



# ILITHA LABANTU

PEOPLE WHO CARE ABOUT PEOPLE

## Vacancies

### VACANCY FOR LEGAL ADVISOR – POSITION IN CAPE TOWN

Ilitha Labantu is a social service and educational organization with a specific focus on addressing violence against women and children and supporting those affected by it. This is accomplished through individual and family counseling, workshops, skills training and empowerment, and acting as a trusted advisor in government and community processes. The client base is particularly focused amongst women living in townships and rural areas of South Africa.

Ilitha Labantu seeks to appoint Legal Advisor to be based at Ilitha Labantu head office in Gugulethu Cape Town this position is a full-time one-year contractual post.

#### RESPONSIBILITIES AND DUTIES

- Provide legal advice to clients either face to face or telephonically
- Provide critical legal information and assist clients on legal questions and procedures
- Capture cases and create an electronic and hard filing system;
- Provide legal guidance to clients
- Assist with applications for Protection Orders/Interdicts etc
- Court support, court preparation and liaise with saps/investigating officer/prosecutors etc
- Identify and share trends and initiate suitable responses and recommendations and mediate dispute resolutions;
- Public Legal education and training such as talks and workshops on issues such as Succession etc
- Simplification and training on legislation and policies in line with Women & Children's rights
- Identify internal and external service delivery challenges relating to violence against women and children.
- Conduct advocacy actions together with community groups to achieve rights through a change in policy
- Initiate and support Ilitha Labantu and other campaigns to achieve policy change through providing information; promoting a message; recruiting support; consulting with stakeholders;
- Capture data accurately, identify trends, give input into analysis and assist with research

## COMPETENCY PROFILE

- A minimum of a LLB Degree
- Has worked in an NPO/NGO working environment Minimum of 3 years
- Strong inter-personal skills to liaise with Senior Management
- Strong communication and presentation skills, both oral and written
- Above average experience and knowledge in family law etc.
- A strong sense of responsibility and urgency and the ability to deliver regularly on time
- Strong human resource management skills
- Must possess a driver's licence and ability to drive
- Willingness to travel

## REQUIREMENTS

- We would like the successful candidate to be able to start by the 15th of June 2025, but if not the latest start date would be the 1st of July 2025.
- It is preferred that the applicant be female, must be able to speak a Nguni language (IsiXhosa, IsiZulu, IsiSwati, and etc.) as the clients are mostly Xhosa speaking.
- The candidate must be an Admitted Attorney of the High Court, and have their own transport.
- The candidate must be based in Cape Town or at least be able to relocate to Cape Town and travel to Cape Town on their own cost for the second interview.

**Terms of Employment & Salary:** Market related / Negotiable, Please submit letter of application, CV and names three references (they must be available), **Contact person & details:**

Please email all applicants to : [pearl@tnrconsulting.co.za](mailto:pearl@tnrconsulting.co.za).

**Closing date:** 10<sup>th</sup> June 2025