**CURRICULUM VITAE**

**OF**

**MASINDI NDIVHUDZANNYI EMMANUEL**

**PERSONAL DETAILS**

Surname : Damane

First Name : Buhle

Title : Ms

Date of Birth : 14/06/2000

Gender : Female

Nationality : South African

Languages : English, Isixhosa, Sesotho, Isiswati, IsiZulu, & Tshivenda

Driver’s License : Code 10 (C1)

Home Address : 1373 Naledi Street, Khutsong South, Carletonville, 2499.

Contact Number : 083 483 1795

Alternative Number : 078 992 7273

Email Address : ziziphodamane@gmail.com

**EDUCATIONAL QUALIFICATION**

**SECONDARY EDUCATION**

School Attended : Tswasongu Secondary School

Highest Grade Passed : 12

Year Obtained : 2018

**TERTIARY QUALIFICATION**

Institution : University of Venda (Univen)

Qualification : LLB (Law Degree)

Subject : Academic Transcript Attached

Year Obtained : 2023

**COMPUTER KNOWLEDGE AND SKILLS**

* Typing, Printing, emailing, outlook, and the internet
* Micro-soft Office: Excel, Word, Publisher & PowerPoint

**WORK EXPERIENCE**

**Current Employment**

Company name : University of Venda

Duration : 01.03.2019-to date

Position : Assistant Head Legal Aid Law Clinic

**Responsibilities/ Duties**

* Represent clients in High courts, Reginal courts and magistrates’ courts.
* supervise and guide Candidate Attorneys at Law Clinic.
* Assess and monitor the quality of the files and work performed by Candidate Attorneys.
* Attend case flow management meetings.
* Manage cases at the Law Clinic
* Draft Legal documents and give legal advice.
* Consult with clients and do office administrative work.
* Lecturing final-year Law Students (CLE 4541 & 4641) on Clinical Legal Studies.
* Lecturing scope :(Drafting of court’s documents, court Procedure, civil & Criminal procedure)
* Represent clients at the Disciplinary Hearings (defence attorney)
* Represent the University at the Disciplinary hearing (Proforma prosecutor)
* Preside in disciplinary hearings (Chairperson of the hearing)
* Create and develop relationships with other stakeholders.
* Participate in the development and operational plans of the law clinic.
* Draft legal opinions and review policies.
* Prepare appeal documents and represent clients during the appeal hearings.

**Previous Employment**

**Company Name : National Prosecuting Authority**

Duration : From 2015 .02.01 TO 28.02-2019

**Position : Prosecutor**

Court : Protea court from 2015.02.1 - 2017.04.30

Court : Lydenburg Court from 01.05.2017 – 28-02-2019

**Duties**

* Attend monthly case flow management meetings.
* Attend monthly management meetings.
* Represent clients in criminal courts.
* General office administration work.
* Draft minutes of case flow management meetings.
* Doing research and preparing court roll.
* Consultations and give legal advice to it.
* Evaluate Police dockets and make the decision.
* gather information and direct investigations.
* Drafting of letters and legal documents.
* Training SAPS members on Criminal Procedure Act
* Training Traffic Police officers on Road Traffic Act

**Company Name : Legal Aid South Africa**

Period : Begin To

2012. 09. 03 2014.10.31 (2 Years & 2Months Contract of articles)

**Job Title : Candidate Attorney**

**RESPONSIBILITIES/ DUTIES**

**Civil, Criminal and Labour work.**

* Represent clients in the district and regional courts. (civil & Criminal courts).
* Giving legal advice and legal opinion.
* Draft legal documents and opinions.
* Consultations and general office management work
* Defend and institute civil cases.
* Prepare and respond to civil documents.

**ORGANIZATION PROTECTORS WORKERS UNION (PROWU)**

**Begin End**

**Period**  2011.01.15 2012.08.29

2014.11.01 2015.01.31

**Job Title : Legal Administrator**

**Responsibilities/ Duties**

* Consultation with clients
* Represent clients in CCMA, disciplinary hearings, and bargaining councils.
* Draft Minutes of the meetings and give weekly reports.
* Draft resolutions, Policies, and legal documents
* Negotiate on behalf of workers’ unions and members.
* Initiate and draft collective agreements
* Do research and do office work.

**KNOWLEDGE AND SKILLS ACQUIRED**

* Critical thinking skills
* Excellent communication skills (verbal & written)
* Report writing skills.
* Ability to work independently and within a team.
* Legal research and drafting Skills.
* Analytical thinking, professionalism, and ethics.
* Negotiating skills and leadership skills

**Frequently applied legislation:**

* Criminal Procedure Act, Civil Procedure Act
* Magistrate Court Act, Superior Courts Act
* Labour Relation Act, Municipal System Act
* Public administration justice Act, Road Accident Fund Act
* Administration of Estate Act
* Compensation for occupational injuries and Disease Act

**REFERENCES**

1. Contact Person :

Contact Number :

Relationship : My former Supervisor (Legal Aids S.A)

Email :

1. Contact Person :

Contact Number : 015

Relationship : My colleague (UNIVEN)

Email :

1. Contact Person : Mr

Contact Number :

Relationship :

Email address :