



## LEGAL SERVICES NOTICE

IMPORTANT NOTICE FOR  
UNIVERSITY STAFF AND STUDENTS  
LEGAL SERVICES AND UNIVERSITY  
CONTRACTS MANAGEMENT





“ Ethics is knowing the difference between what you have a right to do and what is right to do. ”

POTTER STEWART





## 1. UNIVERSITY CONTRACTS MANAGEMENT

### 1.1 University Contracts Management System

University Staff and Students are reminded that where the University is a named contracting party (or a party not necessarily named but under obligation) in a proposed contract or MOU, the contract/MOU must be submitted to Legal Services for processing and vetting in the University's Contract Management System. This includes the extension/renewal of an existing contract/MOU. Legal Services is responsible for the processing, vetting and obtaining final approval for such contract/MOU from the University's authorised signatory.

The submission is initiated by the completion of the contracts management on line submission form, uploading the proposed contract/MOU together with the required supporting documentation. The on-line link to this form is located on the Legal Services Website on the Contracts Management Web Page. For ease of reference the link is as follows:

<https://legalservices.ukzn.ac.za/contractsmanagement/>

If you should require assistance with the completion of the on-line submission form, or with any aspect of the contracts management system, please contact Mrs Sumaya Naicker on X3850 for all contracts (excluding research contracts), and Mrs Geraldine Ramsuran X8199 (for research contracts). Please note that you can only access the Submissions Form via the Internet Explorer.

### 1.2 Authority to Enter into Contracts on Behalf of the University

University employees and students do not have authority to enter into contracts/MOUs on behalf of the University or to do anything which may result in the University being obligated to another party in any manner whatsoever. The University Council, by law, is required to delegate authority to a university employee for this purpose. This delegation has taken place and only the university personnel referred to in the current delegation list have the required authority to do so. The current list is located in the Legal Services website in the delegated signatories section (refer to 2.1. below for the website address).

Staff and Students are advised that in the event that they should enter into contracts/MOUs on behalf of the University without the requisite authority, this may result in disciplinary action being taken against them, and being personally liable on the contract so concluded.

### 1.3 The Responsibility and Management of University Contracts

University contracts are to be managed according to the principles and regulations set out in the "University's Contracts Management Principles and Regulations Document". For ease of reference a copy of this document is located on the Legal Services Website, in the Contracts Management Section (<https://legalservices.ukzn.ac.za/wp-content/uploads/2023/02/Contracts-Management-Principles-and-Regulations-effective-16-February-2023.pdf>). These principles and regulations apply to all University Staff, Students and Other Stakeholders, and it is important to be fully au fait with their provisions, as there is personal responsibility and obligation associated with such application. Staff and Students are personally accountable (where it is evident from the contract terms) for the performance of the obligations of the contract and/or the management thereof. Any damage caused to the University (reputation included) may result in disciplinary action being taken against those responsible.

### 1.4 Timeous Submission of Contracts to Legal Services

It is still a matter of concern that contracts are not being referred to the Legal Services Department for vetting and approval timeously, or in some instances with unreasonable expectation on the part of the referrer, expecting that such processes be completed within hours of referral, by a Legal Advisor and the Contracts Management Staff. In the case of new contracts referred to Legal Services for vetting and approval, a minimum time of ten (10) full working days is required. Legal Services will, if possible, finalise the contract with approval within a shorter period of time. Research Contracts require an additional five

(5) day working days, as these contracts are routed for additional vetting/approvals to the Research Office.

In the case of existing contracts that are due to expire, and where Renewal and other URGENT CONTRACTS required for the maintenance of continued service, you are advised to commence **the renewal process two (2) clear months prior to expiry of the existing contract.**

*All contracts that require urgent vetting and approval must be uploaded with a written motivation from the end user. This written motivation must detail the exact reasons for urgency and by when it requires signature. Urgent contracts will not be processed without this motivation.*



## 1.5 Queries relating to Research Contracts

- 1.5.1 Financial, governance and compliance queries relating to research grants and proposals and General queries regarding UKZN overheads and processing of locally funded proposals



**Queries must be directed to:**

*Ms Karen Reinertsen  
Administrative Officer  
Research Officer  
reinertsenk@ukzn.ac.za  
Tel: (031) 260 8850*

### 1.5.2 Day-to-day Financial administration queries relating to Research Grants and Contracts



**Queries must be directed to:**

*Ms Noluthando Mngadi  
Director Research Financial Services mnqadin2@ukzn.ac.za  
Tel: (031) 260 2893*

All Other Research Project Administration is conducted at the College Level (including the finance administration fee transactions).

Queries must be directed to the respective College Financial Managers

- 1.5.3. All queries on **research contracts** with respect to **law contract legalities** to be directed to Contracts Management Legal Services as follows:



**Mr Randy Phalad**

phaladr@ukzn.ac.za  
Tel: (031) 260 7455  
OR

**Mrs Geraldine Ramsuran**

ramsurano@ukzn.ac.za  
Tel: (031) 260 8199

## 1.6 Identification Information on posted documents

Please ensure that any additional documents sent by internal post relating to a contract referred via the contracts management system, has adequate information attached to it to identify the sender and the contract to which it relates. Legal Services has received numerous documents by post from persons within the University where such information is lacking. This results in an inordinate amount of time spent trying to locate the sender and the contract to which it relates.

## 1.7 Employee Resignations

Please be reminded that on termination of employment of an employee who is a contract owner (as defined in the University's Contracts Management Principles and Regulations), the employee's Line Manager will become the contract owner and take full responsibility until a suitable successor has been appointed (refer paragraph 7.8. of the Principles and Regulations) . Legal Services must be informed timeously of such resignation and the details of the appointed successor. This information is vital for updating of the contracts management system and for future identification of the responsible contract owner.



## 2 LEGAL SERVICES

### 2.1 Legal Services Website

You are invited to visit the Legal Services website at: <https://legalservices.ukzn.ac.za/>

Our website provides information about Legal Services, the services we offer, our service level agreements and our staff that provide these services to you. It is also an important access point for the contracts management system and it provides information on the submission (form) requirements for research contracts.

### 2.2 Requests for General Legal Advice/Assistance from Legal Services (other than contracts and contracts management)

All requests for general legal advice/assistance referred by e-mail must be e-mailed to: **legalservices@ukzn.ac.za**

Such requests will be registered and thereafter allocated to the Legal Advisor servicing the applicable College/Division. Legal Services will endeavour to revert to the requestor within a period of 48 (forty eight) hours of receipt. Telephonic requests should be directed to any of the following numbers, X8422, 7116 or 3580. Your call will be routed to the Legal Advisor. The mentioned forty-eight hour period (unless urgent and immediate attention is required) will also be applied to such mode of request.

## 3. FORMS FOR SUBMISSION ON IMAGENOW

### 3.1 Forms to be submitted with contracts

Before uploading contracts for review, please ensure that you have the following completed forms that can be accessed at: <https://legalservices.ukzn.ac.za/contractsmanagement/>

NON-RESEARCH  
CONTRACTS



Checklist  
 Letter of approval

NON-RESEARCH  
CONTRACTS



Checklist Form 1 or Form 2  
 (research addendums, amendments,  
 modifications & subcontracts)

### 3.2 What do I need to upload with the forms?

The basic forms that must accompany an Imagenow submission is the following.\*



**Forms** – stated in 3.1

**Contract** – preferably in Word format

**Annexures** – all annexures referenced in the contract

**Proof that the procurement process** was followed for non-research contracts (where value exceeds R750 000,00) i.e. MFST report/award letter  
 External party's verification documents – BBBEE Certificate, CIPC registration, Tax Clearance Certificates, confirmation of banking details etc. (see 7.1.2 of the Contracts Management Principles and Guidelines)

**Main Agreement** – where addendums or extensions are uploaded

*\*The Contracts Management staff verifies each submission and may request additional documentation based on the type of agreement uploaded.*





“It’s every lawyer’s dream  
to help shape the law,  
not just react to it.”

— ALAN DERSHOWITZ







## **UNIVERSITY OF KWAZULU-NATAL: APPROVED SIGNATORIES**

With effect from 23 June 2025

It is resolved that, with immediate effect, the following persons and their successors in title, be authorised either singly or jointly, as may be necessary, and acting in their respective capacities as shown hereunder, to sign on behalf of the University as follows:

Unless indicated otherwise herein, an employee who has been duly appointed to act in a post has the same signing powers as if he/she was occupying that post.

An employee who exercises these powers shall enter his/her initials, surname and rank or acting rank below his/her signature.

Details of successors in title and persons acting in post mentioned below are reported at the next meeting of Council following the date on which that person has been appointed to succeed or act.

### **LEGAL DOCUMENTS**

Legal documents including, but not restricted to, agreements, contracts, deeds of suretyship, deeds of pledge and acknowledgement of debts, and to institute or defend legal proceedings by or against the University and to sign all documents on behalf of the University which may be required in connection with legal proceedings by or against the University.

Vice-Chancellor

*Nana Poku*

Chief Finance Officer

*Nontuthuko Mbhele*

Registrar

*Kathlyn Elena Cleland*

Director: Governance & Administration (to a maximum value of one million rand)

*Mark Andrew Tufts*

### **Research Contracts only:**

Deputy Vice-Chancellor: Research (which shall include all mandate documents, pre and final grant proposals, grants and declarations in relation to research contracts/agreements)

*Anil Amichund Chuturgoon (Acting)*

Pro Vice-Chancellor: Innovation, Commercialization and Entrepreneurship

*Vacant*

University Dean of Research (to a maximum value of one million rand)

*Neil Anthony Koobanally*

**Intellectual Property:** All forms relating to the registration and assignment of Intellectual Property Rights and all agreements relating exclusively to Intellectual Property

Deputy Vice-Chancellor: Research

*Anil Amichund Chuturgoon (Acting)*

### **Cooperation and exchange agreements with foreign universities only:**

Executive Director: Corporate Relations

*Normah Happy Zondo*



## **Infrastructural Development (including building works, construction and plans) and Lease of University Owned Immovable Property**

### **Infrastructural Development**

Chief Finance Officer together with the Executive Director:  
Institutional Planning & Governance (contracts where value is in  
excess of ten million rand)

*Nontuthuko Mbhele and  
Amanda Lethukuthula  
Mazibuko (Acting)*

Executive Director: Institutional Planning & Governance  
(contracts where value is in excess of one million rand to a maximum of  
ten million rand)

*Amanda Lethukuthula Mazibuko  
(Acting)*

Senior Director: Physical Planning and Facilities  
Management (contracts where value is one million rand or less)

*Vacant*

### **Lease of University-Owned Immovable Property**

Executive Director: Institutional Planning & Governance  
(lease agreements to a maximum rental value of five hundred thousand  
rand per annum and duration of three years)

*Amanda Lethukuthula Mazibuko  
(Acting)*

Senior Director: Physical Planning and Facilities  
Management (lease agreements to a maximum rental value of two  
hundred thousand rand per annum and duration of three years)

*Vacant*

## **ACADEMIC RECORDS AND ACADEMIC DOCUMENTS ON BEHALF OF THE REGISTRAR**

### **University-wide**

Director: Student Academic Administration

*Bruce Scottson Banda*

Head: Central Student Records

*Olehile Moeng*

Head: Student Academic Administration, Edgewood

*Nonhlanhla Gladness Mofokeng*

Head: Student Academic Administration, Westville

*Nonhlanhla Gladness Mofokeng*

Head: Student Academic Administration, Howard College  
& Medical School

*Emmanuel Thabani Nzimande*

Head: Applications & Information Office

*Sarah Claudia Njapha*

Head: Student Academic Administration, Pietermaritzburg

*Ayanda Mthanti (Acting)*

Director: Governance & Administration

*Mark Andrew Tufts*

### **College of Agriculture, Engineering & Science**

Director: College Professional Services

*Antoinette Botha (Acting)*

Manager: College Academic Services

*Tracy Govender*

### **College of Health Sciences**

Director: College Professional Services

*Stephanus Johannes Botha*

Manager: College Academic Services

*Ranithadevi Ramdeyal*

### **College of Humanities**

Director: College Professional Services

*Ruth Hoskins (Acting)*

Manager: College Academic Services

*Karen Evelyn Sallie*

### **College of Law & Management Studies**

Director: College Professional Services

*Aliya B Vaid (Acting)*

Manager: College Academic Services

*Marian Nicolette Soraya Kisten*

### **Edgewood Campus**

Senior Administrative Officer: Student Academic  
Administration

*Vuyiseka Dlamini*

Principal Academic Administrative Officer: Edgewood

*Nomsa Abigail Ndlovu*

Manager: School Operations: School of Education

*Themba Emmanuel Mbongwe*



## HUMAN RESOURCES RELATED LEGAL DOCUMENTS

All Human Resources related legal documents including but not limited to: recognition agreements, collective agreements, retrenchment packages and employment settlement agreements.

Executive Director: Human Resources

*Paul Frederick Finden*

### Letters of Appointment

Executive Director: Human Resources

*Paul Frederick Finden*

The undermentioned persons have the authority to make offers and sign letters of appointment for posts Grade 7 and below, Senior Lecturer and below, honorary appointments, Research Fellows and Senior Research Associates; University-wide or limited to their specific College or Division:

#### University-wide

Director HR Reward Services

Manager: Human Resources – Professional Services

*Vadhashnee Kisten*

*Thabisile Gwambe*

#### College of Agriculture, Engineering & Science

Manager: Human Resources

*Shereen Mary Balkisson*

#### College of Health Sciences

Manager: Human Resources

*Skhumbuzo Aubrey Mbona*

#### College of Humanities

Manager: Human Resources

*Cynthia Jabulile Bhebhe (Acting)*

#### College of Law & Management Studies

Manager: Human Resources

*Mandisa Mbatani (Acting)*

#### Deferred compensation and other staff benefits-related matters

Director HR Reward Services

Manager: Human Resources – Professional Services

*Vadhashnee Kisten*

*Thabisile Gwambe*

## STUDENT LOAN AGREEMENTS

Student Loan Agreements, on the terms and conditions determined by the University.

Chief Finance Officer

Director: Financial Reporting and Student Fees

Manager: Student Funding

*Nontuthuko Mbhele*

*Tania Marilyn Nel*

*Michael Newton Andrew Davids*

## AGREEMENTS WITH BANKS AND OTHER FINANCIAL INSTITUTIONS

Any two of the below mentioned persons are authorised to act on behalf of the University or to bind the University to banks and other financial institutions on matters relating to the University's bank accounts and investment accounts. In addition, they are authorised to establish relationships with banks and other financial institutions on behalf of the University.

Vice-Chancellor and Principal

Chief Finance Officer

Registrar

*Nana Poku*

*Nontuthuko Mbhele*

*Kathlyn Elena Cleland*

