



## CAPE TOWN MANAGER

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 that the unmet access to justice needs of impoverished people living in South Africa are met.

This position is available to an attorney or advocate and involves running and managing the Cape Town office of ProBono.Org. The position requires the incumbent to support and work with the National Director of ProBono.Org to ensure the well being of ProBono.Org in Cape Town. Essentially this position involves -

- 1.1. Ensuring a high quality services is offered to clients by pro bono attorneys and advocates and ProBono.Org staff; and
- 1.2. Building relationships with the private legal profession and other stakeholders to enhance the delivery of pro bono services.

### Requirements:

- LLB degree
- Admitted attorney with at least three years experience
- A demonstrable commitment to, and interest in public interest law and social justice
- Good communication skills, both written and verbal
- Computer literate
- Currently based in Cape Town
- A valid driver's license, own transport

### Responsibilities:

#### 1. Clients

The position requires that in respect of ProBono.Org clients the manager and staff must -

- Ensure that clients that come to our office are treated with the dignity and respect afforded to them by the Constitution.
- Ensure that all clients are consulted, advised and screened in accordance with ProBono.Org criteria;
- Undertake research regarding the merits of cases and ascertaining what action is required;
- Ensure that high quality instructions to attorneys and briefs to advocates are prepared in respect of matters that are referred to attorneys and advocates;
- Ensure that there is follow up regarding cases referred to obtain progress reports and to ensure finalisation.

#### 2. Legal Practitioners

The manager of the Cape Town office must -

- Ensure that on-going recruitment of legal practitioners to undertake pro bono work for ProBono.Org clients in Cape Town and surrounding areas and other areas in which the Cape Law Society operates takes place;
- Identify innovative delivery mechanisms for pro bono work to be undertaken by legal practitioners which may include but is not limited to –
  - Referring of cases to legal professionals that fall within their interest areas and capacity,
  - Providing legal professionals with the opportunity to staff legal clinics,
  - Providing legal professionals with the opportunity to provide education on relevant legal issues to communities and fellow practitioners on areas of law related to our clients,
  - Keeping an up to date database of legal practitioners with information on their areas of interest, geographical location and expertise, among other things.
- Interact, communicate and manage relationships with the private legal profession;
- Manage relationships with legal practitioners to which matters have been referred that will involve responding to queries and providing support to such practitioners on request;
- Record the pro bono hours spent by attorneys and advocates on matters we refer and tracking the outcome of such matters.
- Ensure that all pro bono matters referred to practitioners are dealt professionally, Regular reports are received from practitioners regarding their matters; and that clients receive the same quality of legal service as if they were paying clients.
- Monitoring cases referred
- Setting up, managing and monitoring legal clinics and special projects

### **3. Stakeholders**

Building strong relationships with NGOs, CBOs and CAOs which involves, among other things:

- Meeting, liaising and networking with NGOs, CBOs and CAOs to determine ways in which private sector practitioners can offer support and assistance to both them and their beneficiaries;
- Undertaking a regular needs assessment of these organisations in order to provide legal education and legal services through pro bono practitioners that respond to such needs

### **4. Marketing and communications**

Brand development through:

- The overall protection and promotion of the ProBono.Org brand in all its manifestations;
- Growing and developing the brand; and
- Using a variety of communications options and strategies to promote the organisation.
- Sourcing material for and writing newsletters;
- Writing reports, success stories and press releases, as part of ProBono.Org's reporting and communications functions and promoting ProBono.Org in various media;
- Participating in the ProBono.Org communications strategy by:
  - Identifying and implementing print, radio and web based media opportunities,

- Inputting information for the ProBono.Org website,
- Using of Facebook, Twitter and other social media.

## **5. Data management**

- Managing data collection in accordance with the needs of ProBono.Org
- Ensuring that the electronic data base is updated on a regular basis with client information, case referral information, and all other requisite information
- Managing and updating information on contacts,
- Ensuring that all pertinent information is recorded on the data base.

## **6. Fund-raising**

Fund-raising through:

- Cultivating new donors, particularly those that may support the Cape Town office;
- Writing funding applications;
- Networking with potential donors, the organised legal profession, high profile legal professionals, government officials and other stakeholders to ascertain if funding opportunities may exist.

## **7. Staff management**

- Maintaining staff files, including contracts of employment, remuneration details and leave information;
- Ensuring that staff maintain the highest professional standards;
- Being available to meet staff about issues of concern;
- Evaluating staff in accordance with approved policy.
- Managing staff on a day to day basis

## **8. Financial management**

- Ensuring the sound financial management of the Cape Town office of ProBono.Org, including reporting about projects and activities to donors, the Board of Directors, Law Societies, Bar Councils and any other person/institution to whom ProBono.Org should report or wishes to share information with.
- Managing the budget and expenditure of the office in accordance with the approved annual budget.
- Ensuring that approved financial policies are implemented.
- Preparation of funding applications and writing of financial reports for donors.

## **Administration**

Ensuring efficient and smooth administration on office, and the management of the administrator/receptionist