

The University of KwaZulu-Natal (UKZN) is committed to Employment Equity

OMBUDSMAN
REFERENCE NO. EX 03/2018

The University Ombudsman is a designated neutral or impartial dispute resolution practitioner whose major function is to provide confidential and informal assistance to constituents of the University community.

The Ombudsman role has a long and honourable tradition as a means of protecting against abuse, bias and other improper treatment or unfairness. Serving as a designated neutral, the Ombudsman is neither an advocate for any individual nor the University but rather, an advocate for fairness who acts as a source of information and referral, and aids in answering individual's questions, and assists in the resolution of disputes and critical situations. In considering any given instance or concern, the rights of all parties that might be involved are taken into account. This office supplements, but does not replace, the University's existing resources for conflict or dispute resolution.

The Ombudsman will be responsible for the following:

- Dispute Resolution/Consultation and Referral
- Policy Analysis and Feedback
- Oversight of the Ombudsman Office
- Research, review and development of best practices

For more information regarding the University profile please visit our website and feel free to interact with us: <http://www.ukzn.ac.za>

Requirements

Essential

- A Postgraduate degree in law;
- Senior and seasoned leader with at least fifteen (15) years legal experience
- Minimum high Court experience of not less than fifteen years (15) experience

Added Advantage

- Ombudsman Experience

Personal and Leadership Attributes required:

We are seeking individuals with strong interpersonal capabilities; experienced institutional leaders, who are able to foster

interpersonal relationships across the University's multiple stakeholders. In particular candidates will be required to:

- **Provide strategic direction**
- **Champion the delivery of greater results**
- **To manage stakeholders, internal and external**
- **Manage self and others**
- **Foster productive working relationships**

General Information

Applicants are required to provide:

- a detailed motivation highlighting their experience in each of the requirements listed above
- a detailed CV
- the name, telephone, fax and e-mail address of three referees who are able to confirm experience listed in motivation or CV

Please submit the above for the attention of **Ms Ntebo Kikine**: Human Resources, University of KwaZulu-Natal, Westville Campus, Private Bag X54001, Durban, 4000 or e-mail: kikinen@ukzn.ac.za

Please state the relevant reference number in your subject line.

Please note that:

- A **job profile/terms of reference** is available upon request
- The closing date for receipt of applications is **24 September 2018**
- Only shortlisted candidates will be contacted.
- The University reserves the right not to make an appointment.