions etc. monitoring legislative changes for compliance adherence & internal process alignment etc.
- Investigations & evaluation of evidence w.r.t directing & leading all related evidence (academic & non-academic)
- Specialist legal advice to various university departments & staff.
- Contract drafting and vetting.
- Other requirements related to the position.

The annual remuneration package, including benefits, is negotiable between R711 889 and R837 514.

**To apply**, please e-mail the following documents in a **single pdf file** to Ms Natasha Khan at [recruitment06@uct.ac.za](mailto:recruitment06@uct.ac.za)

- 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) - (max 4 pages)

Please ensure the title and reference number are indicated in the subject line and the three documents are combined into a **single pdf file**.

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:** 021 650 3469  
**Reference number:** E230310  
**Closing date:** 03 September 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.