

ProBono.Org is looking for two Staff Attorneys – one in Cape Town and one in Johannesburg

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 limited legal support. The team also organises 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 the region.

ProBono.Org is looking for one Staff Attorney for the Cape Town region and one for the Johannesburg office to run legal clinics and regional projects.

The regional offices focus on matters such as refugees and migrants, housing and deeds, estates and wills, family and child law, and labour law. The Staff Attorney will consult with clients, build and maintain collaborative relationships with pro bono legal practitioners, supervise interns and work with the Regional Manager to ensure that services in the area are well run.

The Staff Attorney will support good governance in ProBono.Org by providing reports to the Regional Manager and to funders when required, ensuring the implementation of policies and complying with all legal and policy requirements.

The successful candidate will be an admitted attorney, with at least 2 years' post articles experience. The staff attorney will have a demonstrated commitment to pro bono legal work and the promotion of human rights and access to justice. The candidate in Johannesburg must preferably have some experience in working with refugees.

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; and 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.
- Some experience of mentoring and supporting interns, legal volunteers or junior attorneys.

Please send applications for the Cape Town position to masi@probono.org.za, and for the Johannesburg position to given@probono.org.za by the 15 February 2024, 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.