

OFFICES IN PROVINCES: Gauteng | North West | Eastern Cape | Mpumalanga | Free State

Access Chapter 2 Law Clinic

Candidate Attorney Position - closing date: 13 July 2024

Access Chapter 2 Law Clinic wishes to fill up to 2 vacancies for Candidate Legal Practitioners (CAs).

Key Responsibilities:

- Provide and support the legal head for legal administrative work:
 1. Management of legal files – client consent forms signed, client-attorney privilege forms signed, etc.
 2. With the support of the M&E Manager conduct Daily Quarterly verification checks
 3. With the support of the Legal Assistant conduct daily legal admin on clients' files.
- **Interpret laws, rulings, regulations and conduct legal research and gather evidence:**
 1. Support the legal head to ensure AC2 complies with all legal requirements of the state for NPO
 2. Support the legal head to ensure AC2 complies with all regulations, acts and policies.
- Offer legal representation at court as needed
- Manage regulatory and organizational legal compliance-related enquiries.
- Conduct legal trainings and workshops
 1. Ensure the legal staff is capacitated accordingly.
 2. Review and provide internal support on legal file management.
 3. Ensure successful partnership with various stakeholders on legal issues.
- Offer legal presentation to clients in court proceedings on civil or criminal matters.
- Prepare pleadings, notices and make appearances in court.
- Support the legal head by monitoring the legal departments key funded activities.
- Conduct safe spaces (Dialogues, community engagements)
- Perform any other related to the legal section.

Access-Chapter 2 NPC is an organisation based on the South African Constitution which is the Bill of Rights Chapter 2.
VISION: A world where Women and Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI+) people in their diversity have equal Access to Human Rights.

Non-Profit Company Number: (2014/092374/08),
Non-Profit Organisation Number: 209-162,
Public Beneficiary Organisation Number: 930 028 787

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The ideal candidate will have the following competencies and attributes:

- Completed LLB degree.
- Strong research and writing skills.
- Ambition to excel and ability to take initiative.
- Good communication and organisational abilities.
- Demonstrated interest and experience in social justice and human rights issues.
- Positive attitude, and ability to work well within a team.
- Interest in, and experience of, research and publication.
- Fluency in any of South Africa's indigenous languages.

Access Chapter 2 will prioritise candidates in line with our organisational values of diversity, inclusivity, and transformation. Candidates from historically disadvantaged or marginalised groups are strongly encouraged to apply.

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