

## **Junior Attorney Job Description**

Are you a qualified attorney looking for a challenging working environment outside of traditional practice? Can you combine your legal practice skills with creative thinking and desktop forensic investigation? Are you able to work with other disciplines as well as independently? Do you have experience/ interest in anti-corruption work, constitutional, public interest, administrative and media law?

If yes, then apply to join Corruption Watch's Legal and Investigation's Team, under the supervision of the Head of the team, based in Johannesburg.

Corruption Watch (CW) is a non-profit, civil society organization. CW receives reports of corruption from the public. We investigate certain reports, expose corruption through our communications' platforms and mobilise the public to take a stand against corruption and the abuse of public funds.

### **Key Responsibilities:**

- Drafting of pleadings, reports, letters, briefs to advocates, memoranda to attorneys, PAIA applications and other legal correspondence;
- Contribution to assessment of legal strategy and approaches to strategic impact litigation;
- Assessing and processing reports of corruption in terms of Corruption Watch criteria, investigating reports of corruption and compiling investigative reports;
- Research on draft legislation, policy and international anti-corruption obligations and duties and drafting such submissions;
- Supervision of junior members of the team under guidance from the Head of the Unit;
- In – house legal duties which include vetting of media article and assistance with company secretary work and draft funding applications and reports.

### **Experience and Qualifications:**

- LLB, Admitted attorney
- At least three (3) years' work experience , including litigation, research and writing experience;

- Proactive attitude, with enthusiasm for Corruption Watch’s mission and vision;
- Ability to work closely with diverse group of professionals and different departments;
- Excellent administrative and file management skills;
- Ability to adapt in a fast changing environment;
- Desktop forensic investigation experience will be an advantage;
- Preferably fluency in at least one African language;
- Excellent computer literacy skills; and
- A valid driver’s license.

**SUMMARY OF KEY RESPONSIBILITIES:** ▪ Attend meetings and participate in case discussions with members of other CW teams; peruse, analyse and summarise documents; draft legal correspondence and drafting of legal documents, including PAIA requests; keep abreast of developments in the legal and policy environment; conduct basic preliminary and desktop research in respect of corruption reports, assist in providing governance related and contract vetting services and other tasks as assigned by the Head of the Legal and Investigations Team.

Candidates from previously disadvantaged backgrounds are particularly encouraged to apply.