



Judicial officer (P7)



Bloemfontein Campus

REGISTRAR | Legal Service Unit | Ref 527



About the position

Main purpose of the job

The Judicial Officer at CUT is a key member of the university's administrative team, responsible for ensuring fair and impartial resolution of disciplinary matters and upholding a safe and inclusive campus environment. The Judicial Officer is responsible to ensure consistency, efficiency and quality in the delivery of legal services whilst protecting CUT against monetary and/or reputational damage. This position requires a deep understanding of legal principles, excellent communication skills, and the ability to work collaboratively with various stakeholders within the university community.

Commented [HV1]: Change office of the Registrar at the top to "REGISTRAR" as division

Main tasks

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|--------------------------------------|------------------------------------|
| 1. Student disciplinary hearing | 2. Student disciplinary appeal |
| 3. Policy development and compliance | 4. Educational outreach |
| 5. Mediation and conflict resolution | 6. Collaboration and communication |
| 7. Record keeping and reporting | 8. Budgetary and cost control |
| 9. Staff development and supervision | |



About the appointment

Nature of appointment

Permanent Support Services

Minimum salary scale (Total Cost to Company)

R 956 841 per annum

Note: CUT applies an internal parity model to determine remuneration that complies with the principle of "equal pay for work of equal value". Accordingly, the preferred candidate may expect an offer that is in line with their qualifications and years of similar experience. Please contact the Recruitment office for more information on the applicable salary scale.



What are we looking for?

Minimum Qualification/ Knowledge and/or Experience

- Bachelor of Laws Degree (LLB).
- Admitted Attorney of the High Court of South Africa.
- 2 years post admission experience in civil and criminal litigation or 1-year prosecutorial experience in any other relevant field.
- 2 years judicial experience in Higher education.
- Knowledge of all applicable legislation and legal processes including:
 - Protection of Personal Information Act, 2013 (POPI)
 - Promotion of Access to Information Act, 2000 (PAIA)
 - Higher Education Act, 101 of 1997
 - General understanding of the University statutes

Desired Qualification, Knowledge and/or Experience

- 4 years post admission experience in civil and criminal litigation or 2 years prosecutorial experience in any other relevant field.
- 4 years judicial experience in Higher education



Interested?

Job-Related Enquiries

Mrs Kwena Mageza ✉ kmageza@cut.ac.za

Remuneration, Benefits and Process Enquiries

Recruitment Office ✉ jobs@cut.ac.za

To find out more or to apply, visit www.cut.ac.za/careers or <https://cut.simplify.hr>

CLOSING DATE FOR APPLICATIONS – 31 May 2024

THINKING BEYOND