

Senior Staff Attorney

Johannesburg Regional office, ProBono.Org

ProBono.Org operates as a clearing house which links indigent clients with pro bono lawyers from private law firms. The office team includes staff attorneys and interns who receive requests for help, screen them and, depending on the merits of the matter, refer clients to pro bono legal practitioners, or provide paralegal support. The team also runs webinars for legal practitioners on a wide variety of legal areas, community workshops and clinics and runs help desks, for example at the Masters and Deeds offices. We also support community advice offices in Limpopo and Gauteng.

The Johannesburg office legal clinics focus on refugees and migrants, housing and deeds, estates and wills, family and child law, and labour law. The Senior Staff Attorney would consult with clients, build and maintain collaborative relationships with pro bono legal practitioners, supervise interns and ensure that services in Johannesburg are well run.

The senior staff attorney 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 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 of managing people, and project processes.
- 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.

Please send applications to given@probono.org.za by 17 May 2023, including the following:

- 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.

If you do not receive an invitation to an interview, please assume your application has not been successful.