

# LAW

## STUDENTS HANDBOOK

• **2021** •



## Hello 2021 law students.

It is with great pleasure that the Juridical Society brings you the first ever Law Students' Handbook! We know that law students often have so many unanswered questions regarding the opportunities available to them after they graduate, so we decided to compile this handbook to guide you and help you to make informed decisions.

Part 1 of this handbook consists of informative articles, which answer some of

the most frequently asked questions by law students, as well as a series of interviews conducted with legal professionals to give you a taste of what "a day in their life" looks like and hopefully inspire you and grow your passion for the law.

Part 2 of the handbook is dedicated to various law firms and is organised according to their geographical locations. We know that applying for vac work and articles can be daunting and, at times, overwhelming, so we have gathered all the information you need in one place! So, have a look at what these firms have to offer and take note of deadlines, application requirements etc so that you don't miss out on these incredible opportunities!

We hope that this handbook proves to be helpful and we wish you all the best for 2021!

With love from,

**The JV/S**

---

## Part 1: Things you need to know as a Law student

Attorney vs Advocate

Aspirant Prosecutor Internship Programme & NPA

Constitutional Court Clerk

Interview and CV tips

Tips from Two Human Resource Managers from law firms

A Day in the Life of: an advocate; Attorney, candidate attorney and compliance officer

Legal NGOs

Life as an academic

Exchange Possibilities

Working overseas

Bursary Opportunities

---

## Part 2: The Firms

Gauteng

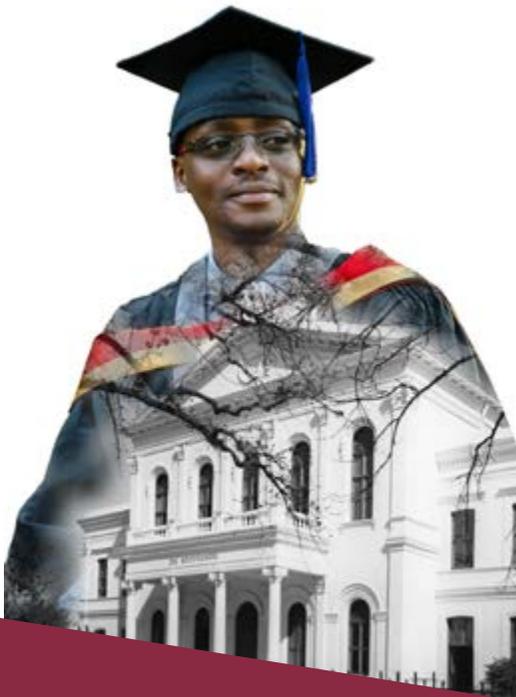
Kwa-Zulu Natal

Western Cape

---

## Part 3: Study Opportunities

Universities



## Attorney vs advocate

Attorney	Advocate
General practitioners of law; provide legal advice to clients on a day-to-day basis. Can appear in court but need special permission.	Primarily experts in presenting legal opinions and arguing cases in court.
Complete articles for a period of two years or do 6 months of the Professional Legal Training Course and then a year of articles. Write the board exam thereafter. Articles are paid work.	Complete pupillage with an advocate for a period of 1 year and write the board exam thereafter. Pupillage is training and is traditionally unpaid.
Work at firms.	Work at a Bar Association in one of the provinces. (The Bar is a national body with provincial extensions to which advocates belong – it is essentially a society of advocates).
Work through and with the firm.	Work independently. Present, in court, cases given by an attorney or take on cases without being briefed by attorneys.



## Aspirant Prosecutor Internship Programme & NPA

### The National Prosecuting Authority and the South African Police Service NPA

- The National Prosecuting Authority prosecutes people for criminal offences.
- Public prosecutors appear in the Magistrates Courts and State Advocates appear in higher courts.
- The NPA is suitable for a graduate who is interested in criminal law and wants to work for the state.
- A training program is offered annually for such graduates.
- Business units divide the NPA into various areas ranging from asset forfeiture to specific litigation.

### Aspirant prosecutor internship programme

- Gain prosecutorial experience
- Anyone with an LLB degree or equivalent foreign qualification (certified by SAQA). The degree must include law of evidence, criminal law, criminal procedure, civil procedure and interpretation of statutes.
- Final year students may also apply, provided they will receive their qualification before the commencement of the programme.
- All applicants must be South African.
- The duration of the programme is 12 months. It is a paid internship; the salary is dependent on the level of experience the candidate has.
- Training takes place at the magistrate's courts.
- Aspirant prosecutors are assessed on a continuous basis; one final assessment will be conducted on each aspirant prosecutor upon completion of the programme. Those found to be competent may be appointed into entry level prosecutor posts in the NPA.
- For more information, find the brochure using the link in the JV/S Instagram account bio (@humansofstellieslaw).

# Constitutional Court Clerk

## 1. Introduction

The Constitutional Court of South Africa (“CC”) has assigned law clerks to assist each of its judges, with a specific clerk being assigned to work with a specific judge. Each judge has two South Africa law clerks and may additionally have a foreign law clerk who assists the judge in fulfilling his or her duties. These duties would be performed by the law clerks at the CC, which is situated in Johannesburg, but the judge may at times require the clerk to attend work-related tasks elsewhere.

The specific responsibilities may vary between chambers but include: Preparing analytical summaries of written argument or evidence and assessing arguments in the light of case law and legal literature; detailed researching; the preparation of pre-hearing records, memoranda, summaries and opinions as well as identifying key issues in pending matters; assisting the judge in Court, case-calling and ensuring that the oral hearings take place with propriety and efficiency; and taking detailed notes of oral argument.

Furthermore, a clerk would also need to assist the judge in Court-related work such as committees, organisational work, and international human rights work;

cite-checking draft judgments before delivery; taking part in clerks’ committees; assisting with the administration of Court papers, case management and public relations; helping prepare public lectures and speeches; conducting tours of the Court for each judge’s visitors; and assisting with the Court’s outreach and public education program.

A law clerks’ working hours are flexible and chamber-specific, however, they are usually long, and the workload varies depending on the year and the specific individual judges.

Law clerks are required to have the following skills: knowledge of, and the ability to apply, legal principles, concepts and procedures; familiarity with and experience of legal research tools, including electronic sources; excellent English language and writing skills – proficiency in other official languages is an added advantage; computer ‘know-how’; analytical skills; drafting skills, including being able to write clearly and concisely under pressure; ability to plan work and manage conflicting priorities under pressure; and the ability to work both independently and in a team.

Training and a two-week orientation are provided to new clerks by the Court’s Orientation Committee.

## 2. Benefits of being a law Clerk

The benefit of being a Clerk include receiving a competitive salary which is R300 000 a year, with no other benefits being included. Furthermore, this opportunity allows candidates the opportunity to enhance their personal and professional development in the legal profession as well as improve their legal research, writing and people skills, whilst contributing to the development of constitutional principles and decision-making. Other benefits that are included in this opportunity are listed below.

### 2.1 Clerk initiatives

Aside from the formal roles and duties of law clerks described above, the clerks are also the initiators of a range of other activities, some of which are legally related, while others are purely social. In the past these events have included: organising regular blood drives at the Court; arranging collections for social causes; arranging social events for staff such as sports days and other lifestyle events; conceptualising and distributing clerk recruitment posters for the Court and visiting Universities on career days; inviting prominent legal figures and prospective employers to the Court to discuss relevant legal issues; arranging additional training on a need’s basis.

### 2.2 Alumni network

Law clerks will also form part of an alumni network. Which is called the Clerks’ Alumni Association and it allows existing and former clerks to maintain both professional and social links with one another, to share ideas and engage in dialogue. The work being initiated by the network thus far includes developing an up-to-date database of the former clerks, a Christmas charity fundraiser in December, an annual Human Rights Day event, an intervarsity moot competition and networking evenings between former and existing clerks. This network can be a beneficial tool for any clerk as they navigate their way through the legal profession and as their career progresses.

### 2.3 Court scholarship

South African law clerks also have the benefit of becoming eligible to apply for either or both of the Court’s scholarships, namely, the Ismail Mahomed Fellowship and the Franklin Thomas Fellowship. These two scholarships are administered each year by the Constitutional Court Trust for overseas studies and are only made available to South African law clerks and former law clerks. For more information regarding this follow: <https://www.concourt.org.za/index.php/law-researchers/scholarships-from-the-court>

# CV and interview tips 1

## 3. Process

South African clerks are appointed for a one-year term. These appointments are made in May of the preceding year for the appointment as a law clerk for the following January to December or July to June. Applications must therefore be submitted and received by no later than 31 March in the preceding year.

Because the judges have specific requirements and because they work so closely with their law clerks, appointments are made, where possible, after one-on-one interviews in person.

Your application should indicate the period or periods for which the applicant wishes to be considered. Applicants must have an LLB (or equivalent) or be in their final year of study.

For more information with regards to this opportunity, where to apply and what documentation is required, please visit: About Law Clerks ([concourt.org.za](http://concourt.org.za))

All the information relating to this section (Constitutional Court Clerk) has been found at: About Law Clerks ([concourt.org.za](http://concourt.org.za)) and remains the intellectual property of the Constitutional Court of South Africa.



Applying for 'articles' is often seen as a scary process and for most, it might be a daunting task. This section will therefore look to provide tips that will hopefully put students minds at ease and might even help them to improve their CV's and be better prepared for interviews with law firms. The first section will look to address an applicant's CV's as this is an important part of the recruitment process as it is usually the first interaction between you and the firm and it could be a deciding factor as to whether you get an interview or not. Thereafter, once we know the do's and don'ts of a CV, we will address how to ace your interview and leave a lasting impression.

As noted above, your CV is an important aspect when applying for a job at a law firm and therefore you must ensure that it is always updated and up to standard. Therefore, it is important to ensure that your CV is detailed and gives a clear picture of who you are and should include your personal information, such as your full name, address, contact number, email address, date of birth and your nationality. **Other important details that should be included to make your CV stand out and seem more appealing are:**

- **A personal statement:** this is brief but to the point personal statement, that outlines who you are as a person and can also include your career objec-

tives and goals. When doing this, one should try and use positive language and effective words that best describe your character and that is relative to you and the job that you are applying for.

- **Education information:** When completing this section include the dates, names and locations of the schools, colleges, or universities that you attended, and they should be listed from the highest level and most recent to least recent. You should also include your qualifications and any other relevant achievements that are relevant to the role that you are applying for.
- **Employment history:** This section should list employment history in reverse chronological order as stated above. Be sure to include dates of employment, the full company name, job title, responsibilities, and a brief description of your main achievements throughout the tenure. (this section is not only reserved for law-related employment history and any prior employment can be included if you believe it is beneficial for the reader to know)
- **Skills:** This section should be used to bullet point any relevant skills you have gained through employment and education, including aspects such as: learning a foreign language; computer

literacy; and any training/development/short course you have undertaken. (these are especially useful if they can demonstrate your passion for law or the legal profession)

- **Hobbies and interests:** only provide those that are relevant to demonstrate a certain skill and that match the requirement of the job and positively portrays you. Things to include here could be voluntary work that you have done; if you enjoy reading; sporting activities that you enjoy doing; musical instruments that you play; spending time with your family. (However, try to keep it to the things that are relevant to the job you are applying for.)
- **Any other (relevant) information:** Within this section of your CV, you can include any other information that is relevant to your skills or experiences that you think would be beneficial for the reader to know. These would include certificates of achievement from work or school.
- **References:** It is good practice to include at least two references at the end of your CV if you have previous employment experience, however, it is also permissible to include a reference from voluntary work that you have done or a particular lecturer that you have worked closely with. Be careful whom you choose as a reference and

make sure you seek their permission first before putting down their name and contact details. It is also advisable to include your current or more recent employer, as they are more credible.

A few additional **tips** for when formulating and sending you CV are as follows:

- **Pay attention to presentation:** the layout of your CV needs to be clear, neat, and well structured so that the points that you are trying to get across can be easily noticed. – the internet can be a good source to get CV templates and understand the layout required to make your CV look professional.
- **Do not make your CV lengthy:** your CV should not be more than 2-3 pages in length, so keep it to the point and concise whilst still presenting yourself in the best light.
- **Use positive language:** use action words and avoid adjectives when describing your work achievements.
- **Check your spelling:** spelling errors could be a possible red flag as it shows you were not willing to take the time to properly proofread your document, which could be an issue in the legal field. A suggestion would be getting a program such as Grammarly, which helps with both spelling and grammar mistakes.
- **Get a second opinion:** If you have friends that are grammar boffins or

know anyone that works in the HR department, it is advisable to get them to look over your CV and see if it is up to standard. Furthermore, they present fresh eyes and could easily pick out mistakes that you might have missed. Be open to listening to the advice given and adapt your CV accordingly.

- **Construct and tailor your CV with your prospective employer in mind:** think about what your prospective employer would want, and construct and tailor your CV to the specific industry and job you are applying for (do not just have one generic CV for all applications). The legal profession might be a tough one where jobs are scarce, but it is important to ensure that you are applying at law firms that practice areas of law that you are interested in and that you do not just apply at any and every firm.
- **Send a cover letter:** some applications will require that a cover letter be sent with your CV, however, if this is not the case it is always nice to include one. Therefore, formulating a cover letter would be advisable. (tips on this can be found on the internet)

#### Things to avoid when writing a CV:

- Do not include a photo unless it has been requested.
- Do not include too much irrelevant information. A CV should be concise

and to the point and a lot of irrelevant information could distract the reader from the more important information in your CV.

- Do not write long paragraphs – rather stick to short, concise bulleted paragraphs for the same reason as what was listed above this.
- Stay clear from religion and political views.
- Do not include information which may be viewed negatively.
- Never lie on your CV – you will get caught out at some stage or another.
- Rather choose not to reveal personal information such as your marital status and physical address unless it is asked of you.
- Stay away from including the reasons why you left previous jobs and do not bad mouth your previous company or employer, this is applicable for your CV and the interview process.

**Disclaimer:** We do not claim that the information above is our original work, however, it is a compilation of information that is readily available on the internet and can be found at <https://www.expatica.com/za/working/finding-a-job/cv-interview-tips-south-africa-1106423/>; Tips for writing a CV in South Africa (intergate-immigration.com) & The Key Elements Of A Successful CV | How2Become – these links can also be followed to find for further information regarding CV's.

## Interview

The job interview is an unfamiliar situation – this being because you are either in a room/across a screen, with a person you have never met before, to talk about a company you do not work at, to persuade somebody that you will be a culture fit and excellent at a job you do not have.

However, the real issue with interviews is that we do not do it often or we have never done it before, this is especially relevant with law students who are either still in university or have recently graduated. But hopefully, this section will help with what you need to know for making your job interview a lot less nerve-racking and a lot more effective and efficient.

### Preparation for the interview

Preparation is the first essential step towards conducting a successful interview. The better prepared you are, the more confident you will be. Therefore, it is important to research the law firm before the interview and understand what is required of the role within the law firm. Most law firms have information brochures or YouTube videos that discuss the law firm and a day in the life of a candidate attorney, so this is a good place to start to get to know more about the law firm.

**Ensure that you know the following things:**

- The exact time and location of the interview, route, parking etc and how long it will take to get there, as it could leave a very bad impression if you happened to arrive late for your interview. However, if it is an online interview, then it is important to ensure that you are ready for your interview, you have all the details required to gain access to the meeting and that there are no distractions during the interview.
- The interviewer's correct title and pronunciation of his or her full name.
- Specific facts about the firm – such as its history, the different areas of law it practices, other products and services it offers, and it would also be beneficial to know if there are any interesting cases that the firm is currently dealing with. This information can usually be found on the company's website; therefore, it is important to research the company's website in full.
- Refresh your memory on your CV and previous jobs that you have done as you will be expected to know a lot about a company for which you have previously worked at and you may be questioned on this.

### Interview techniques

During the interview, you will be assessed for your strengths and weaknesses/areas for development and the interviewer will need to see if you have the right background and experience and whether you will be a culture fit

for the firm. In addition to this, specific personal characteristics will be examined, such as attitude, aptitude, stability, motivation, and maturity.

For interview tips that will help specifically for online/video interviews please visit: <https://www.forbes.com/sites/kathycap-rino/2020/07/03/10-key-tips-for-acing-your-video-interview/?sh=7f32fac45003>

### Some interview do's and don'ts follow:

- DO arrive on time or a few minutes early. Late arrival for a job interview is never excusable.
- DO dress in an appropriate outfit (professional) that is suitable for the interview. However, it is important to ensure that it is something you are comfortable in as any possible discomfort could be noticed by the interviewer.
- DO greet the interviewer by his or her title and surname. If you are not sure of the name pronunciation, ask the interviewer to repeat it.
- DO shake hands firmly (this will not be possible if it is an online/video interview)
- DO be as charismatic and confident as possible; it is very important that you demonstrate your interpersonal skills during the interview, and this transcends past your response to questions and includes how you say it, as well as your overall appearance.
- DO be a good listener as well as a good talker, if you struggle to understand

what is being asked of you, then you should ask the interviewer to repeat it.

- DO mind your body language – this includes smiling, looking the interviewer in the eye when you talk to them, sitting upright in your chair and looking alert and interested.
- DO wait until you are offered a chair before sitting.
- DO follow the interviewer's leads, allow them to get proceedings on the way and set the tone. Try, however, to obtain a full description of the position and duties it incorporates at an early stage (by doing the necessary research as stated above) so that you can relay your appropriate background and skills accordingly.
- DO make sure that your good points get across to the interviewer in a concise, factual, and sincere manner. Rambling will not be helpful and will just give off a bad impression, also practice possible questions as to avoid saying "um" and "like" too much. Keep in mind that only you can sell yourself and make the interviewer aware of the value that you can bring to the firm so find a balance between presenting yourself in a good light but also not coming across as if you are bragging about your achievements. Tips on how to do this can be found at <https://www.forbes.com/sites/estherchoy/2020/07/12/8-things-you-never-want-to-do-in-a-job-interview/?sh=735a830755ef>

- DO always conduct yourself as if you are determined to get the job you are being interviewed for (hopefully this is the case). Never close the door on opportunity. It is better to be in a position where you can choose from several offers - rather than only one.
- DON'T answer questions with a simple 'yes' or 'no'. Explain yourself whenever possible and try and ensure that you are memorable, as the interviewer will have a lot of similar applicants so find a way to stand out. This can be done by telling a story describing those things about yourself that relate to the position on offer or how your skills and qualities would be a good fit for the position.
- DON'T lie. Answer questions truthfully, frankly, and as close to the point as possible, avoid rambling and if you are unsure of something it is okay to say so.
- DON'T overshare. Be vulnerable and share 'personal' stories about a lack of experience but avoid stories from the more 'private' sphere of your life and that could depict you as someone who lacks good character.
- DON'T enquire about salary, holidays, bonuses etc. at the initial interview. You should, however, know your market value and be prepared to specify your required salary or range.

### Be prepared to answer questions such as:

- Tell me about yourself.
- Why did you decide to go to law school?
- Why did you choose your law school?
- Are your marks an accurate reflection of your abilities? Why or why not?
- What makes you think you will be a good lawyer?
- What do you know about our firm?
- What area of law most interests you?
- Tell me about a major accomplishment.
- What are your long-term career goals?
- What are your strengths?
- What are your weaknesses?
- Describe a professional failure and how you handled it.
- Why should we hire you over other candidates?
- Give an example of when you had to work on an important deadline and how you managed your time to meet the deadline?
- Describe an occasion when you had difficulties working with a team including the details on the problems and how they were caused.

### Closing the interview

Prepare some questions to ask the interviewer. Remember that an interview

is a two-way street. As the interviewer tries to determine if you are the correct candidate for the job, you should also determine through questioning whether this potential employer will provide the opportunity for career development that you seek, as well as whether the firm shares the same values and outlook on life as you. However, ensure that these questions are relevant, and it is not information that is readily available online (as this could show that you have not done adequate research into the firm).

If you are interested in the position enquire about the next interview stage. However, if there is only one stage and if the interviewer offers the position to you and you want it, accept it on the spot. If you wish for some time to think it over, be courteous and tactful in asking for that time. Set a definite date on which you can provide an answer.

Do not be too discouraged if no definite offer is made. The interviewer will most probably want to consult colleagues (Directors) or interview other candidates (or both) before deciding.

If you get the impression that the interview is not going well and you think you have already been rejected, do not let your discouragement show. Occasionally an interviewer who is genuinely interested in your possibilities may intend to discourage you to test your character and your reaction.

Thank the interviewer for the time spent with you.

### After the interview

Do not replay the narrative – It is tempting to tell yourself the story of the interview over and over, fixating on a small mistake that you might have made or trying to second guess or read into every awkward pause, cough, or smile. But this is the wrong story. Humans are terrible at reading body language. So, it is important to stop rehashing the subtle clues we think we noticed during the interview.

Do tell yourself the right story afterwards - tell yourself this story after your interview: "I did my best, and everything will work out for the best. Now I need to keep working." Start that work by sending a heartfelt, personalized thank you note/email. Then, do something else productive while you wait. Try put as much effort into this thank you note as possible and if it is a panel interview then put in the extra effort to research all the panel members and get their email addresses so that you can individually thank them for their time. Furthermore, it would also leave a good impression if you could mention something that they might have asked you or said to you in the interview to show that you were paying attention and value their input and time.

## The selection process

The selection process may differ at each firm. Some firms might only have one all-inclusive interview whereas other firms could have two interviews. In the case where a firm has multiple interviews, the first interview is usually an introduction to the firm, where topics for discussion may include personality and “culture fit questions” like the ones stated above. This interview is normally conducted by one or two HR representatives and this is where it will be decided if you are a good culture fit for the firm or not, however, in the case where you are not, do not worry about it because you will find a firm that is right for you.

The second interview may be a panel interview possibly with directors of the firm and will have a legal focus. It is therefore important to consider what the firm would find important and prepare accordingly, these questions could be related to the areas of law that the firm practices. Important things to note regarding the second interview are:

- That law firms do not expect you to be a legal expert on a particular area of law, so it is okay if you make a mistake as long as you can show them that you have a willingness and keen interest to learn from these mistakes.
- Listen to the questions carefully and

make sure you can comprehend what is being asked of you before answering. If you do not understand the question, you should ask the interviewer to ‘rephrase’ the question.

- Attempt to answer the question, even if you are not 100% sure. Try and work it out to the best of your abilities. You may also use an example if it would better help you to explain your answer.
- If you did not study a specific subject at university and you are asked a question on this area of law tell the interviewer that you did not study that particular area of law – however, the interviewer will most probably have your transcript with them and see what subjects you have completed and which you have not.
- Prepare carefully and read through all the work you have done throughout your university career. You will not be required to be an expert in a subject as stated above, however, a general understanding of a subject would most likely be necessary; contract law, delict and civil procedure are only some of the subjects that may be covered.

**Disclaimer:** We do not claim that the information above is our original work, however, it is a compilation of information that is readily available on the internet and can be found at <https://www.robertwalters.co.za/career-advice/interview-dos-and-donts.html>; <https://www.forbes.com/sites/estherchoy/2020/07/12/8-things-you-never-want-to-do-in-a-job-interview/?sh=735a830755ef>; <https://www.thebalancecareers.com/how-to-sell-yourself-during-a-job-interview-4153288>; <https://www.thebalancecareers.com/second-interview-questions-to-ask-the-employer-2063701>; <https://www.thebalancecareers.com/second-interview-questions-and-answers-2063702>

[estherchoy/2020/07/12/8-things-you-never-want-to-do-in-a-job-interview/?sh=735a830755ef](https://www.thebalancecareers.com/how-to-sell-yourself-during-a-job-interview-4153288); <https://www.thebalancecareers.com/how-to-sell-yourself-during-a-job-interview-4153288>; <https://www.thebalancecareers.com/second-interview-questions-to-ask-the-employer-2063701>; <https://www.thebalancecareers.com/second-interview-questions-and-answers-2063702>

# CV and interviews tips - Werksmans

Compiled by Shesnee Naidoo & Boitshepo Monedi

## **Whether job experience or voluntary work that is not law-related should be included in an applicant's CV?**

All recent job experience and voluntary work should be included in an applicant's CV/application regardless of whether it is law-related or not. Reason being is that any experience can be valuable, character building and an opportunity to learn essential skills such as communication, team work, interpersonal skills, planning and organising.

## **Are there potential red flags that could result in an applicant being rejected by just looking at their CV (e.g., Spelling mistakes, untidy CV).**

It is critical that applicants triple check their CVs/application for spelling, grammar and formatting inaccuracies. They should always bear in mind that their CV/application is in most cases their first impression on the firm/recruiter and they should want that to be a great one!

## **What is the recommended length for a CV? Is it an issue if a CV is too long and contains irrelevant information or if it is too short and does not give a proper description of an applicant's work experience etc.**

When it comes to the length of a CV/application, candidates should be aware that recruiters receive high volumes of CVs/applications for each opportunity and therefore they should work towards

having a CV/application that is concise and includes the most relevant information relating to the position that they are applying for.

When it comes to online applications, most firms state upfront what details, documents or information they require and applicants should keep to this. Firms can also be quite specific on word count etc. – it is important that applicants adhere to these.

In the absence of guidelines or required information they should consider including the most recent information rather than information from a decade ago, especially when applying for graduate opportunities. I would say a good length for a CV would be 2-3 pages excluding documents such as transcripts, copy of ID etc.

## **In an applicant's first or second year of studies, what could they do to make their CV more appealing?**

Applicants in their first or second year of study, should focus on building their profiles and CVs from day one, that would give them content to include in their CV to make it appealing. Their focus should be on both the academic and non-academic part of campus life as well as on and off campus activities, hobbies, interests, work experience and voluntary work.

Once again, these activities do not necessarily have to be law related but at least be character building.

## **Do law firms only look at academics or is it a balance between academics, extra-mural activities, and a passion for the legal profession/law.**

From a Werksmans' perspective, we look at all aspects of a candidate's CV/application. While we do have a minimum academic requirement, we look for candidates who are well rounded individuals. Those who are able to focus on their academics as well as developing their character and essential skills during the course of their studies, through on and off campus activities and experience.

## **Interview Tips**

### **If an applicant has questions to ask and the interview is in person (if circumstances permit it), are applicants allowed to bring a document along that contains these questions or does this reflect badly on the applicant.**

Applicants should absolutely come prepared with questions and can have these in a document or notebook during the interview to refer to. Remember that interviews are a two way street and therefore applicants should be asking questions about the employer that are relevant to them and the position that they are applying for. This also lets the recruiter know that the applicant is prepared, has researched the firm and taken the selection process seriously.

### **Is it important to ask questions after being interviewed, to show that the applicant has done some research and**

## **they have an actual interest in joining the firm?**

The answer above addresses this, I would suggest combining the two questions.

## **What should the applicant bring along for an interview? Would it be in their best interest to bring along a note pad to make notes for themselves if need be and should they bring an additional copy of their CV?**

Whether or not you use it, it is wise to take along a note pad and pen to an interview, it is a sign of being prepared. A good recruiter will always let an applicant know what to bring along to the interview, however if not, there is no harm in asking or bringing along a copy of your CV and transcripts even though the interviewer will most likely already have a copy of these documents.

## **If an applicant seems too well "rehearsed", will this reflect badly on them as they do not seem genuine?**

At a firm like Werksmans' we value authenticity and while there is absolutely no problem with applicants preparing themselves for potential questions, they should also leave some space for their personality and authenticity to come through in their answers.



# CV and interviews tips - Bowmans

Compiled by Reatile Molefe & Kasheer Singh (Bowmans)

## CV Tips

*Whether job experience or voluntary work that is not law-related should be included in an applicant's CV?*

Your CV reflects who you are, what you accomplished and what you are currently occupied with to upskill yourself. Any voluntary, full time or part time activities would have developed your skillset and differentiate your application from other applicants, so put all your job experience and voluntary work on your CV.

***Are there potential red flags that could result in an applicant being rejected by just looking at their CV (e.g., Spelling mistakes, untidy CV)***

The amount of effort placed in an application makes a big difference. Yes, spelling errors and an untidy CV may be interpreted as not paying attention to detail. Attaching a neat, legible document creates a good impression from the start. Screenshots aren't preferred, because most of the time, they are unclear. If possible, refrain from using screenshots of your documents and ensure that the versions you do upload are as clear and neat as possible.

***What is the recommended length for a CV? is it an issue if a CV is too long and contains irrelevant information or if it is too short and does not give a proper description of an applicant's work experience etc.***

There isn't a prescribed length of a CV, however ensure you include all your work experience. If thereafter you think it is too long, you should aim to summarise your CV with relevant facts that you want a recruiter to notice and enjoy reading.

***In an applicant's first or second year of studies, what could they do to make their CV more appealing?***

The styles of CV compilation are not specific to certain groups of students. An appealing CV needs to reflect the primary details.

1. Who the applicant is and where can they be contacted?
2. What was achieved thus far in terms of their career?
3. Make mention of any additional activities that are outside of their career path they and are currently involved in. By following this structure and, equally ensuring that it is neat, readable without spelling errors.

***Do law firms only look at academics or is it a balance between academics, extra-mural activities, and a passion for the legal profession/law.***

At Bowmans, we seek Candidate Attorneys who will join us and contribute to the culture of the firm; remain eager to learn and work well with other employees by bringing their diversity to the team.

As a student entering the work world; it is important to balance your academic performance with other activities. Despite the added skills you learn from those activities, this will develop your time management capabilities ahead of you beginning your legal career.

## Interview Tips

***If an applicant has questions to ask and the interview is in person (if circumstances permit it), are applicants allowed to bring a document along that contains these questions or does this reflect badly on the applicant?***

A well-prepared document of questions is great, because it shows that the applicant did their research and take their interview seriously. However, this should only be to assist the applicant in remembering the questions they have to ask and with the aim of them leaving the interview with more knowledge of their potential employer.

***Is it important to ask questions after being interviewed, to show that the applicant has done some research and they have an actual interest in joining the firm?***

It is important for an applicant to take interest in the organisation that they are intending to work for, however, asking questions must be with the intention of learning more about the career or law firm. Simply asking questions without pure intentions, will not offer any assis-



tance to either party and could prove wasteful. The questions must have meaning and purpose that matters and will give clarity to the interviewee.

**What should the applicant bring along for an interview? Would it be in their best interest to bring along a note pad to make notes for themselves if need be and should they bring an additional copy of their CV?**

This depends entirely on the type of the interview and the preference of the interviewee. Therefore, it is important that when you are invited to an interview, that you use the opportunity, to enquire whether you are expected to bring anything along. Sometimes this is outlined in the body of the invitation email or instructions provided.

**If an applicant seems too well “rehearsed”, will this reflect badly on them as they do not seem genuine?**

We understand that interviewees can put in great effort when preparing for an interview. Applicants want to show and leave a good impression to the recruiters; however, interviews aren't scripted. A person should avoid “rehearsing” for an interview and rather spend time exploring the possible questions they may be asked; along with the answers to those questions. Your intention is to be honest about why you believe that you are the best candidate. A personable interview take the form of a conversation; as opposed to a “question and answer” format and should not be rehearsed for.

**Day in the life of an advocate -**  
Joel Krige

## **1. What did you study and where?**

I enrolled at the University of Cape Town for a BA in law in 1974, and graduated with English I, Afrikaans and Nederlands I, Latin I, with Comparative African Government and Law I and II as my first major, as well Roman Law I and II as my second major, together with Roman Dutch Law 1, Constitutional Law and Jurisprudence A,

For my LLB, I graduated with Roman Dutch Law II and III, Company Law, Criminal Law and Procedure, Civil Procedure, Administrative Law, Jurisprudence B, Accounting, Tax, Conflict of Laws and Labour Law.

Since Labour Law was an elective and in its nascence, only 7 students enrolled, we proposed to our lecturer that we each write a paper and deliver it in a seminar. These papers would constitute the syllabus on which we would write the exams, and were later published in a handbook on labour law.

Having a second and third language, is helpful, as Latin forms the basis of the romantic languages and Nederlands is helpful in understanding German and Danish and Swedish. These days I would suggest a tertiary level course in Xhosa, as an additional language for those

living in the Western and Eastern cape, as a necessity in a multilingual nation.

## **2. Can you give a brief explanation of what an advocate is?**

To be admitted as an advocate one needs an LLB degree, and the admission is a court admission as an advocate. Upon acquiring an LLB degree, it is a mere formality to apply to court to be registered as an advocate, attaching a certified copy of one's degree certificate and a letter stating that you are a fit and proper person. Previously one had to have a qualification in English, Afrikaans and Latin, but these days it is only English.

Being admitted as an advocate is insufficient to practice. To become a member of the Bar, one has to do a 12-month pupillage under a pupil master who teaches one how to become an advocate and guides one in how to prepare for the Bar exam, which is in 5 parts: Criminal Procedure, Civil procedure, Applications, Ethics and Drafting, the latter a whole day paper. Only once one has passed the Bar exam does one become a member of the Bar, entitling one to keep chambers in advocates chambers. All members of the Bar should keep chambers that are approved by the relevant Bar Council. This is usually adjoining the court or nearby the High Court. This grouping of chambers ensures

collegiality, cohesion and control. The Bar is usually referred to as the Society of Advocates.

An advocate is a member of the legal profession; the first rule is that an advocate is a sole practitioner and does not practice in a partnership. If an attorney wants to brief a particular advocate, he briefs that advocate and not the advocate's assistant.

An advocate may only accept briefs from an attorney and is precluded from accepting briefs from any member of the public. It is a referral profession, in which a client first approaches an attorney, and if an advocate is necessary, the attorney, who is familiar with the various skills that are required and will choose an appropriate counsel to brief. It is unbecoming of an advocate to advertise, or solicit (ask for) a brief.

Advocates are usually referred to as Mr, or Ms, if addressed by a judge, or counsel, if addressed by an attorney, or a client. It is not customary for advocates to have titles, even if a member has a doctorate in law from a reputable university, he or she is not addressed as doctor, but merely as counsel. The foundation of this practise is that every member is equal to anybody else, and no title can give anyone greater stature.

### **3. A day in the life of an advocate.**

The primary function of the profession of an advocate is to appear in court and represent clients, for which much prepara-

tion is undertaken before appearing in court. The desired ratio is five hours for every one hour in court or five days preparation for every day in court. This of course depends on the length and complexity of the matter.

It used to be said that when a young advocate wished to join the Bar, one would read in chambers, which is apt, as it forms the foundation of being an advocate, as even during pupillage, and after, one spends an inordinate amount of time reading records of trials, as well as application papers, and case law, to prepare for appeals and other hearings. If one reads well, one speaks and writes well.

Other daily functions include research, drafting opinions, particulars of claim, pleas, requesting and answering a request for further particulars, drafting lists of admissions for trial, replications or rebuttals, as well as advices on evidence, notices of motion and affidavits, or settling those produced by instructing attorneys; heads of argument; drafting curator ad litem reports, presenting argument as an amicus curiae to assist the court; consulting with attorneys and clients, and preparing cross-examination, if going to court in a trial.

Previously death penalty cases were referred to as Pro Deo cases, in which counsel was instructed by the secretary of the Bar Council to appear on behalf of an impecunious client who could not afford legal representation and a stipend

was paid for the appearance. It is the only time when counsel could appear without an instruction from an attorney. These days members are instructed by Judicare which as I understand, is part of the Legal Aid Board, and paid a stipend for the appearance.

### **4. Advice for students who want to become an advocate after they graduate.**

Counsel should be a good public speaker, confident to stand in front of an audience, and not stumble, or have stage fright, be prepared to work long hours and to love the law, for it is not worthwhile pursuing what one does not love.

The preferred suggestion is to do a post-graduate diploma or degree, preferably a master's degree in the field of your choice, be it tax, maritime law, competition law, or any other discipline in which the legal economy has a substantial flow of cases, so that by the time you come to Bar, you bring an extra qualification that sets counsel apart from all the other counsel and can achieve a steady flow of work.

Another way to prepare for the Bar is to do articles of clerkship and be admitted as an attorney, as well as a conveyancer, is also beneficial. This provides an opportunity to familiarise oneself with the workings of the legal profession in all its variation: deceased estates, trusts, conveyancing, company

law, commercial law, drafting contracts and trust deeds, delictual matters such as MVAs and medical negligence, divorces, insolvency, tax. It is also useful to have an opportunity to appear in the district magistrate's court to decide whether one enjoys court work or prefers the profession of being a conveyancer. It depends on one's temperament, all options have their proponents and opponents. It is important for counsel to understand what an attorney requires and to have a good grasp of the basics of the profession. Some attorneys prefer working with counsel who have done articles and are familiar with the practice of the law.

Or prosecute for a year or two, to clock up hours of court time to gain experience in how to present a case and cross-examine.

A popular way of preparing for the Bar is to become a judge's registrar to familiarise oneself with court practice, a route taken by quite a few future judges, before pupillage was introduced. The most sought after these days is being a Constitutional Court judge's registrar, as one reads the record and heads of argument of each case; does research on the case law and prepare summaries of the case for the judge, and most importantly, one observes how the best counsel present and argue their cases.

# A Day in the Life of an Attorney

**Day in the life of an attorney / director of a firm - Mollica Maharaj**

## **1. What did you study and where?**

Undergraduate BA LLB at the University of Kwazulu-Natal.

Two-year postgraduate LLB at the University of Pretoria.

MBH at Wits a while after the LLB. Mollica's reason for getting her MBH was to have the upper hand when applying to be the director of the firm at which she works.

## **2. Can you give a brief explanation of what an attorney is?**

An attorney is someone who is honorable and willing to uphold the law as attorneys take an honorary oath before a judge once they are sworn in. An attorney must be willing to help those in need by providing access to justice and pledge to help them in an ethical manner. In essence, an attorney is an upstanding and virtuous individual whom people look toward to provide access to legal relief and justice, as well as someone who acknowledges and seeks to relieve the hardships and vulnerabilities brought on by South Africa's difficult history of discrimination.

## **3. What are some of the day-to-day things you do as an attorney / director of a firm?**

As a director of the firm, Mollica is primarily concerned with the overall running of the firm as a whole. She is personally liable for the money from the trust and is a leader to the attorneys who work at the firm. Due to her receiving permission to appear in both higher and lower courts, Mollica may still take on cases but only insofar as she is personally requested by clients as the tasks of running the firm are quite onerous.

## **4. Do you have any advice for law students who may want to become an attorney / director of a firm?**

Becoming an attorney, or director of a firm, requires a lot of hard work and is never easy but it is manageable. While studying, ensure that you grow your knowledge by researching, reading law books for pleasure and familiarizing yourself with legislation. Once you begin your practical legal training (articles), create a network with friends at other firms. Take your practical legal training seriously and make sure to go above and beyond – don't see it as an ordinary nine-five job and make sure you take on any case that a firm hands you.

# A Day in the Life of a candidate attorney

**Day in the life of an Candidate attorney - Dale Adams**

## **Introduction**

The Attorneys Act 53 of 1979 used to regulate the legal profession in South Africa until it was later replaced by the Legal Practice Act 28 of 2014 ("the Act"). In terms of chapter 3 of the Act, read together with the definition of a "candidate attorney" as set out in the Act, a candidate attorney is any person who is undergoing practical vocational training and serving articles of clerkship with the view of being admitted and enrolled as an attorney.

For admission as an attorney, a prospective attorney would need to meet the academic requirement of completing their degree of baccalaureus legume ("LLB") at any university within the Republic of South Africa, thereafter they would also be required to complete two years of service under a contract of articles of clerkship ("articles") and attend a course approved by his/her statutory provincial law society, such as the Law Society of South Africa's ("LSSA") compulsory Practical Vocational Training for Candidate Legal Practitioners. The length of articles may however be reduced by attending a practical legal training course or "performing community service" which means full-time

services related to the application of the law and performed at a law clinic. Lastly, a candidate attorney would also need to write a "board exam", which they would be required to pass before being admitted as an attorney.

## **What a candidate attorney does**

The duties of a candidate attorney are not fixed, and it would be fair to say that a candidate attorney is never completely sure what the day has in store. The duties and responsibilities of a candidate attorney can differ depending on the firm that the attorney is at, as well as their principal that delegates tasks to them. However, the general duties you would expect to do as a candidate attorney include:

- Reading through your emails and receiving instructions from your principal or seniors.
- Drafting documents such as pleadings, letters or opinion pieces as requested.
- If you are in a commercial sector or practice you may be required to draft other documentation such as resolutions, trust documentation and financial opinions.
- Going to Court to file or issue papers.
- Sitting in on consultations/briefings with clients and then following up with these clients either via email or telephonically.

These tasks might seem overwhelming

at first, however, firms do not expect you to arrive and just know how everything works. Therefore, one of the most important duties of a candidate attorney would be to learn as much as possible as you go along and to embrace the journey and show a willingness to learn and a hard working attitude.

#### **Q&A with former candidate attorney**

Dale Adams served his articles from 2019-2020 at Werksmans Attorneys and has been retained as an Associate in the Competition/Antitrust Department at Werksmans Attorneys. Below are his answers to some questions asked about his personal experience as a candidate attorney.

#### **What did you study and where?**

I commenced studying at the University of KwaZulu-Natal in 2015 where I enrolled for a Bachelor of Laws degree (LLB). I graduated in 2018 with distinction.

#### **Can you give me a brief explanation of what a candidate attorney does?**

From my perspective, a candidate attorney is really all about being a sponge - learning as much as possible about legal practice during your articles so that once you qualify (become admitted) you understand the basics of practice whereafter you can build on that. Concerning what a candidate does, this depends on a number of factors,

but a general answer would be that a candidate takes instructions from his/her principal. A candidate attorney does a lot of the so-called groundwork after which his/her principal will finalise.

#### **What are some of the day-to-day activities of a candidate attorney? (A day in the life of a candidate attorney)**

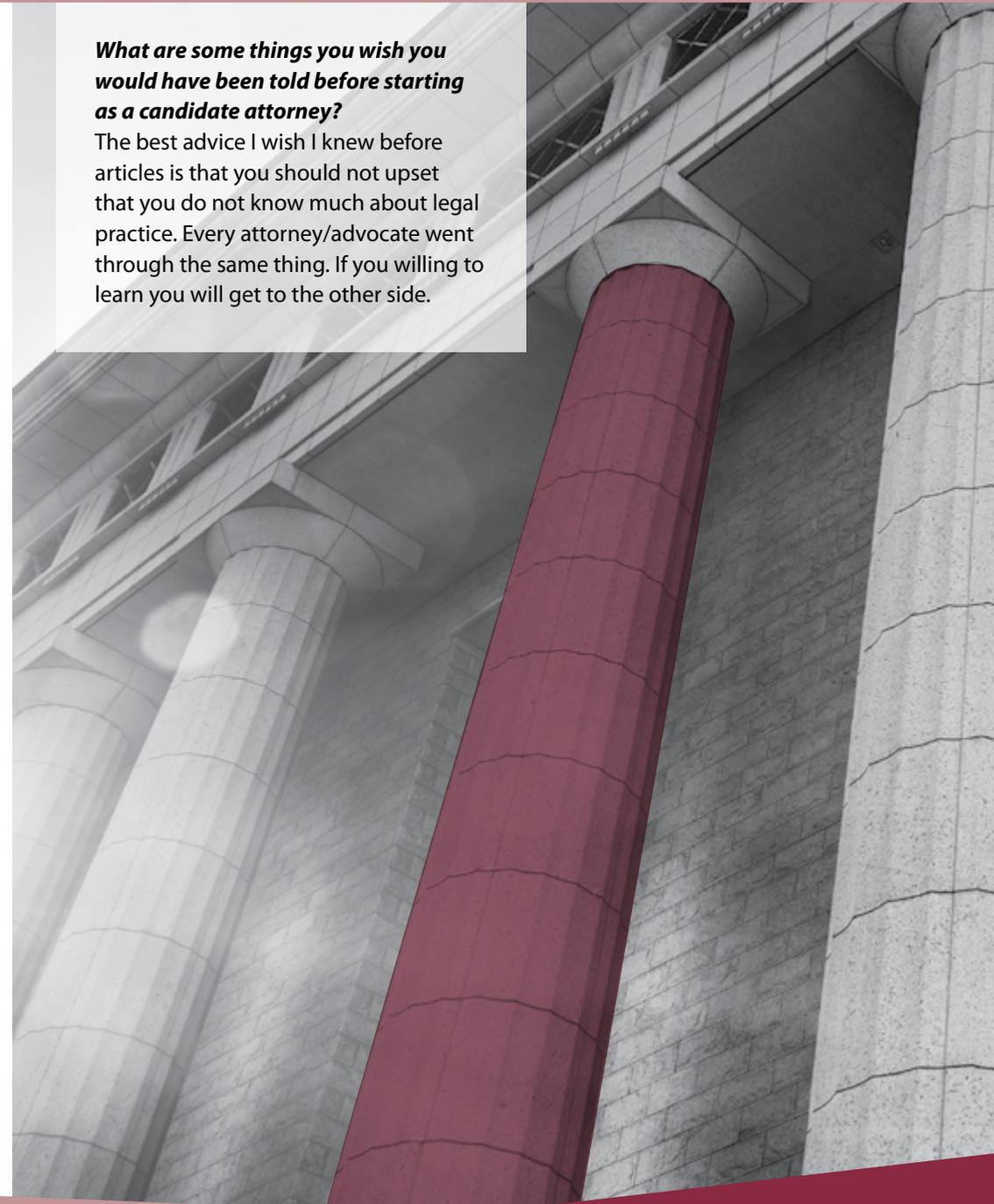
My daily duties involved, amongst others, consultations with clients, researching legal topics, briefing of counsel, attending at court, drafting correspondence and opinions. These duties are not exhaustive and are just some of the day-to-day duties of a Candidate attorney.

#### **What do you believe it takes as a candidate attorney to be retained after the two years of articles?**

In relation to retention post articles, there is no clear-cut answer. This really depends on many factors - some of which are outside a candidate attorney's hands. Generally, I believe that a candidate attorney who is a sponge and willing to learn will go far. Humility, respect, and a willingness to work hard and smart are wonderful attributes which will see you well. I think it also bears mentioning that being retained is not the be all end all. There are other opportunities out there apart from being retained.

#### **What are some things you wish you would have been told before starting as a candidate attorney?**

The best advice I wish I knew before articles is that you should not upset that you do not know much about legal practice. Every attorney/advocate went through the same thing. If you willing to learn you will get to the other side.



# A Day in the Life of a Compliance officer

**A day in the life of a compliance officer**  
- Carmen Seele

## **1. What did you study and where?**

Stellenbosch University: B.Comm, LLB  
University of Cape Town: H.Dip Tax  
University of Johannesburg: Adv. Diploma Banking  
Professional Qualifications Law Societies: Attorney, Notary, Conveyancer  
Professional Qualifications Compliance  
Institute of South Africa: C.Prac

## **2. Can you give a brief explanation of what a compliance officer is?**

A Compliance Office assists management to ensure compliance with regulatory requirements which are contained in legislation that is applicable to the business. For example, the Financial Intelligence Centre Act has many onerous requirements such as Cash Threshold Reporting, Suspicious Transaction Reporting and conducting Client Due Diligence. The Compliance Office must understand what is required in terms of the law and how best to implement a system that will ensure that the business meets its obligations in a manner that is efficient, effective and not onerous for the business.

## **3. What are some of the day-to-day things you do as a compliance officer? (ie. A day in the life of a compliance officer)**

Analysing legislation to identify what the regulatory requirements are, designing and developing controls to ensure compliance with those regulatory requirements, training staff on the controls and monitoring compliance with the controls. Compliance Officers also interact with the Regulators and must make sure that they develop good relationships with them.

## **4. Do you have any advice for Law Students who might want to come a compliance officer?**

I would recommend that you qualify and work as an attorney first, as it is most advantageous to have the professional qualification as well as the experience before embarking on a career in compliance. Compliance is a growing and exciting field which combines both business and law and requires a creative mind and a disciplined and diligent personality. There are wonderful, exciting opportunities to consult in compliance and it will enable you to work internationally.

# Legal NGO's

## **"I want to help others and make a difference"- A Law Student's guide to NGO and related work**

For many law students the inspiration to study law came from a place of caring for others and a strong desire to make a difference to the lives of those who cannot help themselves. Whilst the legal world may come across as a big, scary, commercial environment there are many ways in which you can get involved in NGO and other Human Rights related legal work.

### *United Nations Office of Legal Affairs Internship Program:*

This program is highly competitive to be admitted to, however the position is invaluable. The internship varies from 2 months to 6 months and applications open early in January, May and September. The position does not provide remuneration and is open to university students studying Law. For more information on this incredible opportunity visit <https://legal.un.org/ola/employ.aspx>. Similar opportunities exist at major international organizations such as the World Trade Organisation.

### *International Criminal Court internship:*

Every year the ICC opens its doors to around 200 students or newly graduated students to take part in a 3-6 month

internship program. The position does not pay you for your work, however as a new graduate needing to build up some impressive work experience this is the perfect opportunity! If you have a burning passion for the rule of law and justice, have a look at <https://www.icc-cpi.int/jobs/Pages/interns-eligibility.aspx>. Later in your legal career you might also be interested in applying to be on the ICC List of Counsel, from which a person entitled to legal counsel may choose a legal representative from, or you could apply to be on the List of Assistants to Counsel. For more information on this you can visit <https://www.icc-cpi.int/get-involved/Pages/legal-professionals.aspx>.

### *Corruption Watch Internships:*

Corruption Watch South Africa works to combat corruption in South Africa and recruits both legal interns and legal externs on a rolling basis. Legal externs will work remotely, doing mostly research work and giving around 10 hours of their time per week. Legal interns are required to work at Corruption Watch's offices in Johannesburg. Both positions require a strong interest in Human Rights and are open to law students. To find out more about these opportunities visit <https://www.corruptionwatch.org.za/about-us/people/jobs-2-2-2/>.

## Life as an academic

### *Legal Aid clinics:*

A great way to get a feel for the type of legal work done by non-profit organizations is to volunteer or go and speak to people who work at organizations such as Legal Aid or the Stellenbosch Law Clinic. Similar organizations include Lawyers for Human Rights, which was started by a group of activist South African Lawyers and have offices nationwide. LHR has opportunities for you to do pro-bono work, or to get involved as an intern. For more information on this you can see <https://www.lhr.org.za/get-involved/>.

### *Working at a commercial firm but doing pro-bono work:*

Even the commercial law firms do good! Another option for you to get involved in NGO-type legal work is to work at a big law firm, but to wiggle your way into doing a lot of their pro-bono work. This way you get the best of both worlds! If you have already secured articles somewhere speak to your advisers and ask them about the pro-bono work that the firm does.



Are you thinking of going into academia? We talked to two familiar faces in the faculty about what it takes to become an academic and what the different phases and roles in academia consist of.

### **DR TINA KOTZÉ**

Dr Tina Kotzé is a postdoctoral fellow at the South African Research Chair in Property Law and a part-time junior lecturer in property law at Stellenbosch University.

#### ***What are postdoctoral fellows?***

Postdoctoral fellows (Postdocs) are PhD graduates who are establishing their academic research careers by primarily conducting research but can also undertake other academic activities such as lecturing and co-supervision of students, under the supervision of a host (academic staff member in a relevant academic department, centre, research chair or institute) at the University. Postdocs are regarded as productive and valuable members of the University academic community. If accommodated and supervised appropriately, they can make a substantial contribution towards meeting the research and capacity development goals of the University and the country.

#### ***What are your primary responsibilities as a post-doctoral fellow?***

Since postdocs are given the opportunity to develop and strengthen their research and professional skills in preparation for a future academic or other professional career, a Postdoc's primary undertaking is outputs-driven research, which entails the publication of articles in journals, books or book chapters accredited by the Department of Higher Education and Training. Other research related activities include attending domestic and international conferences, which may in turn strengthen internationalisation and expand collaborative research networks at the University.

For example, the research focus of the South African Research Chair in Property Law ("SARCPL"), chaired by Professor Zsa-Zsa Boggenpoel, is aimed at exploring the role of property law in the new constitutional dispensation, a reconsideration of the implications of common law property law, and the building of academic capacity in this legal field. To this end, the research conducted by myself (and other member of the SARCPL) must be in line with this overarching focus.

#### ***Do postdoc's have any other responsibilities?***

Since it is required that a Postdoc professionally develops and experiences all parts of the academic profession, teaching and supervision may also form part of a Postdoc's responsibilities or anticipated research-related activities.

This may entail lecturing on an ad-hoc/part-time basis and supervising undergraduate and post-graduate students. Currently, I am also employed as a part-time junior lecturer in the Private Law Department. This means that I am not employed on a permanent basis and that I only lecture the first semester of property law at Stellenbosch University. In my case, the module I teach is also aligned with my research focus, which makes it easier to identify areas/topics in property law that have to be reconsidered or developed in line with the Constitution. In this way, teaching property law aids me in formulating new research questions or topics.

It is also expected of me to contribute to the research ethos of the SARCP, in the form of knowledge transfer to colleagues and students or by presenting (a) research seminars at the SARCP and/or (b) guest lecture(s) to the Private Law 457 group in the second semester dealing with Constitutional Property Law. I also oversee the work of fellow LLM and LLD students at the SARCP by way of reading through their work before it is sent to their supervisor, Prof Z Boggenpoel.

### ***How is your current work preparing you for a career in academia?***

I guess that would depend on how you define "academia". If you regard academia as employment as a teacher

or researcher at a university or other higher education institution, then (at least so far) I think my role as a postdoc and lecturer and the work I have done so far is aligned with and has prepared me for a career in academia. However, I think academia extends beyond the environment of a university or other higher education institution. To this end, academia can also be regarded in a wider sense as an environment or community concerned with the pursuit of research, education, and/or scholarship. To my mind, academia in this sense may involve working for NGOs, the legislature (formulating legislation), the executive (formulating policy), the judiciary or private institutions. That being said, I am sure my current work will prepare me for a career in academia in any environment but (at the risk of sounding too much like a postdoc) "I'll have to do some research on that".

### **PROF HENK BOTHA**

Prof Henk Botha is a departmental chair and professor at Stellenbosch University. He currently teaches Legal Philosophy and Interpretation of Enacted Law, and has previously taught Constitutional Law.

### ***What are the responsibilities of an academic?***

Academics' main areas of responsibility are research, teaching and community interaction. Academics are constantly

doing research in order to stay on top of developments in their field(s) of specialisation and to publish books and journal articles. There is also a close link between research and the other responsibilities: they need to do research in order to be good teachers, and their research often informs their community interaction. Teaching includes responsibilities at both the undergraduate and postgraduate level. The latter refers to classes and seminars in the LLM programme, and the supervision of masters and doctoral theses. Examples of community interaction are community projects, providing free legal advice, and involvement in subject associations and academic journals. A fourth responsibility relates to administrative duties, for example involvement in faculty and university committees.

### ***What skills should every good academic possess?***

Different academics have very different dispositions, which makes it difficult to generalise. For example, some academics have a keen eye for detail, whereas others are at their happiest when they focus on broader ideas and concepts. However, the following broad skills are important:

a) Reading vast amounts of texts, including legislation, case law and academic literature, extracting the relevant information from them and explaining their relationship to broader legal themes.

- b) Analysing the arguments and ideas expressed in written texts, and critically evaluating the assumptions underlying them.
- c) Linking legal rules and principles to the relevant social and historical contexts.
- d) Writing clearly, and developing a coherent argument.
- e) Remembering that law is in the first place about human beings, and not abstract ideas and principles.
- f) Explaining legal concepts and themes to students and other audiences, and engaging them in debate.
- g) Communicating clearly with students and colleagues.
- h) Providing meaningful comments on test and exam answers, assignments, postgraduate students' chapters, and articles written by peers.

### ***What personality is best suited to the job?***

Again, legal academics differ widely in terms of their temperament and disposition. However, the following broad personality traits help: tolerance, open-mindedness, the ability to see the wood for the trees, a willingness to learn continuously and to reconsider one's own views in the light of new developments and perspectives, and a concern for justice. Not being overly sensitive and not taking oneself too seriously are also helpful.

## Exchange possibilities

### ***What qualifications are needed to become an academic?***

A master's degree in law is usually required to become a lecturer, and a doctorate to become a senior lecturer, associate professor or professor.

### ***5. How does one become a professor?***

In addition to possessing the appropriate academic qualifications, one needs a substantial publication record, experience of undergraduate teaching and the proven ability to deliver masters and doctoral students. Community interaction and management experience are also considered. One usually starts as a lecturer, and then rises through the ranks as you gain more experience and builds up a publication record.

### ***1. When can I apply for exchange?***

Final year LLB students can participate in the semester exchange in the second semester of their final year. Applications typically close middle February of that year.

### ***2. When do I leave for exchange and when will I return?***

The dates depend on the partner institution, but typically students leave during August or early September and return between December and February. It is important to note the dates of the specific institution, especially if you have secured employment and are required to commence work in January. Furthermore, students should also take note that all students participating in the exchange programme can only graduate at the March/April graduation ceremony.

### ***3. What do you look at when considering applicants for exchange?***

The Faculty considers academic merit when nominating students for the exchange programme. To be considered LLB (4 year) and LLB (2 year) students should at least have obtained a 65% average in their pre-final year and LLB (3 year) students should have at least obtained a 60% average for their pre-final year. LLB (3 year) students are also reminded that they need to take International Law 341 in their pre-final year if they wish to participate in the exchange

programme.

Seeing as most partner institutions only have 2 places available for incoming law exchange students from SU, normally an interview at SU will determine whether or not you will be nominated for your first choice partner institution.

### ***4. How will I obtain all of the credits I need to pass my degree?***

Students on exchange will continue with Mercantile Law 471 and Law of Evidence 471 whilst on exchange. Instead of completing LLB elective modules at SU, students on exchange will enroll for law modules at the partner university. LLB (4 year) and LLB (2 year) students will have to pass at least 48 SA credits (24 ETCS) in at the partner university and LLB (3 year) students need to pass 36 SA credits (18 ECTS) at the partner university. The results for the modules passed at the partner university are then converted and credited to your study record.

It is very important to note that there are no Dean's Concession Examinations for the modules taken at a partner institution – this means that you need to pass all your modules on exchange.

### ***5. What partner universities will I have the opportunity to go to and do I get to choose?***

Please visit the homepage of International Office to see a list of all the

partner universities. Due to the fact that LLB semester exchange students must complete their year modules whilst on exchange (which includes writing invigilated examinations) time zones play an important role and therefore only south/north exchanges are possible.

The Law Faculty typically nominates students for the exchange to Bucerius Law School (Hamburg, Germany), EBS Law School (Wiesbaden, Germany), Bern University (Switzerland), Abo Akademi (Finland), Helsinki University (Finland), University of Amsterdam (Netherlands), Vrije Universiteit Amsterdam (Netherlands), Leiden University (Netherlands), Utrecht University (Netherlands), University of Antwerp (Belgium), KU Leuven (Belgium), Aberdeen University (Scotland). There are also some new agreements in the making, and the Faculty is looking forward to adding further partners to the list above.

Read about the experiences of law students that participated in the semester exchange here: <https://blogs.sun.ac.za/summerschoolsblog/category/faculty-of-law/>

## **6. What subjects will I be able to take at the partner university?**

Most of the partner universities offer a good variety of law modules (taught in English). The Faculty does require students to enroll in advanced law modules and modules must be approved prior to departure. Students interested in participating in the exchange are

advised to have a look at the modules on offer at the partner institutions to align their choice of partner university with their interests (for example there are some partner institutions that have a strong human rights offering, whereas others have a strong international trade offering etc.).

## **7. How can I fund my exchange?**

Save, save, save! If you are interested in participating in the exchange programme in your final year, it is good to plan for this early on. Whilst some partner universities offer financial support (in the form of housing or a small stipend) to incoming exchange students, this is not always the case and even if there is some support, it certainly will not cover all your expenses, especially considering the exchange rates.

## **8. How has the exchange programme been affected by COVID-19?**

In 2020 the final year semester exchange was unfortunately cancelled as a result of Covid 19. Not only was the travel ban in place at the time when students ordinarily would have departed, but our partners by and large did not accept incoming exchange students due to the pandemic. Whilst we are not sure what 2021 holds in store for us, students interested in participating in the exchange programme, must be aware that in a particular year an exchange may not be possible due to relevant circumstances.

*So, you've completed your Law degree, but now you would like to work overseas...*

There is no straight forward answer to how to practice as a lawyer overseas, since every country differs on their requirements to practice Law. There are also many different routes you can follow:

Firstly, you may wish to study your post-graduate or Masters degree overseas and then go on to work from there, in which case you can refer to our section on studying abroad.

Secondly, you may decide to practice Law in South Africa for a few years first and then make your way overseas. Many South Africans do this by working for international Law firms in South Africa and thereafter they choose to transfer to that firm's offices somewhere else in the world. Examples of multinational firms include Baker McKenzie, Norton Rose Fulbright, Spoor & Fisher and a number of others. This means that your firm generally takes care of helping you with the requirements you need to meet in order to work abroad.

Thirdly, you could obtain your Law degree in South Africa and then complete a conversion course in the country of your choice to be able to practice Law there. These courses differ in length and it depends on whether you study the courses full time or part time. Some courses may only take 6 months to

complete, whilst others can take 2 years. For example, to practice as a solicitor in England and Wales you are required to obtain a Certificate of Eligibility from the Law Society of England and Wales and thereafter you must sit the Qualified Lawyers Transfer Scheme (QLTS). In Canada you will need to write a number of exams following an assessment by the National Committee on Accreditation (NCA), after which you would need to apply for a Certificate of Qualification to be used for your final bar administration process. For more information about practising law in Canada you can have a look at <https://nwivisas.com/nwi-blog/global/getting-your-credentials-as-a-foreign-lawyer-in-canada/>.

As you can see, working overseas as a lawyer requires you to do a lot of your own research. We suggest that you speak to people who have practiced law overseas and ask them about their experiences, do your own research and try not to get too overwhelmed with it all - it certainly is possible and lots of people have done it before! The list of options we have provided you with above is not exhaustive and there are definitely alternative ways of getting where you want to be, so start doing some research.

Some useful resources include: <https://www.americanbar.org/>, <https://www.sra.org.uk/solicitors/qlts/>, <https://austbar.asn.au/>, <https://www.nexuslegalrecruitment.com/about/about-nexus-legal>

# Bursary Opportunities

The following bursaries under the Stellenbosch University yearbook, might be exclusively available to law students at Stellenbosch University, however, the bursaries stated under “Other available bursaries” are available to law students from all universities or matriculants.

## **Amicus Fund bursaries**

The Amicus Fund was established by alumni of the Faculty. This fund annually awards bursaries to needy law students for their second and further years of undergraduate legal studies and for postgraduate LLB studies. Students from previously disadvantaged communities receive preference.

Advertisements for the bursaries annually appear in September. Submit your application form at the Dean's office.

## **Cliffe Dekker Hofmeyr Bursary**

The law firm Cliffe Dekker Hofmeyr annually awards a bursary to a promising LLB III student.

Merit and need are the criteria for eligibility.

## **Dene Smuts Memorial Scholarship**

This scholarship is awarded for LLM or LLD study relating to constitutional and administrative law and human rights. It is awarded on the basis of academic merit, to students with the potential to contribute to the law relating to these fields. The scholarship is awarded

annually by the Dean on the recommendation of the Chair of the Department of Public Law. The family and friends of Dene Smuts fund the scholarship to recognise her role in the drafting of the Constitution of South Africa.

## **Georgala Family Bursary**

Financial assistance is awarded to students from previously disadvantaged population groups in their final or pre-final LLB year, based on need.

## **Judge of Appeal FW Beyers Bursary**

A bursary is awarded every year for one year for exceptional achievement in the first year of the BA (Law) or the BCom (Law) degree programme. It is awarded from the legacy of the late Judge of Appeal FW Beyers.

## **Sophie Jacob Memorial Scholarship**

This scholarship is awarded for LLM or LLD study relating to women's rights. It is awarded on the basis of academic merit, to students with the potential to contribute to the law relating to women's rights. The Fellows of the Ciucci Centre for Law and Social Development nominate candidates for this award.

## **Stonehage Fleming First-year Scholarship**

Scholarships have been provided as part of a strategic partnership between the Stonehage Group and the Stellenbosch University Faculty of Law. The

scholarship is available to academically gifted students, in particular those from previously disadvantaged communities, who are registering for their first year of the BA (Law), BCom (Law), LLB and BAccLLB programmes.

Applicants from Bloemhof Girls' High School, Cloetesville High School, Kayamandi High School, Lückhoff High School, Paul Roos Gymnasium, Rhenish Girls' High School and Stellenbosch High School will receive preference.

## **Visagie, Vos and Partners Bursary**

A bursary is awarded annually to a needy LLB III student.

## **Webber Wentzel Bursary**

The law firm Webber Wentzel annually awards a bursary to an academically strong student in the penultimate year of their LLB studies and who displays particular promise as a future attorney.

## **Other available bursaries for law students**

### **Allan Gray Orbis Fellowship Bursary South Africa**

Our Fellowship Programme focuses on cultivating entrepreneurship in Candidate Fellows by ensuring that by the end of the Fellowship Programme they desire to create value through responsible entrepreneurship, see entrepreneurship as a viable career path, are able to take an idea and develop it into a viable opportunity, understand the value proposition of the Foundation and E2,

as well as value the culture of community and collaboration. Furthermore, their entrepreneurial mindset development curriculum is disseminated via the AGOF Online Campus.

For more info follow this link below:

<https://www.allangrayorbis.org/entrepreneurship-development-programmes/fellowship/>

### **Bowmans Law**

Bowmans is a law firm that annually offers bursaries to students with excellent matric results hoping to study law and exceptional university students currently studying law. To submit your online application, follow the link below.

<https://leap.ly/campaign/bowmanslaw>

### **Cliffe Dekker Hofmeyr (“CDH”)**

CDH is a law firm that values hard work, commitment, and excellence. The therefore award bursaries on an annually basis to students that have the above-mentioned qualities. For more information on the bursary offering of CDH, please follow the link below:

<https://www.apply4law.co.za/opportunities/bursaries.html>

### **E.V. Adams Scholarship programme**

Named for one of our co-founders, Eustace Adams, the E.V. Adams Scholarship is awarded each year to students who display exceptional abilities, and whom the firm's partners consider deserving on the basis of academic merit and financial need.

Students enrolled at a South African University who demonstrate consistently strong academic performance. South African Citizens studying towards their BA Law/BCom Law/ LLB degree. First year students must provide their Grade 11 and 12 results, indicating that they have maintained a B symbol or higher in English and a C symbol or higher in Mathematics since Grade 11. Furthermore, they must demonstrate their financial need for support. Tertiary students must have maintained a higher than average academic standard. The bursary programme is provided to students with a view to employment as Candidate Attorneys at the firm.

For more information follow this link: <https://www.adams.africa/firm-overview/graduaterecruitment/e-v-adams-scholarship/>

#### **Fasken scholarship program**

Fasken is a law firm that offers a full scholarship for the penultimate year of law school and unless the student fails one or more subjects, the scholarship is likely to continue into the individuals final year of studies as well.

The candidate must be a person who has the potential to become an effective attorney at Fasken. He or she must demonstrate leadership, take an interest in the community or in community issues and be self-motivated. Once a scholarship recipient has successfully graduated, he or she will be required to accept articles of clerkship at Fasken, if

offered.

More information regarding this opportunity can be found at:

<https://www.fasken.com/en/careers/lawstudents/johannesburg/>

#### **HCI Foundation Bursary**

The HCI Foundation is a BBE investment company and has stocks in the Southern African Clothing and Textile Workers Union. They strive to build communities and give people the opportunity for equality and a better life.

They aim to build up the underprivileged and underdeveloped communities of South Africa and hope to make remarkable changes in the communities. They want these people to be self-sustaining and want to assist in the development of the youth in South Africa.

For more information regarding this opportunity please visit:

<https://bursaries-southafrica.co.za/hci-foundation-bursaries/> & <https://bursary.hcifoundation.co.za/>

#### **Investec CSI Bursary Program**

Investec is a well-known company, established in 1974, which is based in South Africa, the United Kingdom, and Australia. They offer a variety of financial products and services within their three core areas of asset management, wealth and investment, and specialist banking.

This bursary is available for Commercial (Bcom) LLB students and is awarded on a Merit basis of financial need. For more information regarding this bursary

opportunity follow the link below:

<https://studytrust.org.za/investec-bursary-programme/>

#### **Legal Practitioners Fidelity Fund**

The Legal Practitioners Fidelity Fund assists individuals with valid claims, with the reimbursement of their monies that have been misappropriated by their legal representation.

Their desire to enhance justice and an unwavering commitment to those in need ensures the acceleration of growth in the legal fraternity. They encourage potential within the legal environment and inspire future Legal Practitioners. When all is said and done, their primary objective is to serve and protect you.

For more information regarding their bursary follow the link below:

<http://www.fidfund.co.za/bursaries/>

#### **LegalWise Member bursary**

LegalWise believes in achieving excellence through people and aims to provide them with the opportunity to gain the skills and knowledge required to reach their full potential.

Our Member Bursary Programme assists students with financial and mentorship support to enable them to acquire the education to pursue a career in fields where LegalWise has a need to recruit. In order to qualify for this bursary the applicant or their parent must be a fully paid up LegalWise Member for at least two years prior to applying for the bursary and must continue to be a member for the duration of the bursary.

More details regarding this can be found at:

<https://www.legalwise.co.za/about/member-bursary-programme>

#### **National Treasury Bursaries**

The National Treasury Department aims to assist candidates in need of financial aid to complete their studies in what they consider to be critical and scarce skills that are needed within the National Treasury Department. They offer students the opportunity to gain such skills and qualifications to further their careers and provide them with relevant opportunities to suitable and stable work environments.

They intend to assist in giving South Africans the opportunity to become qualified in a field of study that will promote the growth of South Africa as well as the skilled population. Bursaries are provided yearly to financial dependent candidates. For more info regarding this follow:

<https://bursaries-southafrica.co.za/national-treasury-bursaries/>

#### **Old Mutual Education Trust (OMET)**

The Old Mutual Education Trust (OMET) was founded in April 2005 by Old Mutual as part of a BBBEE transaction with 10 unions with whom Old Mutual has a business relationship. The scholarship is open to all participating union members and their dependents. This allows for the pursuit of any tertiary qualification at one of South Africa's public high-

er education institutions. OMET also supports the personal, academic and professional success of their students by providing computers, tutoring, access to counselling services and preparation for the world of work.

Only qualifying students should apply, for more information regarding this, please follow the link below:

<https://www.oldmutual.co.za/careers/old-mutual-education-trust/>

#### **Public investment corporation (PIC) Bursary**

The Public Investment Corporation SOC Ltd (PIC) is passionate about contributing to the community in which it operates. Improving the lives of people across the board is at the heart of the PIC's value system. The PIC has a bursary programme that identifies previously disadvantaged learners from designated groups with academic potential who want to study. Candidates that show an innovative business potential that can prove they need financial support will be considered for these bursaries. For more information follow the link below:

<https://www.pic.gov.za/pic/employment/bursaries>

#### **Santam Bursary**

Santam is the leading general insurer in South Africa with a market share of more than 22%. They provide a diverse range of general insurance products and services in southern Africa and internationally through a network of 2

700 intermediaries and direct channels.

Santam and StudyTrust invite students who will be in their second, third or final year of undergraduate studies, or who will be doing an Honours degree next year to apply for this bursary – if a career in the short-term insurance industry appeals to them.

For more information as to the requirement and how to apply, please follow the link:

<http://studytrust.org.za/santam/>

#### **Standard Bank Group Bursary Fund**

The Standard Bank bursary fund is designed to promote academic excellence and shape the next generation of African talent and African leaders within South Africa and the continent at large.

The Standard Bank Group bursary fund considers undergraduate and postgraduate studies. Bursary beneficiaries will be required to work for Standard Bank if in the event they receive an offer of employment by the Bank upon graduation.

Applicants should be well-rounded with strong academic results in the fields of commerce, science, engineering, mathematics and technology at a registered University, therefore this opportunity would be fitting for a Bcom (law) student.

To apply please follow the link below:

<https://graduate.standardbank.co.za/standing/Graduate/Bursaries.html>

#### **SARS Bursary**

Do you love working with numbers, do you find mathematics, accounting, and the law intriguing? SARS, the South African Revenue Services has a SARS Bursaries program that may be suitable for you. This program aims at providing deserving candidates, from previously disadvantaged backgrounds financial aid to study further. They seek talented individuals who show great potential, who enjoy working within a team and strive for success.

For more information regarding this opportunity follow the link below:

<https://bursaries-southafrica.co.za/sars-bursaries/>

#### **Tomorrow Trust Tertiary programme**

The Tertiary Programme offers bursaries to students completing various degrees at different institutions. Their goal is to support and help build independent, problem-solving, conscious young adults, who will enter the workplace self-reliant and ready to lead a successful life.

This is achieved through on-going support provided by our in-house Psychologists and various activities students experience throughout their time at the Tomorrow Trust. They aim to create a safe space and a family environment, where all students can learn, fail, and grow, without judgment, prejudice, or fear.

They believe that success is not linear as they walk the students' paths with

them as they navigate the complexities of life as young adults. Being part of the Tertiary Programme, allows students to commit and invest in their self-development and growth; helping them reach their true full potential both academically and personally.

For more details on their offerings, please follow the link below:

<https://tomorrow.org.za/what-we-do/tertiary-programme/>

#### **Webber Wentzel Scholarship**

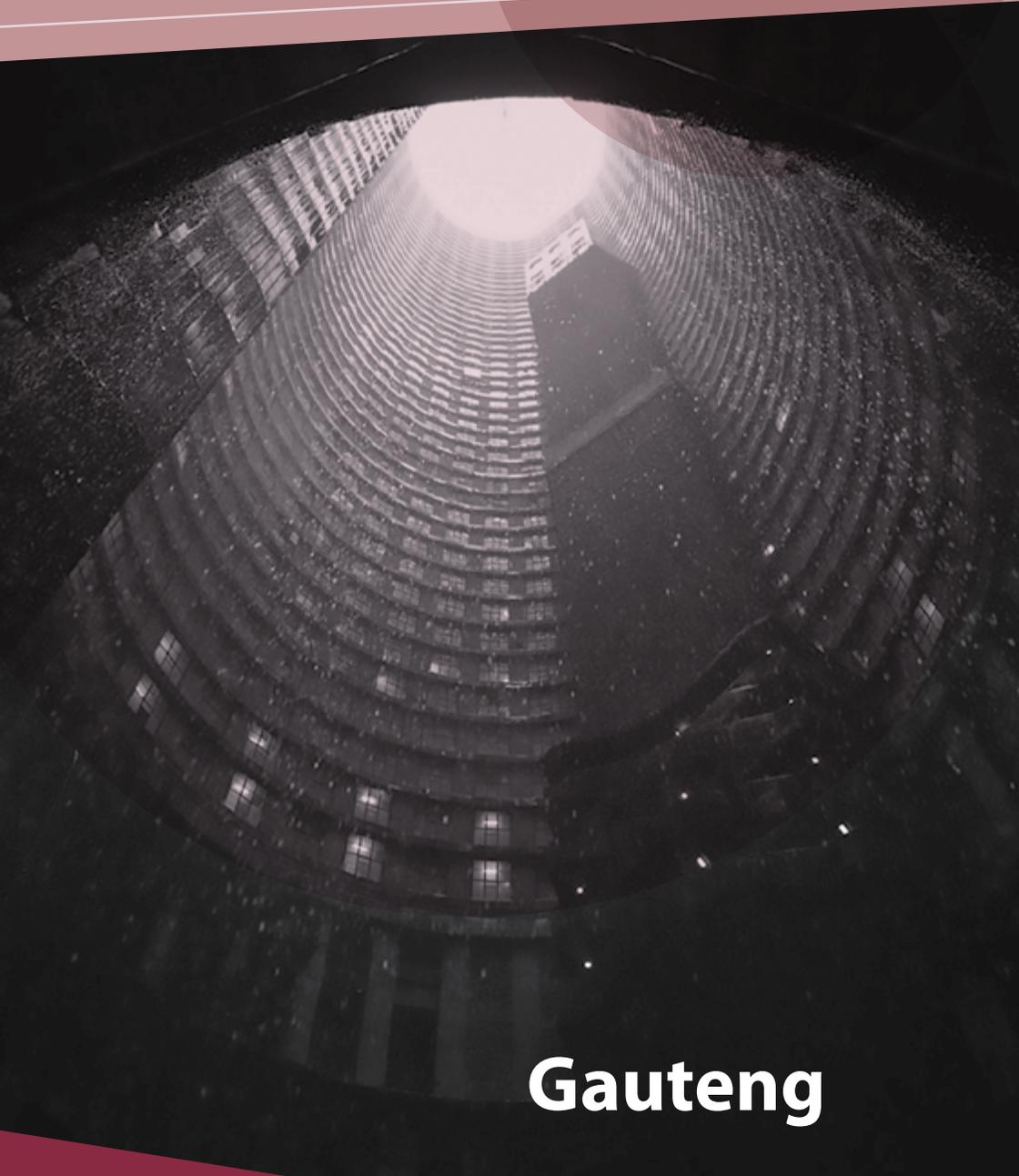
Webber Wentzel offer partial scholarships to dedicated law students in need of financial assistance. Scholarships are awarded to people who resonate with their values and who they believe have the potential to become successful lawyers with them in the future.

They will consider scholarship recipients for the Candidate Attorney Programme depending on their academic achievements, the existence of suitable vacancies and their performance in the recruitment process.

For more information about this opportunity please follow the link below:

<https://www.webberwentzel.com/Careers/Early-Careers/Pages/Scholarships.aspx>

# The Firms



# Gauteng

# Your career begins here!



Get in touch with us  
[careers@straussdaly.co.za](mailto:careers@straussdaly.co.za)



## Services we provide

- Commercial & Corporate Law
- Commercial Litigation
- Banking Law & Recoveries
- Corporate Advisory & Forensic Services
- Family Law
- Liquidations & Business Rescue
- Property Law & Conveyancing
- Trusts & Deceased Estates
- Employment Law
- Pre & Post Legal Recoveries

## Find us at

**Bellville**  
Unit 13 Canal Edge One,  
Tyger Waterfront,  
Carl Cronje Drive,  
Bellville, 7530

**Bloemfontein**  
104 Kellner Street,  
Westdene,  
Bloemfontein, 9301

**Cape Town**  
13th Floor Touchstone  
House, 7 Bree Street,  
Cape Town, 8001

**Claremont**  
Unit 1 Draper Square,  
Draper Street,  
Claremont, 7700

**Johannesburg**  
Unit 801, 8th Floor, Illovo  
Point, 68 Melville Road,  
Illovo, Sandton

**Pietermaritzburg**  
321 Pietermaritz Street,  
Pietermaritzburg, 3201

**Port Elizabeth**  
1st Floor Strauss Daly Place,  
35 Pickering Street,  
Newton Park,  
Port Elizabeth, 6045

**Pretoria**  
Centaur House,  
38 Ingersol Street,  
Lynnwood Glen,  
Pretoria

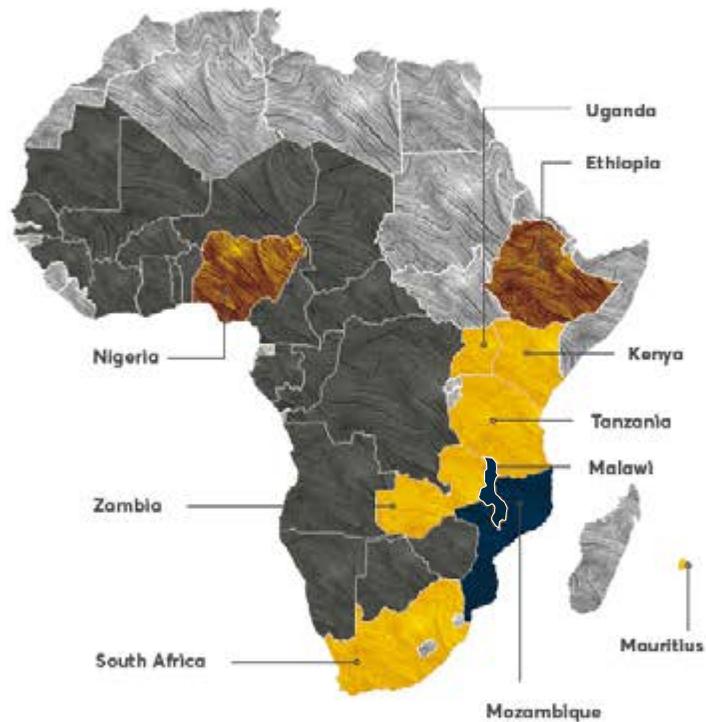
**Umhlanga**  
9th Floor Strauss Daly Place  
41 Richefond Circle  
Ridgeside Office Park  
Umhlanga, 4320



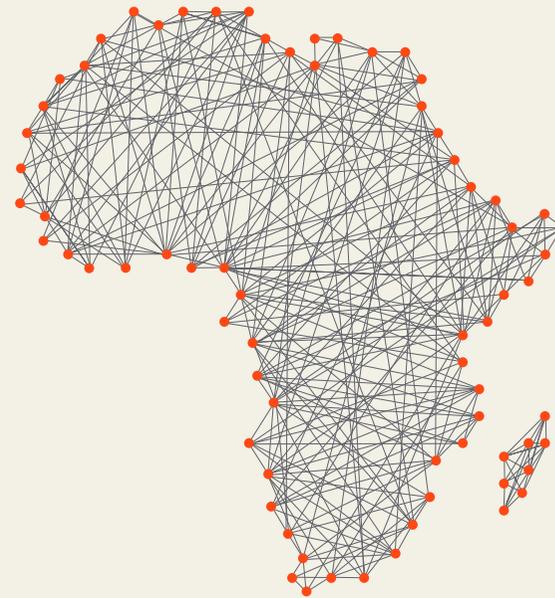
**BOWMANS**  
THE VALUE OF KNOWING

# GRADUATE RECRUITMENT

ARTICLES | VACATION PROGRAMME | BURSARIES



#BOWMANSGRADS  
[www.bowmanslaw.com](http://www.bowmanslaw.com)



## Your Intellectual Property Service Specialists in Africa

For all patent, trade mark, design, copyright, anti-counterfeiting and the commercialisation of your intellectual property.

With an entrenched history in Africa, we have, for the last 146 years, assisted clients from individuals to multi-national corporations in all sectors, in safeguarding their intellectual property rights. While acknowledging our established past, we continue to offer relevant and innovative IP services across Africa, an ever-changing and developing landscape that requires specialist knowledge to succeed.

For enquiries [contact us](#) today:

Tel: +27 11 324 3000  
Fax: +27 86 603 6118  
Email: [info@kisch-ip.com](mailto:info@kisch-ip.com)  
[www.kisch-ip.com](http://www.kisch-ip.com)

Patents | Trade Marks | Copyright | Designs | Franchising | Licensing | Anti-Counterfeiting | Commercial Services  
Plant Breeder Rights | Plant Variety Listing | Advertising Standards Authority Compliance | Internet & E-Commerce  
Domain Name | Tax Advisory Services & Risk Management

**KISCH** <sup>IP</sup>  
Patent. Trade Mark. Copyright Attorneys.

# Together we make a mark

## What working here means for your career

### High-stretch, high-support

We will help you become a great lawyer, at a Firm respected worldwide, with globally available training and mentoring programs to support you at every stage of your career here. All associates worldwide have access to our online Learning Forum site for self-directed legal training in both business skills and practice-specific knowledge.

### Global experience and exposure

We believe mobility enhances career development. So training programs at White & Case are built to give you global experience and exposure, using our unmatched network of offices to support your aspirations. Depending on where you work, we offer selected opportunities for placement in other offices to complement your work on cross-border matters.

### Global experience and exposure

The White & Case experience launches careers within and beyond the Firm. Working with White & Case opens doors to relationships and experiences around the world that will help you build your career, wherever it takes you. We foster networking within the Firm through a robust annual calendar of practice- and industry-focused seminars and workshops. We offer additional career milestone programs to bring peer associates together for level-specific training. Some offices also provide client secondment opportunities to further deepen your skills and expand your contacts.

### How to apply

Recruiting talented lawyers is integral to our success. We want to recruit and develop people who have the potential to become leading lawyers and contribute to our ongoing growth. All you have to do is submit your cover letter, résumé, academic transcripts and identity document to [johannesburgtrainee@whitecase.com](mailto:johannesburgtrainee@whitecase.com)

To find out more please go to <https://www.whitecase.com/careers/careers/locations/south-africa> or contact **Natlie Rajah**, Human Resources Manager on 011 341 4031

**WHITE & CASE**

  
**WERKSMANS**  
ATTORNEYS

**What makes us different,**  
makes all the difference

That is the Werksmans' Way.

Keep us close

THE CORPORATE &  
COMMERCIAL LAW FIRM  
A member of the LEX Africa Alliance  
[www.werksmans.com](http://www.werksmans.com)

Centre for Applied Legal Studies

# Launching your career in social justice

The Centre for Applied Legal Studies (CALS) is a human rights organisation based in the School of Law at Wits University in Johannesburg. We provide a range of opportunities to young lawyers who are passionate about social justice and want to gain experience working in public interest law.

## VIRTUAL VOLUNTEERING AND INTERNING

CALS offers paid internships to students and recent graduates from around South Africa and the African continent. Currently, our interns work remotely to support our staff with legal research. To apply, please read through the [Internship Policy](#) on our website and follow the steps outlined there. We accept applications on a rolling basis.

## CANDIDATE LEGAL PRACTITIONERS

Every year, CALS recruits two new candidate legal practitioners to join our team working across our programmes. Applicants are expected to assist in strategic litigation, research and advocacy initiatives. Keep an eye on our [vacancies](#) page and our social media or [email us](#) for more information on how and when to apply.

**CALS**  
Centre for Applied  
Legal Studies

[@CALS\\_ZA](#)

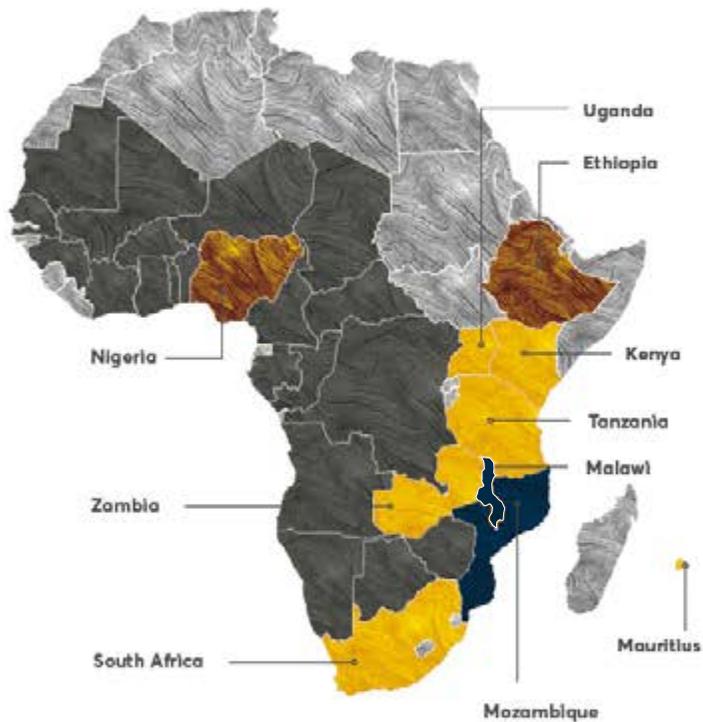
[internships.cals@wits.ac.za](mailto:internships.cals@wits.ac.za)

[www.wits.ac.za/cals/vacancies/](http://www.wits.ac.za/cals/vacancies/)

**KwaZulu  
Natal**

# GRADUATE RECRUITMENT

ARTICLES | VACATION PROGRAMME | BURSARIES



#BOWMANSGRADS  
[www.bowmanslaw.com](http://www.bowmanslaw.com)

*MacRobert*  
Attorneys

Your strategic partner at law

Applications  
for articles  
starting in 2022  
& 2023 are  
open!

Apply via our  
recruitment portal on our  
website under careers.  
[www.macrobert.co.za](http://www.macrobert.co.za)



Although academic results  
will get us interested, this  
is not all that we are  
looking for. We are looking  
for the EISH factor:  
energetic, intelligent and  
self-motivated individuals  
who are hardworking.



# Your career begins here!



Get in touch with us  
[careers@straussdaly.co.za](mailto:careers@straussdaly.co.za)



## Services we provide

-  Commercial & Corporate Law
-  Commercial Litigation
-  Banking Law & Recoveries
-  Corporate Advisory & Forensic Services
-  Family Law
-  Liquidations & Business Rescue
-  Property Law & Conveyancing
-  Trusts & Deceased Estates
-  Employment Law
-  Pre & Post Legal Recoveries

## Find us at

### Bellville

Unit 13 Canal Edge One,  
Tyger Waterfront,  
Carl Cronje Drive,  
Bellville, 7530

### Claremont

Unit 1 Draper Square,  
Draper Street,  
Claremont, 7700

### Port Elizabeth

1st Floor Strauss Daly Place,  
35 Pickering Street,  
Newton Park,  
Port Elizabeth, 6045

### Bloemfontein

104 Kellner Street,  
Westdene,  
Bloemfontein, 9301

### Johannesburg

Unit 801, 8th Floor, Illovo  
Point, 68 Melville Road,  
Illovo, Sandton

### Pretoria

Centaur House,  
38 Ingersol Street,  
Lynnwood Glen,  
Pretoria

### Cape Town

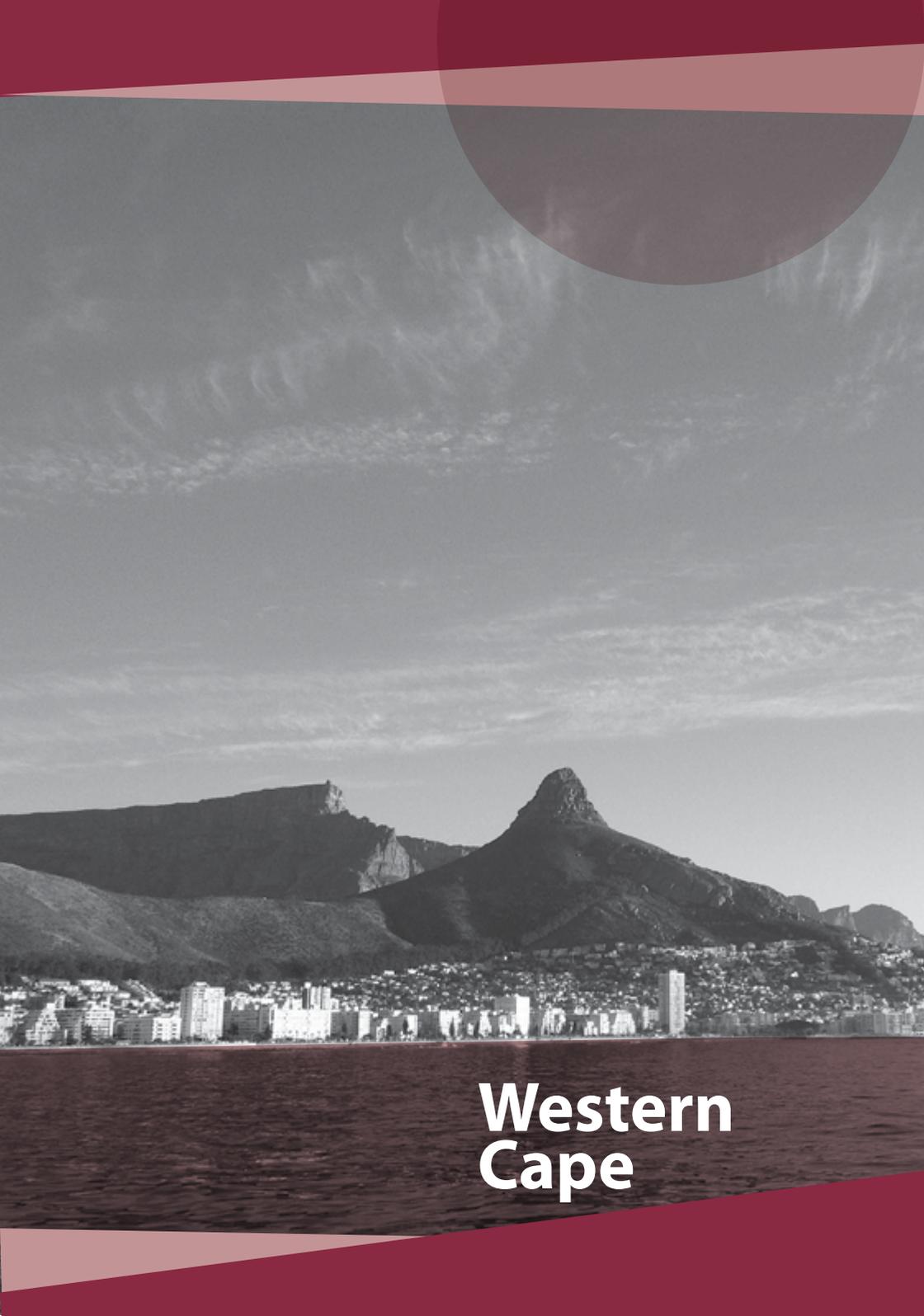
13th Floor Touchstone  
House, 7 Bree Street,  
Cape Town, 8001

### Pietermaritzburg

321 Pietermaritz Street,  
Pietermaritzburg, 3201

### Umhlanga

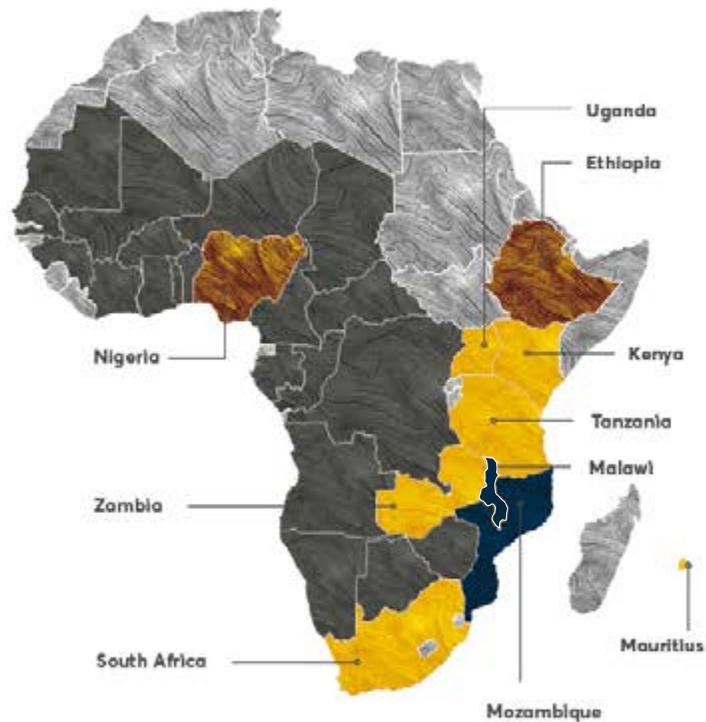
9th Floor Strauss Daly Place  
41 Richefond Circle  
Ridgeside Office Park  
Umhlanga, 4320

A black and white photograph of a coastal cityscape with mountains in the background, overlaid with a semi-transparent red circle in the top right corner.

# Western Cape

# GRADUATE RECRUITMENT

ARTICLES | VACATION PROGRAMME | BURSARIES



#BOWMANSGRADS  
[www.bowmanslaw.com](http://www.bowmanslaw.com)

ENSafrica



ENSafrica | in Africa | for Africa

## Applications are open

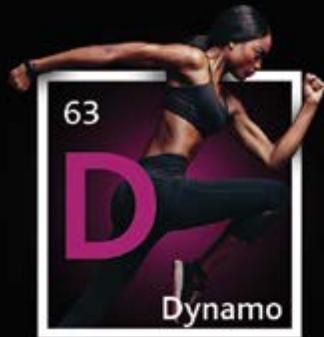
ENSafrica invites all law students to apply for our **Vacation Programmes** and/or **Practical Vocational Training**

apply using the following documents:

- letter of motivation
- a comprehensive CV
- full academic transcript
- matric certificate
- copy of ID document
- one reference letter

email [graduates@ENSafrica.com](mailto:graduates@ENSafrica.com) or scan





We are not solely scientific when it comes to hiring.  
Because we believe in human chemistry.  
And action.

So if you think you have the DNA to get us excited,  
[react now.](#)

Werksmans.  
[Activate your legal career with us.](#)  
[#Werksmansitsaboutchemistry](#)

➤ Keep us close

**We specialize in**

Wills & Estate Planning

Transfer of Property

Commercial Law

Labour Law

Family Law

Litigation

Contact us for your all your legal requirements:

**021 853 1535**

[www.mlvlaw.co.za](http://www.mlvlaw.co.za)



**"A TRADITION OF EXCELLENCE"**



# Herbert Smith Freehills

## What area(s) of law does your firm specialise in?

Herbert Smith Freehills is one of the world's top ranked and largest (fully integrated) international commercial law firms, boasting 27 offices across the globe.

HSF is a global leader, and one of the world's top ranked and most experienced law firms, in the following practice areas:

1. Dispute Resolution (including Domestic and International Arbitration and Litigation);
2. Corporate Crime and Investigations;
3. Competition, Regulation and Trade;
4. Finance, Real Estate and Projects (FREP) ;
5. Corporate;

Our Johannesburg office opened in 2015 and is a full service law firm with market leading experts in the following specialist departments - namely, Dispute Resolution, Corporate Crime and Investigations, Competition and Regulatory, M&A, Banking and Finance, as well as Environmental and Mining Law.

## Where is your firm located?

Herbert Smith Freehills (HSF) has 27 offices globally. Our South African office is situated in Rosebank, Johannesburg.

## What makes your firm unique?

HSF is a global law firm, with 27 fully integrated offices, making it one of the world's largest international law firms. As a result of this, HSF is able to offer its lawyers the opportunity to experience a truly international legal landscape and to work with colleagues, clients and on matters around the world. For example, one of our key differentiators is that we have experience in advising in all of Africa's 54 jurisdictions.

As global leaders, we work with the world's biggest organisations on their most important cases and deals. We maintain our position at the cutting edge of the industry through an organisation-wide commitment to innovation, a trailblazing expertise in dispute resolution and corporate, and a pioneering approach to client's issues. The work we do and the way we do it mean we continue to shape the future of law.

As a global law firm, HSF prides itself in its diverse culture and inclusivity. Here, you'll be part of an open, team-based working environment where you'll be valued for what makes you different and accepted for who you are.

## Do you offer vacation work and/or bursaries?

No, we do not offer vacation work or bursaries in our South African office at this stage.

## What kind of person would excel at your firm?

HSF prides itself in excellence. Creative, self-driven and dynamic individuals, with good analytical skills, who are eager to learn and be an integral part of the growth of our South African office and the firm internationally, would excel at HSF.

Importantly, our Candidate Attorneys are faced with intellectually stimulating work that requires more than just technical ability. Good people skills would also be critical to your success in the broader working environment and your interactions with colleagues and clients of the firm.

## What does an average Candidate Attorney's (CA's) life entail?

During the two years of Articles, a Candidate Attorney at HSF will be rotated through 3 departments, with rotations taking place

every 8 months. Our CA's are exposed to both local and cross border matters and work with leading South African Partners, Directors, Senior Associates and Associates who are well respected and highly ranked in the legal fraternity.

A Candidate Attorney's daily life at HSF will largely be dependent on the department in which they are placed at the time. For example, during a dispute resolution rotation, you might be involved in drafting of pleadings, trial preparation, hearings and witness consultations and during a corporate rotation you might be involved in agreement negotiations, drafting of agreements and legal due diligences. In addition, our Candidate Attorneys are given exposure to seminars and training from both our local and international offices on a regular basis.

Our Candidate Attorneys are expected not only to contribute to the professional work, but also to participate in the "life" of the firm and build relationships.

## Any recent stories that your firm has featured in?

Our firm is involved in numerous high profile matters and contributes to national and international publications on a regular basis. As a Candidate Attorney at HSF you will also be given an opportunity to write your own articles and feature in these publications within your relevant team.

For examples of recent publications and news stories where we have featured, please refer to our website: <https://www.herbertsmithfreehills.com/> <https://www.herbertsmithfreehills.com/news>

## Where can prospective candidates find information about candidate attorney programs?

Please visit our Graduate Recruitment page: <https://careers.herbertsmithfreehills.com/za/grads/>

## Are late applications acceptable?

The Herbert Smith Freehills' Graduate Recruitment page, can be found here: <https://careers.herbertsmithfreehills.com/za/grads/> Prospective graduates will find all the necessary information and guidelines regarding deadlines and late applications on this page.

## Any interview redflags you feel candidates should be aware of?

HSF is a world-leading law firm that looks for candidates with a desire to achieve excellence, this should reflect in the candidate's interview.

When attending interviews, HSF would expect applicants to meet a level of professionalism which would be expected of a Candidate Attorney at a global firm, this includes acting and dressing professionally and arriving on time.

With that said, just be yourself. We like our interviews to be relaxed affairs where we get to know the person behind the application.

## What particular traits do you look for in candidates?

HSF looks for graduates who are - creative, self-driven and dynamic; have the ability to cut to the heart of matters; have a sense of the "bigger picture"; can develop exceptional working relationships; are eager to learn; and possess good analytical skills.

In addition, great people skills are critical to your success in the broader working environment and your interactions with both your colleagues and clients of the firm.

## Postgraduate Programmes in Multilevel Government and Local Government

The Dullah Omar Institute (DOI) at the University of the Western Cape (UWC), offers high quality Postgraduate Diploma, Masters and PhD/LDD programmes in multilevel government and local government (Public Law). These postgraduate programmes are a gateway to influential career positions. Our former students are occupying key positions in government, the private sector and the civil society. Some of the students are now judges; clerks at the Constitutional Court; attorneys; legal advisors; senior managers in municipalities, provincial governments and national government; and renowned academics in South Africa and beyond.

### — Postgraduate Diploma in Public Law focusing on Local Government

The Postgraduate Diploma in Public Law is a unique programme focusing on local government, aimed at practitioners. It will equip you with knowledge of the South African local government system, and with skills to apply this knowledge in practice. You will learn basic principles of public and administrative law with an emphasis on key local government areas, such as procurement and planning. The Programme is multi-disciplinary: it focuses on local government law, but is combined with political science, economics, finance and public administration to ensure a realistic and holistic approach to all aspects of municipal governance. It also looks across South Africa's boundaries and compares our local government system with other systems on the continent. For more info/to apply: <https://bit.ly/3xozB3l>

### — LL.M/ M.Phil Programme in Multilevel Government and Local Government

This one-year Masters Course equips students to understand how South African provinces and local government work, how the multilevel system of government compares to other countries on the continent and on what global theories and practices it is based. Students emerge with a thorough understanding of how multilevel states are designed, how powers are divided, how finances are allocated, how national government supervises subnational governments (provinces and municipalities) and how different levels of government work together. The Course combines legal and constitutional studies with other disciplines, such as political science and public administration. Furthermore, it combines theory with practice, including an internship in government dealing with multilevel governance and local government. For more info/to apply: <https://bit.ly/3eSgltg>

### — LL.D and PhD in Multilevel Government and Local Government

The Dullah Omar Institute (DOI) hosts a Doctoral Programme, dealing with the law, policy and practice of multilevel government and local government in South Africa, the region and beyond. PhD/LDD candidates are supervised by senior academic staff including Prof Nico Steytler, Prof Jaap de Visser and Prof Tinashe Carlton Chigwata. Doctoral studies have been completed on multilevel government/local government/devolution/federalism in South Africa, Uganda, Ethiopia and Kenya and Zimbabwe. For more info/to apply: <https://bit.ly/3xHsHq>

For more information on these programmes, visit: [www.dullahomarinstitute.org.za](http://www.dullahomarinstitute.org.za)

# Your career begins here!

**S>** StraussDaly

**Get in touch with us**  
[careers@straussdaly.co.za](mailto:careers@straussdaly.co.za)

## Services we provide

- Commercial & Corporate Law
- Commercial Litigation
- Banking Law & Recoveries
- Corporate Advisory & Forensic Services
- Family Law
- Liquidations & Business Rescue
- Property Law & Conveyancing
- Trusts & Deceased Estates
- Employment Law
- Pre & Post Legal Recoveries

## Find us at

**Bellville**  
Unit 13 Canal Edge One,  
Tyger Waterfront,  
Carl Cronje Drive,  
Bellville, 7530

**Claremont**  
Unit 1 Draper Square,  
Draper Street,  
Claremont, 7700

**Port Elizabeth**  
1st Floor Strauss Daly Place,  
35 Pickering Street,  
Newton Park,  
Port Elizabeth, 6045

**Bloemfontein**  
104 Kellner Street,  
Westdene,  
Bloemfontein, 9301

**Johannesburg**  
Unit 801, 8th Floor, Illovo  
Point, 68 Melville Road,  
Illovo, Sandton

**Pretoria**  
Centaur House,  
38 Ingersol Street,  
Lynnwood Glen,  
Pretoria

**Cape Town**  
13th Floor Touchstone  
House, 7 Bree Street,  
Cape Town, 8001

**Pietermaritzburg**  
321 Pietermaritz Street,  
Pietermaritzburg, 3201

**Umlhanga**  
9th Floor Strauss Daly Place  
41 Richefond Circle  
Ridgeside Office Park  
Umlhanga, 4320

## University Opportunities

# NOW IS THE TIME TO MASTER THE LAW

The School of Law at the University of KwaZulu-Natal (UKZN) offers Masters degrees in various specialised legal fields. The Programmes are designed to ensure that the candidates undertaking them acquire an indepth and practical knowledge in specialist areas.

### Coursework Masters Programmes offered in 2020:

- ▶ Advanced Criminal Justice
- ▶ Business Law
- ▶ Childcare and Protection  
(Also an inter-disciplinary offering between the Schools of Law and Social Work)
- ▶ Constitutional Litigation
- ▶ Environmental Law
- ▶ Labour Studies
- ▶ Maritime Law
- ▶ Medical Law
- ▶ Taxation

**All Programmes are available as a part-time option.**

**Closing date for applications: 30 September 2021**

### CONTACT US

**Email:** Howard College Campus - [lawpostgradhc@ukzn.ac.za](mailto:lawpostgradhc@ukzn.ac.za)

**Email:** Pietermaritzburg Campus - [lawpostgradpmb@ukzn.ac.za](mailto:lawpostgradpmb@ukzn.ac.za)

**Web:** [law.ukzn.ac.za](http://law.ukzn.ac.za)



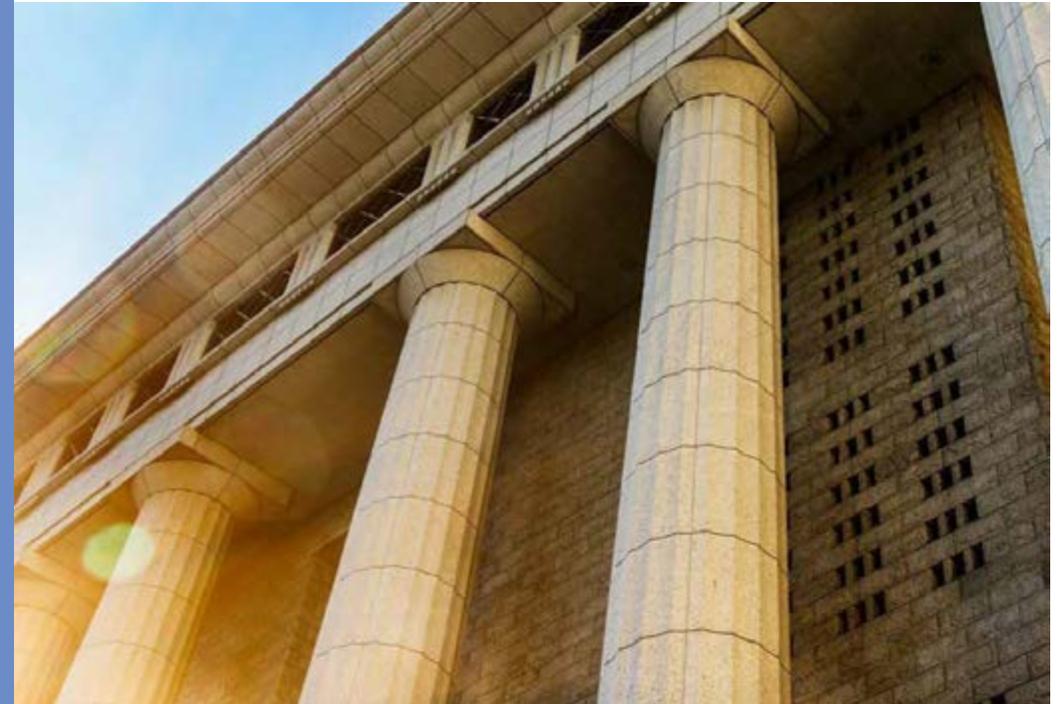
**INSPIRING GREATNESS**

## FACULTY OF LAW

The Faculty of Law contributes to the institution's vision of being a dynamic African university, recognised for its leadership in generating cutting-edge knowledge for a sustainable future. The Faculty strives at all times to maximise the learning possibilities for law students and boasts highly respected academic staff and committed support staff who combine to provide a top-quality educational experience for law students. By providing a solid foundation of legal education, coupled with meaningful and ongoing interaction with members of the legal profession, the Faculty seeks to equip graduates with the necessary attributes for a successful career in law

The Faculty is producing an increasing body of published research work in various areas of law, and a number of colleagues are in the final phase of completing doctoral qualifications. The Faculty also includes a prestigious South African Research Chairs Initiative (SARChI) Chair in the Law of the Sea and two NRF-rated researchers. Finally, the work of the Faculty of Law is underpinned by the commitment of Faculty staff and students to upholding the values of the constitution and the University, including respect for diversity, excellence, ubuntu and integrity."

Qualification	Programme Structure		Study Option	
	Research	Course-work	Full-time	Part-time
PGDip (Criminal Justice)		•		•
PGDip (Labour Law)		•	•	•
LL M (General)	•	•	•	•
LL M (Criminal Justice)	•	•		•
LL M (Labour Law)	•	•		•
LL M (Taxation)	•	•		•
LLM (Ocean Governance)		•		•
LL M (Mercantile Law)	•		•	•
LL M (Private Law)	•		•	•
LL M (Public Law)	•		•	•
LL D (Mercantile Law)	•		•	•
LL D (Private Law)	•		•	•
LL D (Public Law)	•		•	•



Faculty administration:  
T 041 504 2474 / 2588

[law.mandela.ac.za](http://law.mandela.ac.za)





UNIVERSITY OF JOHANNESBURG

## Faculty of Law

### POSTGRADUATE STUDIES AT THE FACULTY OF LAW

Proposed LLM programmes to be offered by the Faculty of Law on the Auckland Park Kingsway Campus in 2022 include:

#### Master of Laws by dissertation – LLM

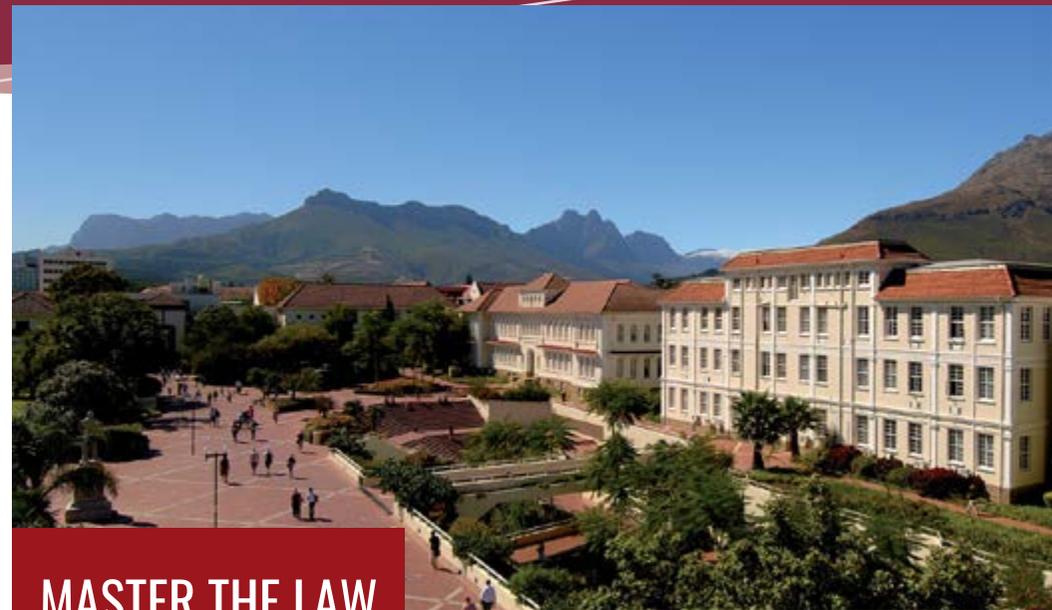
#### Master of Laws by coursework – LLM in the following areas of speciality:

- LLM in Banking Law
- LLM in Commercial Law
- LLM in Corporate Law
- LLM in Drafting and Interpretation of Contracts
- LLM in Human Rights
- LLM in Intellectual Property Law
- LLM in International Commercial Law
- LLM in International Law
- LLM in Labour Law
- LLM in Tax Law

For detailed LLM brochures visit the UJ website at [www.uj.ac.za/law](http://www.uj.ac.za/law) or scan the QR code for direct access to the UJ Law postgraduate webpage.

#### Enquiries:

Ms Andani Ramulongo: [aramulongo@uj.ac.za](mailto:aramulongo@uj.ac.za)



## MASTER THE LAW

with a LLM degree from  
Stellenbosch University

#### LLM by coursework

- Full-time: 1 year (2 modules per semester and research over 1 year)
- Part-time: 2 years (1 module per semester and research over 2 years)
- January or July intake
- Compulsory class attendance - weekly lectures in Stellenbosch normally from 18:00 to 20:00 (some modules are offered in blocked sessions)
- Fully taught in English
- Applications:  
Apply at [www.msties.com](http://www.msties.com)  
(If you are currently a registered student at SU, you must apply with the Faculty Administrator for Law in Admin A)
- More information: [www.sun.ac.za/law](http://www.sun.ac.za/law)

#### LLM by research

- 1 year programme (full-time students have a maximum of 2 years to complete and part-time students have a maximum of 3 years to complete)
- January intake
- Applications:  
Please read the Postgraduate Guide of the Faculty of Law ([www.sun.ac.za/law](http://www.sun.ac.za/law)) before submitting an application



## LLM PROGRAMMES

### LLM by coursework

Students complete 4 taught modules and a research paper. Students can either enroll in the general programme (free choice of modules) or specialise in a specific area of law.

- **LLM [General]**  
Modules: Choice of 4 modules offered during the relevant year
- **LLM in Alternative Dispute Resolution**  
Modules: International Commercial Arbitration, Mediation, Specialised Dispute Resolution Techniques and 1 elective
- **LLM in Intellectual Property Law**  
Modules: Copyright Law, Trademark Law, Patent Law and the Law of Registered Design and either Intellectual Property Law in the Digital Environment or Competition Law
- **LLM in International Trade Law**  
Modules: Carriage of Goods by Sea, International Sales Law, International Commercial Arbitration, International Tax Law, Legal Aspects of World & Regional Trade, Payment and Guarantees in International Contracts, Sustainable Development Law
- **LLM in Labour Law**  
Modules: Equality in the Workplace, Employment Rights, Selected issues in Collective Labour Law, Selected issues in International Labour and Social Security Law
- **LLM in Public Procurement Policy and Regulation**  
Modules: International Legal Regimes on Public Procurement, Public Procurement Regulation and Policy in South Africa and 2 electives (Policy and Public Procurement Law, Corruption and Procurement, Infrastructure Procurement Regulation and Policy in South Africa, Defence Procurement, Procurement Law Compliance)

### LLM by research

Students complete a thesis of +/- 60 000 words.

More information: [www.sun.ac.za/law](http://www.sun.ac.za/law) or [www.sun.ac.za/calendar](http://www.sun.ac.za/calendar)



## Postgraduate Academic Programmes

### Doctoral Degrees (LLD/PhD)

The Faculty offers doctoral degrees in a number of specialization areas, including the following:

Comparative Labour Law;  
Comparative Constitutional Law;  
Criminal Justice; Environmental Law;  
Human Rights Protection: Law, State and Multi-Level Government; and  
Mercantile Law.

### Admission requirements

Admission to the doctoral programme is based on submission of an (approximately 2 pages) abstract with research questions.

### Masters Degrees (LLM /MPhil)

The Faculty of Law offers LLM/MPhil degrees in a number of specialised areas namely:

- International Human Rights Law
- Labour Law
- Law, State and Multilevel Government
- Mercantile Law
- Criminal Justice
- International Family Law
- International Trade

Below are details of specialisations for which there are a limited number of academic bursary opportunities

- Comparative Constitutional Law
- Transnational Criminal Justice
- Tax Law
- Global Environmental Law

### Comparative Constitutional Law

The programme has a strong comparative focus that transcends South African Constitutional Law and seeks to expose students to the methodology of comparative constitutional law and different options of constitutional design and operation.

Modules:

- Comparative Constitutional Law
- Constitutional Law, Politics and Theory
- Constitutional rights interpretation
- Constitutional Design in Divided Societies

<https://bit.ly/31UHakP>

### Transnational Criminal Justice

The programme examines how the criminal law aspects of international law and the international law aspect of criminal law combine to provide a legal mechanism for national and international response to human rights violations both at the level of the international criminal justice system and in the context of transitional justice in postconflict societies.

Modules:

- International Criminal Law
- Transitional Justice

<https://bit.ly/3kGDJEP>

### Tax Law

This programme covers domestic and international taxation, as well as tax administration principles. Students will be taught by eminent scholars in the field of taxation, including Judge Dennis Davis.

Modules:

- International Tax Law
- Tax Administration Law

<https://bit.ly/35GgUwH>

### Global Environmental Law

The programme focuses on International Law, as well the regional law of the Southern African Development Community, pertaining to the environment, from the perspective of South African law. The overall purpose of the programme is to facilitate an understanding of the application of international and regional norms as well as policies in the South African domestic law.

Modules:

- International Environmental Law
- Advanced Environmental Law

<https://bit.ly/3nFJbK9>

### Admission requirements

Admission to the master's programme requires a minimum of 60% weighted average marks.

### Other postgraduate programmes offered by the Faculty

- Postgraduate Diploma in Public Law
- Postgraduate Diploma in Labour Law

## LLM/Mphil and LLD/PHD Degrees University of the Western Cape Faculty of Law

The Faculty of Law offers LLM/MPhil and LLD/PhD degrees in several areas of specialisation. The Faculty hosts four departments: Criminal Justice and Procedure; Mercantile and Labour Law; Private Law; and Public Law and Jurisprudence. It is also home to the Dullah Omar Institute for Constitutional Law, Governance and Human Rights (DOI); the Centre for Legal Integration in Africa (CLIA); the Centre for Transformative Regulation of Work (Centrow), which includes the Social Law Project (SLP); the African Centre for Transnational Criminal Justice; and the Global Environmental Law Centre; as well as a Law Clinic.

FROM HOPE TO ACTION THROUGH KNOWLEDGE



For more info:

<https://www.uwc.ac.za/study/faculties-and-programmes/faculty-of-law/postgraduate>

## LLM INTERNATIONAL CHILD LAW

Offered on: Potchefstroom Campus

### 4 COMPULSORY MODULES | PLUS RESEARCH METHODOLOGY AND MINI-DISSERTATION

#### INTERNATIONAL CHILD AND FAMILY LAW | LLMK 811

- The international protection of children's rights
- The status of international children's rights instruments
- The constitutional protection of children in South Africa
- The parent – child relationship
- Inter-country adoption
- International child abduction

#### INTERNATIONAL CHILDREN'S HUMAN RIGHTS | LLMK 812

- Introduction to children's rights and the monitoring and implementation of children's rights
- The African system for the protection and promotion of children's rights
- Child trafficking
- The sexual abuse and exploitation of children

#### INTERNATIONAL SOCIAL JUSTICE | LLMK 821

- The welfare state, social theories, legislation and policies
- Social-legal issues pertaining to Aids and Child-headed households
- Socio-economic rights including the right to health and education

#### INTERNATIONAL JUVENILE JUSTICE | LLMK 822

- The child in conflict with the law
- The child in the criminal process
- Restorative justice
- Balancing of the interest of child offenders, society and the rights of victims



[law.nwu.ac.za/postgraduate-studies/structured-llm-international-child-law](http://law.nwu.ac.za/postgraduate-studies/structured-llm-international-child-law)



### Contact us

[www.sun.ac.za/law](http://www.sun.ac.za/law)

Telephone: 00-27-21 808 4853

### Visit us

Ou Hoofgebou / Old Main Building  
Cnr of Victoria & Ryneveld Street  
Stellenbosch