



## NORTHERN CAPE OFFICE OF THE PREMIER

### Legal Internship Programme 2018/2020

<b>POST:</b>	<b>Internship (12 posts)</b>
<b>STIPEND:</b>	<b>R5 353.77 Per Month.</b>
<b>REF NO:</b>	<b>LS/12/2018</b>
<b>CENTRE:</b>	<b>Kimberley</b>
<b>PERIOD:</b>	<b>24 Months</b>

The Northern Cape Provincial Administration is offering Legal Internship opportunities in order to provide South African legal graduates with the opportunity to gain work experience in the legal field that they have studied.

The legal interns will be appointed through the Office of the Premier and will be individually seconded to a principal in a private law firm entitling them to register the candidates under their law firms with the relevant law society. This internship programme is available to applicants who are willing to be placed at law firms in the Kimberley area. This is a 24 months programme (2years) and the candidates will receive a monthly stipend of R5 353. Monitoring of the progress made by the intern /candidate will be done by Northern Cape Provincial Administration through the Legal Services Forum with the relevant law firm.

#### Requirements:

Candidates must be in possession of a recognised LLB Degree, No experience required, **valid Code B driver's licence is strongly recommended.**

#### Competencies:

**The following competencies will serve as a strong recommendation:** Excellent communication skills, both verbal and written with the ability to work effectively within a team, strong administration skills and attention to detail. Excellent time management skill and a strong organisational skill. Computer literacy and willingness to do legal research. Good interpersonal skills. The successful candidate must ensure precision in their work, respect strict confidentiality requirements, organising and classification skills are key. Knowledge of relevant legislation applicable and the ability to interpret statutes and an understanding of applying legal proceedings.

#### Duties:

The successful candidate will be expected to sign an agreement with the Office of the Premier and law firm where she/he will be placed and will be responsible to:

- Receive training towards qualifying as an admitted attorney;
- Perform court work, draft pleadings and opinions under the supervision of the principal Attorney
- Conduct research and do other work in line with the training required of a candidate attorney
- Ad hoc legal functions as and when directed by the principal of the legal intern.

**Submission of documents:**

Comprehensive CV, certified copies of original qualifications dated not later than three (3) months, Z83 obtained from any Public Service Department. Failure to comply with these instructions will disqualify application from being processed.

**Enquiries: Ms G Botha 053- 838 2646**

**NOTE:**The Northern Cape Provincial Government is an equal opportunity, affirmative action employer, and women and persons with Disabilities are encouraged to apply. During appointment the Office of the Premier will consider its Employment Equity Plan. Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by certified copies of qualifications as well as a comprehensive CV in order to be considered, failure to comply with these instructions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). *No faxed applications will be accepted.* All applications should please note that correspondence will be limited to successful candidates only, if you have not been contacted within six (6) weeks after the closing date of this advertisements, please accept that your application was unsuccessful. Please forward the applications for the post quoting the relevant reference number to:

**POST TO:**                      **The Senior Manager:**  
   **Human Resources Management**  
   **Private Bag X5016**  
   **Kimberley**  
   **8300**

**Or hand deliver:**              **JW Sauer Building**  
   **Office of the Premier**  
   **Ground Floor (Security)**

**Closing date:**                      **2 February 2018**