

Advert for Staff Attorney – Cape Town

Regional Office, ProBono.Org

ProBono.Org operates as a legal clearinghouse which links indigent clients with private legal practitioners assisting on a pro bono basis. In an effort to facilitate access to justice, the Cape Town team consults with clients, facilitates community workshops and organises legal clinics and help desks. The Cape Town office's focus areas are Deceased Estates, Family Law, Labour Law, Property Law and Refugee Law.

The Staff Attorney consults with clients, builds collaborative relationships with external stakeholders, supervise legal interns, manages projects, coordinates the administrative office operations and supports the Regional Manager to ensure optimal legal services. Additionally, the Staff Attorney will support good governance by providing reports and analytical data to the Regional Manager.

The successful candidate must be an admitted attorney with at least 2 years' post articles experience and a demonstrated commitment to the promotion of human rights and social justice.

The job requires the following:

- Knowledge of the legal system in South Africa, the functioning of the courts, and an understanding of how pro bono services can provide access to justice
- Knowledge of the law, in particular relating to the key focus areas of ProBono.Org's work
- Knowledge of ProBono.Org's work
- Strong interpersonal and organisational skills
- Understanding of file management and data management
- The ability to work diligently and proactively within a team and independently
- Experience in mentoring and supporting junior staff members

Key responsibilities of this position include:

- Interviewing those seeking legal assistance in office and at offsite legal clinics in marginalised communities
- Assessing matters in terms of the ProBono.Org criteria
- Consulting with the ProBono.Org Regional Manager on the best strategy for dealing with matters
- Preparing detailed briefs, memos and instructions for legal practitioners in matters that require pro bono legal assistance
- Managing all matters from time of consultation until such matter is closed or referred to an attorney or advocate

- Building, maintaining and enhancing strong relationships with NGOs, CBOs, CAOs, law clinics and other pro bono and public interest law initiatives
- Writing reports on matters to be used as part of ProBono.Org's reporting and communication functions, including Facebook, Instagram, LinkedIn and X (formerly known as Twitter)
- Attending workshops and seminars on behalf of ProBono.Org
- Presenting and facilitating community and attorney workshops on behalf of ProBono.Org
- Conducting legal research and handling other details in preparation of matters, where necessary

Key competencies:

- A demonstrable commitment to and interest in public interest law and social justice
- A proactive attitude, with enthusiasm for ProBono.Org's mission and vision
- Advanced communication (verbal and written) skills
- Computer literate (MS Word, MS Excel, MS Power Point)
- Valid driver's licence and driving experience preferred (not required)
- Currently based in Cape Town

Preferred qualifications, experience and background:

- An LLB degree
- Proficient in either isiXhosa or Afrikaans
- Comfortable travelling to various Western Cape low-income areas to facilitate and implement projects
- Knowledge of SA's socio-economic and political landscape and how it impacts on legal justice

Please send applications to masi@probono.org by 20 September 2024. Applications should include the following:

- 1) A motivational letter not longer than two pages
- 2) A recent and up-to-date Curriculum Vitae
- 3) Two contactable references – with contact details. References must relate to workplace experience. Your most recent manager must be one of those references
- 4) Certified copy of Identity Document, certified copy of qualifications and certified copy of academic qualifications

If you do not receive an invitation to an interview by September 2024, please consider your application as unsuccessful.