

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution.

Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

THE REGISTRAR'S DIVISION

**PROCTOR
(PEROMNES GRADE 6)**

REF NO: REG 02/2020

The incumbent will provide professional proctor services to the University community which includes, assessing student discipline matters for the application of conciliation; prosecution of student disciplinary matters; providing legal advice on student disciplinary matters; managing the student discipline office and budget; benchmarking student discipline rules and procedures in terms of best practice, and advising on amendments required in terms thereof; consulting relevant university structures and constituencies with respect to disciplinary rules and procedures, and the amendment of same; education and training of relevant university personnel and required stakeholder members in the application of student discipline; and assessing, monitoring and reporting on student disciplinary matters.

Minimum Requirements

- Bachelor of Laws degree (LLB)
- Must be an admitted practicing attorney/advocate
- A minimum of five years' practical legal experience
- Sound and wide knowledge of South African law, university academic requirements and student disciplinary processes

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Mrs Londiwe Makhanya at telephone: 031 2607916 or email: makhanyal@ukzn.ac.za

The total remuneration package offered includes benefits.

The closing date for receipt of applications is 07 February 2020

Applicants are required to complete the relevant application form which is available on the Vacancies website at www.ukzn.ac.za.

Completed forms may be sent to recruitment-lm@ukzn.ac.za. The advert reference number MUST be clearly stated on the subject line.