



VISION

Shape and own the future

To be a transforming, equitable, sustainable, and academically excellent University of Technology anchored in its communities.

MISSION

To offer technological, career-directed educational programmes focussing on the innovative problem-solving research and engage with government, business, industries and communities as end-users.

DEPARTMENT OF LEGAL SERVICES

LEGAL ADVISOR (P6) – Ref: ALE4

Key Performance Areas:

- Record Keeping
- Data Analysis
- Handling legal matters timeously and effectively
- Resolving matters referred amicably without resort to court action or without incurring legal costs
- Managing the Legal Assistant
- Research & Training
- Effective payment and record keeping of attorneys invoices

Minimum Requirements:

- Completed Law Degree
- Five (5) years' minimum experience in dealing with legal matters.
- Three (3) years' minimum experience working in the Higher Education Sector, in a university.
- Experience in all legal matters received in a university
- Must have a valid Driver's License that is not encumbered by driving under the influence or any other criminal activity

Recommendations:

- Above average writing and communication skills
- Preferably LLB.
- Admitted Attorney

Salary Scale: R844 994.00 – R1 083 619.00 basic salary per annum.

Benefits: 13th cheque, housing subsidy, pension, group life, medical aid, and study grant.

Interested applicants should send (a) a motivation detailing the extent to which they meet the requirements of the position; (b) an application form (downloadable from www.mut.ac.za); (c) a Curriculum Vitae; (d) certified copies of academic qualifications plus academic records including matriculation certificate (**Please provide academic transcripts and SAQA evaluation certificate, if qualifications were obtained outside South Africa**), proof of professional registration with a relevant professional body where applicable and copy of a

valid driver's license (where applicable) (e)certified copy of the identity document. ; and (f) names of three contactable referees to: Department of Human Resources and Development, via email: hr@mut.ac.za.

No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will not be considered.

Only shortlisted candidates will be contacted. If you don't hear from MUT within 3 months, please deem your application unsuccessful.

Enquiries may be directed to:

Tel: (031) 907 7328 / 7565 / 7560

Closing Date: 21 July 2026

Mangosuthu University of Technology 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 targets including people with disabilities. In accordance with the Departmental EE targets, first preference will be given to an African Male.

The University reserves the right not to make an appointment.