## **LEGAL SECRETARY (1 POST)**

**1 YEAR FIXED-TERM CONTRACT.**

**FOR A COLLABORATIVE PROJECT BETWEEN LEGAL AID SOUTH AFRICA AND THE UKZN LAW CLINIC OF THE UNIVERSITY OF KWAZULU NATAL.**

The UKZN Law Clinic (LC) has been providing free legal services to indigent people and training law students and candidate attorneys since 1973. It seeks to ensure that it has an impact on areas of the law geared towards alleviating povertyand discrimination**.**

The successful candidate should have:

* Sound interpersonal and good communication skills, both written and verbal;
* Experience in drafting own correspondence and minute taking;
* The ability to work under pressure and independently;
* Organisational and office management skills; and
* Loyalty and maintain confidentiality at all times.

**DUTIES WILL INCLUDE:**

* Provide efficient secretarial support to members of staff.
* Obtain, source, type, proofread, make copies and distribute according to instructions received.
* Co-ordinate and monitor all Clinic administrative matters.
* Participate and provide support to implement an effective filing and diary system to ensure that the Clinic addresses matters on behalf of clients.
* Gather required information and arrange for consultative interviews.
* Assist with the completion of routine forms for Legal Practitioners and ensure that they are submitted for approval.
* Maintain a detailed and accurate record-keeping and filing system.
* Ensure that accurate reports and documentation are timeously sent/delivered to the relevant people.
* Attend to photocopying and binding of documents as required.
* Adhere to proper telephone etiquette, accurate taking and conveying of messages at all times.
* Providing reception services to a wide range of students/clients over the phone and in person;
* General office administration, preparing of budgets, typing of court documents and assisting clients;
* Assisting with student, prospective and existing client and supplier queries; and
* Controlling departmental finances and recording expenditures;

**MINIMUM REQUIREMENTS:**

* Senior Certificate and 2 years’ relevant administrative/secretarial experience as a legal experience OR 3 years’ relevant administrative/secretarial experience as a legal experience; and
* Extensive computer experience especially using MS Office.

ADVANTAGES

* A formal legal secretarial qualification.
* Fluency in isi-Zulu

**Shortlisted candidates may be required to undergo a skills test.**

**Salary:** Commensurate with experience

**Please forward by e-mail all applications to: The Director, UKZN Law Clinic, University of Kwa-Zulu Natal, Howard College Campus at holness@ukzn.ac.za, copied to GumedeL2@ukzn.ac.za . Applications should include a cover letter indicating how job requirements (and advantages if applicable) are met plus a full CV.**

**Closing Date: 23:59 on Tuesday 29 October 2019.**

**Work commencement: Envisaged for the start of December 2019.**

*Any applicants not contacted within 14 days of the closing date may consider themselves unsuccessful*.