



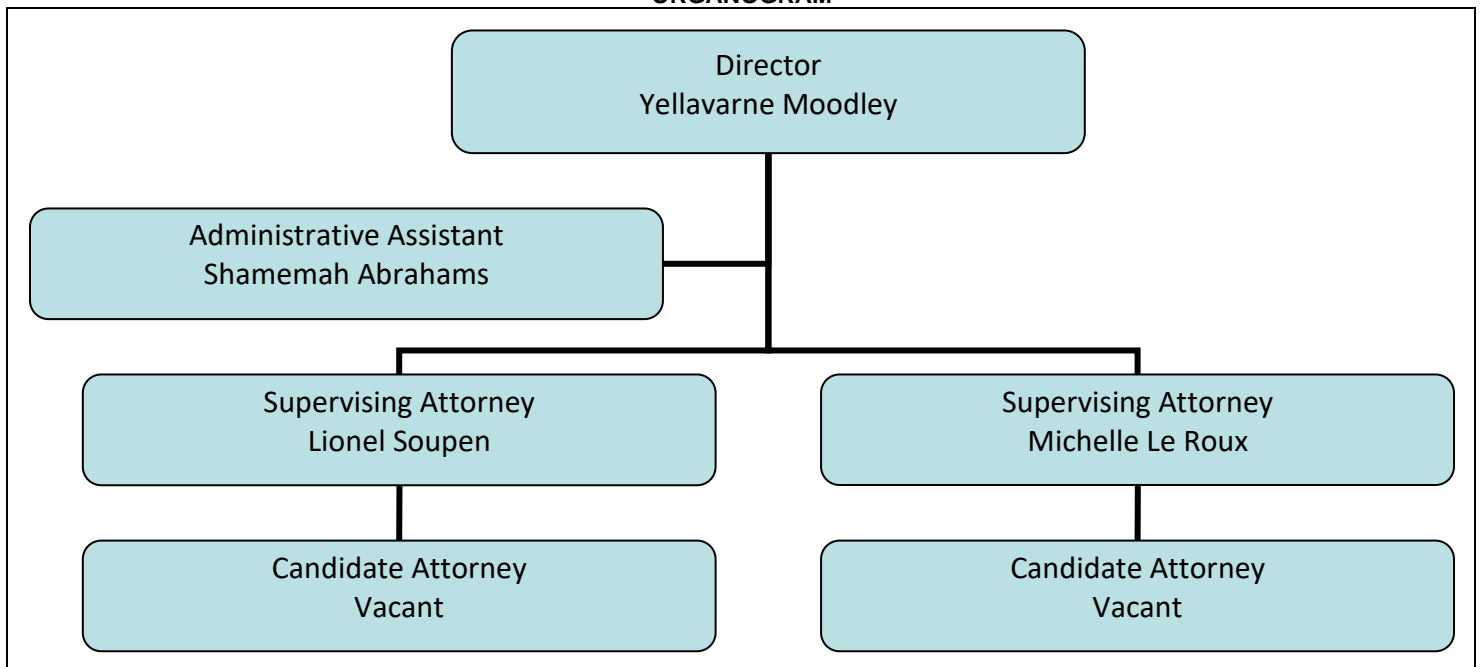
NOTES

- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Candidate Attorney x2		
Job title (HR Business Partner to provide)			
Position grade (if known)	Pay Class 6	Date last graded (if known)	
Academic faculty / PASS department	UCT Law Clinic / Faculty of Law		
Academic department / PASS unit			
Division / section	Law Clinic		
Date of compilation	8 December 2021		

ORGANOGRAM



PURPOSE

The main purpose of this position is to train recent graduates in practical vocational training with a view to being admitted and enrolled as an attorney. Candidate attorneys will consult with clients, open up cases and do all the necessary work within that legal file under the supervision of admitted attorneys at the Law Clinic. The candidates will also receive all the required training to appear in the District and Regional Magistrates' Courts.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Client intake and existing matter maintenance	40%	<ul style="list-style-type: none"> • Interviewing and taking instructions from new clients • Taking instructions and communicating with existing clients • Engaging with opposing parties/opposing legal representatives. • Drafting of pleadings and other documentation (e.g., Wills, Letters of Demand etc.) • Legal research • Negotiating with the aim of settlement. • Meeting with supervising attorneys and receiving instruction re: files • Follow up with existing clients and new clients. • Manage all client files and update regularly as needed. • Refer clients when we cannot take matter on. • All rejected clients to be informed and decisions fed to administrator where necessary 	
2	Advocacy and Trial Advocacy	30%	<ul style="list-style-type: none"> • Preparing cases for hearing before Court (taking instructions, research, drafting of pleadings, filing, negotiation, etc.) • Appearing before Courts in order to litigate where necessary. • Ongoing professional development • May need to present on legal issues to community • Court filing – issuing and serving documents in court and to Sheriffs 	
3	General administration	20%	<ul style="list-style-type: none"> • Ongoing file maintenance (opening, maintaining and closing files). • File database recording • Recording Court appearances • Checking and responding to email, telephonic and WhatsApp correspondence. • Maintaining records of client disbursements. • General administrative support where required. 	

MINIMUM REQUIREMENTS

Minimum qualifications	LLB			
Minimum experience (type and years)	No experience required post-graduation.			
Skills	Communication (verbal/oral and written) Computer literacy; Analytical skills (problem solving); numeracy; research skills;			
Knowledge	Legal Knowledge acquired from degree (LLB)			
Professional registration or license requirements	Once employed as candidate attorney, the incumbent must register their articles with the Law Society.			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	The candidate may from time to time collect disbursements from clients, receipt the client and hand over the cash to the administrator thus honesty to handle cash and finances. The candidate will have to record all trips to court and claim mileage from the department within the requisite period.			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Building Interpersonal relationships	1 &2	Analytical Thinking and Problem Solving	1 &2
	Decision making and Judgment	1	Teamwork/Collaboration	1
	Professional Knowledge and Skill	1&2	Follow up	1
	Communication & written Communication	1/2 & 2	Continuous Learning	1

SCOPE OF RESPONSIBILITY

Functions responsible for	Managing of case files; filing and issuing court pleadings at court and keeping a record of all files under the candidate attorney's name.
Amount and kind of supervision received	After each consultation the candidate attorney must receive supervision. Once a decision is reached to take on the matter supervision will continue on a weekly basis until fruition of the matter.
Amount and kind of supervision exercised	Once the candidate is admitted but still contracted to UCT they are entitled to work independently but regular check ins with supervising attorneys are still required.
Decisions which can be made	To refer certain matters not within the ambit of matters taken on by the Clinic.
Decisions which must be referred	All pertaining to litigation and other files opened.

CONTACTS AND RELATIONSHIPS

Internal to UCT	
External to UCT	

AGREED BY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Position Holder				
Direct Line Manager/Supervisor				
Area Line Manager				
HOD				
Dean / ED				

