

Staff Vacancy

Regional Manager: Cape Town Office

ProBono.Org is looking for a Regional Manager (RM) for its Cape Town Office.

The RM is responsible for supporting the National Director in developing the national strategy and ensuring its implementation in the Cape Town regional office. This responsibility includes managing the programmes and implementing the plans in the region, managing the staff including hiring and performance management, budgeting and sound financial management of regional finances. The RM will support national fundraising and develop a local fundraising strategy.

The RM is responsible for building and maintaining strong relationships with the legal sector in the Western Cape to expand the network of pro bono panel members, and for ensuring that pro bono legal services are available to people in the region who cannot afford to pay for them. The RM will be expected to develop innovative delivery mechanisms to ensure its reach is extended. Through the use of high-impact cases and other initiatives, the RM will promote and grow ProBono.Org's brand footprint.

The RM will support good governance in ProBono.Org by providing reports for the National Director, the Board and funders, ensuring the implementation of policies and complying with all legal and policy requirements. The administrative responsibilities of the RM include keeping good records of contracts and assets, and of all HR matters pertaining to the office.

Requirements

The successful candidate will be an admitted attorney or advocate, with at least 5 years' experience and a demonstrated commitment to pro bono legal work and the promotion of human rights and access to justice.

The job requires the following:

- Experience in managing people, finances and programmes and an understanding of HR and financial systems. Experience in supporting fund-raising.
- 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, the ability to communicate well in writing and verbally. Intermediate computer skills and an understanding of filing and data management systems.
- A commitment to social justice and public interest law. A service orientation towards legal practitioners and clients, and a strong orientation to teamwork. The ability to work with a wide range of people in a respectful way.

How to apply:

Applications will be considered by the National Director and the HR Committee of the Board who will consider applications and interview qualifying candidates before making a decision.

Please send the following documents to given@probono.org.za by **15 September 2026**.

- 1) A motivation of your suitability for the job – not longer than two pages.
- 2) A recent and up to date CV.
- 3) Contactable references – with contact details. References must relate to workplace experience (which may include voluntary work). Your most recent manager must be one of those references.
- 4) Certified copies of relevant qualifications.