

ProBono.Org is a dynamic NGO that works with the private legal profession to provide pro bono legal services to the poor and contributes to ensuring access to justice for impoverished people living in South Africa.

In its Cape Town office, ProBono.Org seeks to appoint a legal intern to commence in March 2025.

This position requires the incumbent to support and work with the Regional Manager and Staff Attorney to contribute to the work of ProBono.Org in Cape Town.

Key responsibilities of this position include:

- Interviewing those seeking legal assistance or anyone acting on their behalf in-house and at offsite legal clinics and help desks in marginalised communities.
- Assessing matters in terms of the ProBono.Org criteria.
- Consulting with the ProBono.Org Staff Attorney and Regional Manager on the best strategy for dealing with matters such as direct legal assistance, litigation, mediation or another form of legal intervention.
- 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 positive and proactive attitude with enthusiasm for ProBono.Org's mission and vision.
- Advanced communication (verbal and written) and interpersonal skills.
- Excellent drafting, writing and editing skills.
- Computer literate (MS Word, MS Excel, MS Power Point).
- Valid driver's license and driving experience preferred (not required); and
- Currently based in Cape Town.

Preferred qualifications, experience and background:

- An LLB degree with practical experience in a law clinic environment.
- 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.

To apply, kindly email a motivational letter and your CV with certified copies of qualifications and academic transcripts to masi@probono.org.za.

NB: Applications which do not comply with the above will not be considered.

Closing date: 14 February 2024.