



**UNIVERSITY OF
ZULULAND**

The University of Zululand subscribes to the principles embedded in the Employment Equity Act

**LEGAL SERVICES UNIT
LEGAL SERVICES OFFICER
REFERENCE NUMBER: REG2026/09/RR62
GRADE 8**

To assist and provide support in legal research and analysis, reviewing contracts, report writing, administrative and secretarial responsibilities, ensuring compliance with applicable laws, management of risks, maintenance of ethical standards and record keeping.

KEY ACTIVITIES

- Legal research and legislative analysis.
- Contract review.
- Assisting with report writing.
- Administrative and secretarial support.
- Compliance and governance support.

MINIMUM REQUIREMENTS

- LLB degree
- Two (2) years of working in legal services environment.

ADDED ADVANTAGES

- Experience in Higher Education environment will be an added advantage.

OTHER REQUIREMENTS

Knowledge

- Legal background.
- Basic knowledge and understanding of applicable legislation.
- Ethics and privacy.

Skills

- Problem solving skills.
- People management skills.
- Contract vetting.
- Record keeping.

- Ability to communicate at all levels within the Institution.
- Ability to use software including case and contracts management software, word, excel etc.
- Precision and accuracy.

Behavior / Attributes

- Attention to Detail.
- Team player.
- Time management.
- Integrity.
- Absolute discretion.

CLOSING DATE: 24 September 2026

To apply please log on to **PNET** (www.pnet.co.za) and submit your application. **The University will not accept any applications directly or through any other means.**

Candidates who do not meet the minimum requirements, as specified above, will not be considered and should not apply.

Please note in terms of the Universities recruitment policy preference will be given to **SOUTH AFRICAN CITIZENS**. UNIZULU is committed to employment equity and equal opportunity.

Kindly Note:

Communication will be entered into with shortlisted candidates only.

The University reserves the right not to make an appointment in the position as advertised.

By applying for this: position, you hereby give consent to the University of Zululand, that your personal information like your name and surname, identity number, banking details, address, resume' etc, may be used, distributed, handled or processed and or stored, for purposes of Recruitment and Selection process of the University.