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ECOSOC Accredited –B-BBEE QSE Level 1



Legal Advisor Vacancy

Location: Cape Town, Western Cape

Employment Type: 12 month contract (possibility of an extension)

Closing Date: 12 June 2026

About Us

Ilitha Labantu is a community-based non-profit organization committed to advancing human rights, gender equality, access to justice, and psychosocial support services for vulnerable communities across the Western Cape. Through our integrated programmes, we provide trauma-informed psychosocial support, legal services, advocacy, prevention and awareness initiatives, and empowerment programmes for women, children, and vulnerable groups.

We are seeking to appoint a dedicated, professional, and passionate **Legal Advisor** to join our Policy and Advocacy / Legal Access and Justice Programme.

Key Responsibilities

The successful candidate will be responsible for:

- Providing professional legal advice and consultation to clients
- Assisting clients with Protection Orders, Harassment Orders, maintenance matters, and other civil legal processes
- Conducting court accompaniment and legal support services
- Drafting legal documents including commentary on draft bills, affidavits, and correspondence
- Facilitating community legal awareness and empowerment workshops
- Liaising with courts, SAPS, social workers, prosecutors, and relevant stakeholders
- Supporting survivors of Gender-Based Violence through a trauma-informed approach
- Maintaining accurate case records, reports, and statistics
- Assisting with policy advocacy initiatives and strategic legal interventions
- Participating in outreach programmes and community engagements

Minimum Requirements

- LLB Degree
- Admitted Attorney advantageous
- Minimum of 3 years' experience within legal practice, community legal services, or social justice sector
- Experience in domestic violence, family law, maintenance, children's matters, and gender-based violence related matters
- Strong understanding of the South African legal system and court processes
- Excellent drafting, communication, and interpersonal skills
- Ability to work within vulnerable communities with empathy and professionalism
- Must have a valid driver's license and be able to drive
- Ability to work independently and within a multidisciplinary team

Skills and Competencies

- Strong ethical and professional conduct
- Excellent conflict resolution and mediation skills
- Strong administrative and organizational abilities
- Trauma-informed and survivor-centered approach
- Ability to work under pressure and manage sensitive matters confidentially

Desirable:

- Experience working in non-profit or community legal services.
- Training in trauma-informed legal practice or related areas.
- Ability to facilitate legal education workshops and community outreach programs.

How to Apply

Interested candidates are invited to submit the following:

- Comprehensive CV
- Certified copies of qualifications
- Copy of ID
- Contactable references

Other Requirements:

- Police clearance certificate (no history of domestic violence or abuse-related offenses).
- Commitment to NGO's values and mission.
- Availability to work flexible hours, including participation in debriefing sessions as needed.

Applications should be emailed to:

Human Resource Banele Myeza banele@tnrconsulting.co.za

Please use the subject line:

Application: Legal Advisor

Only shortlisted candidates will be contacted. If you have not heard from us within 10 days after the closing date, please consider your application unsuccessful.