



ADVOCATE NOMBASA BLEKI

PERSONAL DETAILS



[Redacted]



[Redacted]



[Redacted]

SOCIAL PROFILE

OTHER INFO

SKILLS

Excellent communication (written and oral), Tactful , Attention to detail, Teamwork, Information analysis and research, Commercial Awareness, Collaboration and emotional intelligence, Strong organisational and administrative skills.

AWARDS

Leadership Skills:

•Student law Council Member (Treasurer) 2005

•South Africa Student Congress Branch Secretary 2006-2007

SUMMARY

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

EXPERIENCE

- 2020

Freedom Park Heritage Park and Museum | Board /Council Member (Current)

08-2019 - 2021

Office of Minister of Justice and Correctional Services | Head of Advisory Research Unit

11-2018 - 06-2019

Parliamentary Liason Office (Ministry of Agriculture Forestry and Fisheries) |

- Communicate and serve as a liaison between parliament and members of the public
- Coordinate submission and tabling of annual /reports to Parliament
- Assist the special advisors and relevant DDGs in responding to parliamentary questions and possible follow up questions as well as their possible responses
- Handling of correspondence on functional matters
- Attending constituency based meetings where executive authority was developed and addressing their grievances with the assistance of the office of the minister as well as other relevant stake holders

2014 - 2018

African National Congress (Head Quarters) |

- Deputy Secretary of the South African Student Congress Regional Executive Committee 2008-2009
- SRC Academic Affairs Officer 2007 & 2008 (University of Fort Hare)
- Panelist in the Disciplinary Committee Hearings 2007-2008

Official Profession /Occupation Registration:

- Admitted Advocate of the High Court in terms of Legal Practice Act 28 of 2014
- Date of Admission: 22 August 2019

LANGUAGES

English, IsiXhosa, IsiZulu, Sesotho and Afrikaans

INTEREST

Reading, Writing and Traveling

OTHERS

Nationality: South Africa

Gender: Female

Health Status: Medically fit

REFERENCES

████████████████████
Former Minister /Principal

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Legal Advisor in the Office of the Secretary General Office (SGO)

- Providing the organisation with legal advice
- Assist in recommending and instructing of legal counsels to represent the organisation in court.
- Respond to certain summons against the organisation
- Identify legal related challenges within organisation and arrange for litigation in competent court or forum
- Assist in overseeing compliance in contract signing
- Assist the disciplinary committee in mediating disputes
- Providing advisory services in the National Disciplinary Committee
- Coordination the Constitution and Legal Affairs NEC sub-committee as well as scribing for the latter commission during National Conference
- Assist in amending the Organization Constitution including the leagues
- Conducting law related workshops in provinces
- Assist in Internal organisational disputes

03-2012 - 08-2014

African National Congress (Head Quarters) | Executive Assistant to the Secretary General Office (SGO)

- Acting as a first point of contact: dealing with correspondence and phone calls
- Managing the diary of the executive authority, organizing meetings and appointments, often regulating access to the manager or principal
- Processing and arranging travel, transport and accommodation for the executive authority
- Assist in organizing of Secretary General Office
- Typing, Compiling and preparing reports, presentations and correspondence
- Reminding the principal of important tasks and deadline

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Lukhanji Local Municipality (Eastern Cape) | Peer Helper (Volunteer)

- Giving comprehensive legal advice to the youth as well as children who are allegedly physically abused referred to by

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Activist

[Redacted]

[Redacted]

HR Manager

[Redacted]

local clinics and hospital

- Liasing with local NGO's in home-based care service for the chronically ill in general, particularly those infected and affected by HIV and AIDS

- **University of Fort | Disciplinary Committee Panelist**

- Ensuring Procedural fairness in student's disciplinary matters
- Assist in drafting of charge sheets
- Makin recommendation to the Presiding Officer pertaining interpretation of rules and regulations as well as the sanctions imposed
- Compiling quarterly reports for the student representative council archives

02-2010 - 02-2012

Legal Aid Board South Africa | Candidate Attorney

- Conducting 'means test' to establish whether or not the prospective client is indeed indigent and cannot afford legal fees by private attorney and effecting (if need be) investigation to ascertain the client's background
- Consulting and preparing for representations in court i.e defense representations and civil, criminal matters and Child justice court
- Drafting referral letters for clients to relevant bodies and stakeholders such as Famsa and Sassa
- Arranging and partaking in mediation in civil and criminal matters in their pre-trial stages especially in the Children's court matters
- Filling and capturing case files electronically and manually
- Representing the accused persons (Client) on behalf of Legal Aid South Africa

EDUCATION

- **University of South Africa | Master of Law (LLM) In Human Rights and Constitutional Development (Pending)**

- 2017 - 2018 University of the Western Cape | Advanced Diploma in Public Administration (NQF 7)
- 2016 - 2017 University of the Western Cape | Higher Certificate in Economic Development (NQF 5)
- 2005 - 2008 University of Fort Hare | Bachelor of Laws
- 1999 Assrmbles of God High School | National Senior Certificate