



NORTHERN CAPE OFFICE OF THE PREMIER

Legal Internship Programme: 2020/2022

POST:	Internship (15 posts)
STIPEND:	R 6 083.00 Per Month.
REF NO:	LS/02/2020
CENTRE:	Kimberley
PERIOD:	24 Months

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 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 (2 years) and the candidates will receive a monthly stipend R 6 083.75. Monitoring of the progress made by the intern/candidate will be done by the 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 is required. **A 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 administrative skills with attention to detail. Excellent time management and strong organizational skills are required. Computer literacy and willingness to do legal research. Good interpersonal skills. The successful candidate must ensure precision in their work and respect strict confidentiality requirements. Organizing and classification skills are key. Knowledge of relevant legislation applicable, 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; and
- Ad hoc legal functions as and when directed by the principal of the legal intern.

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 applicants 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: **27 March 2020**