

CURRICULUM VITAE
DALUXOLO ASHLEY MJKELISO

PROFESSIONAL PROFILE

Admitted Advocate of the High Court of South Africa with extensive experience spanning legal practice, legal administration, records management, judicial support, public sector governance, legal research, mediation, labour relations, and stakeholder engagement. Possesses over two decades of experience within the South African justice system, including service in the Department of Justice and Constitutional Development, the Office of the Chief Justice, and the Marikana Judicial Commission of Inquiry.

Demonstrated expertise in information and records management, legal compliance, governance frameworks, access to information, public administration, policy implementation, and the management of sensitive information. Strong understanding of constitutional principles, administrative justice, accountability, and the protection of rights within public institutions.

EDUCATIONAL QUALIFICATIONS

Secondary Education

Institution: Nghunghunyane High School

Highest Qualification: Grade 12

Year Obtained: 1991

TERTIARY EDUCATION

Institution	Qualification	Status
University of North West	Doctor of Laws (LLD Degree)	Candidate
University of KwaZulu - Natal	Master of Laws (LLM Degree)	Completed
University of South Africa	Bachelor of Laws (LLB Degree)	Completed
University of Fort Hare	Bachelor of Law (B Juris Degree)	Completed
Oxbridge Academy	Diploma in Risk Management	Completed
Department of Justice College	Court Annexed Mediation	Completed
National School of Government	Nyukela Public Service SMS Pre-entry Programme	Completed
Edutel	Facilitation & Assessment	Completed

PROFESSIONAL MEMBERSHIPS

Admitted Advocate of the High Court of South Africa

Gauteng Division, Johannesburg

March 2026 – Present

Admitted Advocate with the right of appearance in the High Court of South Africa.

Authorized to practise before the High Courts of South Africa.

Experience in litigation, legal drafting, mediation, legal research, and advisory work.

Committed to the ethical and professional responsibilities of the legal profession.

National Bar Council of South Africa (NBCSA)

Member since January 2024

Accredited through NBCSA and Legal Practice Council's Practical Vocational Training and Assessment.

Active participant in professional development initiatives.

Supporter of accessibility and professional excellence within the legal profession.

LEGAL EXPERIENCE

Pupil Advocate

National Bar Council of South Africa

January 2025 – September 2025

Key Responsibilities:

Assisted senior counsel with trial preparation and court appearances.

Drafted pleadings, heads of argument, legal opinions, and related legal documents.

Conducted legal research on civil and criminal matters.

Attended consultations with attorneys and clients.

Provided legal advice and legal guidance.

Interpreted legislation, court decisions, and regulations.

Conducted court-annexed mediation sessions.

Assisted with pre-trial conferences.

Prepared files and briefs for counsel.

PROFESSIONAL EXPERIENCE

Senior Legal Administration Officer

Department of Justice and Constitutional Development

Johannesburg Regional Office

September 2000 – March 2018

Key Responsibilities:

Managed recovery of state losses.

Assisted Labour Relations with investigations, conciliations, and arbitrations.

Facilitated statutory appointments of Small Claims Court Commissioners and Commissioners of Oaths.

Coordinated legal education and training programmes for court officials and prosecutors.

Conducted public awareness programmes relating to legislation affecting vulnerable groups.

Managed Family Law Services, including maintenance, child justice, and intermediary services.

Served as Secretariat for various governance and stakeholder forums, including:

Child Justice

Older Persons

Human Trafficking

Domestic Violence

LGBTIQ+ Matters

Assisted with the rationalisation of magisterial districts and boundaries.

Coordinated legislative implementation and training initiatives.

Responded to public petitions, complaints, and stakeholder representations.

Managed and supervised professional and administrative staff.

Assistant Administrative Secretary (Secondment)

Office of the Minister

Department of Justice and Constitutional Development

January 2006 – March 2008

Key Responsibilities

Processed leave-to-appeal applications, petitions, and condonation requests.

Facilitated referrals to Legal Aid South Africa.

Managed public complaints and departmental correspondence.

Coordinated communication between stakeholders and departmental structures.

Documents Manager (Secondment)

Marikana Judicial Commission of Inquiry

August 2012 – October 2015

Key Responsibilities

Developed and implemented records management systems.

Ensured compliance with the National Archives and Records Service of South Africa Act.

Managed electronic and paper-based information systems.

Oversaw the storage, classification, indexing, and retrieval of records.

Supervised registry and information management personnel.

Coordinated responses to internal and external access-to-information requests.

Managed website content and information publication processes.

Conducted information audits and compliance inspections.

Implemented records retention and disposal schedules.

Liaised with legal teams regarding Commission operations and documentation.

Relevance to the Information Regulator

This position involved direct responsibility for records governance, information management, information classification, retention schedules, information access requests, compliance monitoring, and oversight of information-handling practices within a high-profile national commission.

Administrative Clerk

Office of the Chief Justice (Midrand)

October 2019 – December 2022

Key Responsibilities:

Conducted legal research for judges and judicial officers.

Retrieved, analysed, and assessed legal authorities, legislation, and case law.

Prepared legal research memoranda.

Proofread judgments, legal articles, speeches, and conference papers.

Verified references, citations, and legal authorities.

Drafted speeches, legal articles, and conference materials.

Monitored developments in jurisprudence and legal precedent.

Managed the Law Reporting Project across High Court divisions in South Africa.

Coordinated stakeholder engagements and feasibility assessments.

Contributed to the management and completeness of national judicial information repositories.

Relevance to the Information Regulator

The position required extensive management of judicial information, legal research materials, judgment repositories, information quality assurance, and compliance with information governance standards.

EXPERTISE RELEVANT TO THE INFORMATION REGULATOR

Information Governance

Records and Archives Management

Access to Information

Public Sector Governance

Constitutional and Administrative Law

Risk Management

Legal Compliance

Policy Development and Implementation

Legal Research and Analysis

Litigation and Dispute Resolution

Court-Annexed Mediation

Stakeholder Engagement

Regulatory Compliance

Public Administration

Training and Capacity Building

Information Classification and Retrieval

Ethics and Accountability

PROFESSIONAL SKILLS

Legal Practice

Litigation and Advocacy

Legal Drafting

Legal Opinion Writing

Mediation and Dispute Resolution

Information Governance

Records Management

Information Management Systems

Information Auditing

Compliance Monitoring

Leadership and Administration

Team Leadership

Programme Coordination

Stakeholder Management

Public Sector Administration

Research and Analysis

Advanced Legal Research

Legislative Interpretation

Policy Analysis

Report Writing

REFERENCES

Available upon request.