

RECRUITMENT ADVERTISEMENT

FACULTY	LAW		
DEPARTMENT	Law Management	CAMPUS	South Campus
POSITION	Postgraduate Associate (PgA)		

CORE PURPOSE OF JOB

Assisting academics in performing teaching- and learning-related and research-related responsibilities and administration, as well as providing a conducive environment for PgAs to progress in respect of their own studies.

KEY PERFORMANCE AREAS

The responsibilities of a PgA would normally involve performing teaching-and learning-related and research-related tasks as follows:

Teaching-and learning related tasks:

- Assist lecturers who present lectures of services modules to Diploma students by co-presenting these lectures and marking of assignments, tests and examinations, and capturing marks electronically in modules which the PgA presents;
- Invigilating tests and examinations for modules which the PgA co-presents;
- Facilitating Legal Skills tutorials and marking the assessments;
- Tutoring and student consultation (face-to-face and online or via email) for modules which the PgA co-presents;
- Assisting academics with:
 - marking of assignments, tests and examinations, and capturing marks electronically in other LLB modules;
 - assist Department members and Departmental Secretaries with administration-related tasks
 - marking of Heads of Argument for Moot Court Competitions;
 - sourcing multimedia learning materials online and to develop and maintain Moodle-based module sites on Learn@NMMU;
 - performing administrative functions / tasks as requested by FTLC and/or FRTI and/or the Executive Dean.

Research-related tasks:

- Carry-out research in relation to their own LLM / LLD research;
- Attend Research Hub meetings
- Co-ordinate and collate a student research journal / publication
- Perform research-related functions / tasks as requested by FTLC and/or FRTI and/or the Executive Dean.

CORE COMPETENCIES AND REQUIREMENTS

- A sound knowledge of the law, in particular the law of contract.
- An ability to work with people.
- An ability to work as part of a team.
- An ability to convey and explain knowledge.
- An ability to communicate effectively in a multicultural environment.
- A strong commitment to transformation.
- An ability to carry out the academic administration-related tasks.
- A strong commitment to pursuing postgraduate research studies in the Faculty of Law.

REQUIREMENTS

- LLB or LLM degree
- Registered for an LLM or LLD degree at the NMMU
- A weighted average of 60% or higher for the LLB / LLM degree
- The Faculty of Law is committed to diversity and transformation. Preference will be given to Equity candidates in accordance with the Equity Plan of the Faculty of Law and the Nelson Mandela University.

ADDITIONAL INFORMATION

Interested parties are requested to submit their CVs and academic records to Mrs Sibuy Mtyhobile (Tel: (041) 504 4688 E-mail: Sibusisiwe.Mtyhobile@mandela.ac.za). Existing TRAs seeking a second year of appointment are required, in addition, to submit evidence relating to the key performance areas and a letter of support from the supervisor / programme leader as well as from the TRA Co-ordinator/s. Closing date: 15 September 2017.