



**UNIVERSITY OF
ZULULAND**

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

LEGAL SERVICES UNIT

MANAGER: STUDENT JUDICIAL SERVICES

REFERENCE NUMBER: REG2026/09/RA95

GRADE 6

Responsible for the implementation and coordination of processes related to Student Disciplinary matters, including investigating, processing, preparing and presiding over student disciplinary hearings. Guides the University in respect of all student disciplinary matters to ensure that they are effectively attended to and resolved in a manner that facilitates the creation of a conducive climate of cooperation between the student body and the institution and in a manner that protects the University from reputational harm.

KEY ACTIVITIES

- Policy, procedure review and development.
- Operational planning and budgeting.
- Communication and stakeholder interface.
- Operational management and coordination.
- Grievance matters.
- Administration and reporting.

MINIMUM REQUIREMENTS

- A first legal degree (B Proc, B Juris or LLB).
- Admitted Attorney in the High Court of South Africa / Advocate of the South African Bar.
- Five (5) years post qualification experience in law, leadership and people management in a similar or related environment.
- Experience in criminal law and criminal procedure.

ADDED ADVANTAGES

- Experience in criminal prosecution would be an added advantage.

OTHER REQUIREMENTS

Knowledge

- Excellent working knowledge of criminal law and criminal procedure.
- Good understanding of criminal prosecution and processes.

- An above average command of the English language.
- Knowledge of IsiZulu an advantage.

Skills

- Ability to communicate at all levels within the Institution.
- Computer Literacy.
- Ability to conduct investigations into misconduct.
- Ability to conduct disciplinary hearings and appeals.
- Problem solving skills

Behavior / Attributes

- Attention to Detail.
- Team player.
- Quality and service oriented.
- Accountability.
- Effective organizing and planning.

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.