

Leelambal Subrayan Naidoo (Prabashni)

SUMMARY

Former Commissioner and Senior Attorney with extensive experience in legal strategy and oversight across various sectors. Proven track record in litigation, risk management, and contract negotiation, with a focus on governance and policy implementation. Expertise in chairing hearings, managing investigations, and ensuring compliance with constitutional mandates. Recognized for strong judgment and professionalism in high-pressure environments, with a commitment to advancing gender equality and protecting vulnerable populations.

EDUCATION

LLM in Child Care and protection Institution: <i>University of KwaZulu-Natal</i>	Current
Practice Management Institution: <i>Lead South Africa</i>	2018
Postgraduate Course: Commercial Drafting Institution: <i>Lead South Africa</i>	2015
Postgraduate Certificate in Practical Legal Training Institution: <i>University of KwaZulu-Natal</i>	2004
LLB – Bachelor of Laws Institution: <i>University of South Africa</i>	2003
Grade 12 Institution: <i>Fairbreeze Secondary School</i>	1996

WORK EXPERIENCE

Deputy Chairperson: Commissioner Commission for Gender Equality	March 2023 - July 2026
• Provide strategic leadership, oversight, and governance in advancing gender equality and protecting constitutional rights across all provinces. • Lead investigations, inquiries, and hearings on gender-related violations, ensuring accountability, compliance, and adherence to legal frameworks. • Oversee monitoring and evaluation of government departments, municipalities, and private-sector institutions to assess progress on gender transformation. • Guide the development of policies, position papers, and legal submissions aimed at strengthening gender-responsive governance and legislative reform. • Represent the Commission in high-level stakeholder engagements with Parliament, Chapter 9 institutions, civil society, labour, communities, and development partners.	

- Drive public education, advocacy, and outreach programmes to promote awareness of gender rights, gender-based violence prevention, and social justice.
- Provide executive oversight of provincial offices, ensuring effective implementation of programmes, research initiatives, and institutional mandates.
- Contribute to strategic planning, annual performance reviews, budgeting processes, and risk-management activities of the Commission.
- Serve on committees and panels that review compliance with gender-mainstreaming standards in public and private institutions.
- Deliver expert commentary and represent CGE in media platforms, community dialogues, and national forums on issues related to gender equality, policy, and law.

Senior Attorney | Subrayan Naidoo Attorneys

November 2014 – February 2023

- Assessed and selected matters for legal action; investigated claim merits and gathered all necessary documentation.
- Provided daily feedback to clients, responded to queries (including social media), and maintained strong stakeholder relationships.
- Supervised and monitored administrative staff, ensured accurate updates on legal systems, and maintained high-quality work standards in all processes.
- Drafted and prepared summonses, affidavits, judgments, letters of demand, system correspondence, contracts, and all litigation documents.
- Conducted comprehensive merit interpretation, ensured compliance with legislative and court requirements, and performed daily quality checks before final submission.
- Prepared pleadings for High Court and Magistrates Court, attended Rule 37 conferences, undertook extensive trial preparation, obtained witness and expert evidence, and presented arguments in opposed and unopposed applications.
- Drafted contracts, conducted contract negotiations, closed deals, and prepared detailed legal opinions.
- Managed client relations, interpreted statutes, resolved contractual disputes, and conducted all civil, criminal, commercial, and domestic violence litigation processes.
- Appeared in Magistrates, Regional, Domestic Violence, and Family Courts; consulted with clients; prepared cases with counsel; and drafted relevant pleadings.
- Handled the drafting, vetting, reviewing, renewal, negotiation, filing, and safeguarding of commercial contracts and policies.
- Prepared CCMA documentation, consulted witnesses, attended arbitration with counsel, drafted statements of claim, and referred unfair dismissal matters to Labour Court.
- Drafted affidavits and represented clients in Domestic Violence matters; drafted divorce pleadings, Rule 43 applications, and appeared in opposed and unopposed matrimonial proceedings.
- Conducted detailed legal research and provided legal opinions to clients and business entities.

Associate Attorney | HMK Naidoo Attorneys

March 2013 - July 2014

- Drafted pleadings for High Court and Magistrates Court, attended pre-trial conferences, and conducted extensive trial preparation, including expert and witness statements.
- Presented arguments in opposed and unopposed applications such as summary judgment and rescission applications.
- Drafted contracts and prepared legal opinions; managed civil litigation and contractual disputes.
- Appeared in Magistrates and Regional Courts for criminal matters, including domestic violence matters.
- Recovered arrears through legal processes, drafted applications, negotiated settlements, and prepared settlement agreements.
- Drafted affidavits and represented clients in Domestic Violence matters; drafted divorce pleadings and Rule 43 applications; and attended both opposed and unopposed divorce proceedings.

- Prepared legal processes including Section 129 notices, summonses, judgments, writs, Section 65 proceedings, and sale-in-execution documentation.
- Activated and managed the progression of legal processes to ensure timely movement between stages.
- Perused agreements, recovered arrears, drafted settlement agreements, negotiated settlements, and provided legal support and advice.
- Drafted and vetted contracts and agreements while ensuring compliance with legislative requirements and staying updated on legal developments.

Institutional Support Manager | Richfield Graduate Institute of Technology**June 2010 -January 2011**

- Ensured institutional compliance with UMALUSI and Council on Higher Education standards through regular national campus audits and formal reporting to the CEO and Board.
- Attended national workshops and meetings with CHE and the National Academic Quality Assurance & Research Board.
- Developed and implemented institutional strategies, provided legislative updates, and supported executive leadership.
- Drafted and vetted agreements and contracts, offered labour-related advice, and chaired disciplinary enquiries

Senior Legal Advisor/Assistant Branch Manager | Scorpion Legal Protection**March 2007 - September 2009**

- Oversaw daily operations of the legal claims department, assessed legal claims, analyzed risk exposure, addressed stakeholder complaints, and monitored professional negligence issues.
- Ensured attorneys drafted pleadings, contracts, and agreements timeously for civil matters and resolved criminal matters efficiently.
- Drafted and vetted contracts and agreements, ensured FAIS and FICA compliance, conducted legal research, and prepared opinions.
- Provided paralegal support to clients in labour, civil, criminal, and administrative matters; perused legal documents, advised on commercial crimes, and interpreted employment-related legislation for clients.
- Managed Ombudsman referrals and ensured timely resolution of consumer disputes without litigation.
- Performed daily banking, monitored branch finances, and maintained petty cash.

Candidate Attorney | Legal Aid Board (Umlazi Justice Centre)**February 2006 - January 2007**

- Oversaw daily operations of the legal claims department, assessed legal claims, analyzed risk exposure, addressed stakeholder complaints, and monitored professional negligence issues.
- Ensured attorneys drafted pleadings, contracts, and agreements timeously for civil matters and resolved criminal matters efficiently.
- Drafted and vetted contracts and agreements, ensured FAIS and FICA compliance, conducted legal research, and prepared opinions.
- Provided paralegal support to clients in labour, civil, criminal, and administrative matters; perused legal documents, advised on commercial crimes, and interpreted employment-related legislation for clients.
- Managed Ombudsman referrals and ensured timely resolution of consumer disputes without litigation.

Legal Researcher | Transnet (Pty) Ltd**July 2003 - December 2003**

- July 2003 - December 2003 (Contract Position)
- Conducted in-depth legal research on legislation, case law, and regulatory frameworks relevant to Transnet operations.
- Researched and analyzed the Financial Intelligence Centre Act (FICA) to support compliance and organizational risk-management initiatives.
- Undertook research on commercial crime matters, providing summaries and legal insights to support internal investigations and policy alignment.
- Examined provisions of the Protected Disclosures Act (PDA), Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA), and HR Codes of Practice.

- Prepared detailed reports on labour, compliance, and HR-related matters, highlighting key issues and recommending appropriate corrective actions.

Student Advisor | University of South Africa

November 2000 - January 2006

- Provided career-related advice and academic guidance to first-year and returning law students, ensuring informed decision-making about study pathways.
- Assisted students with curriculum planning, module selection, and progression requirements in line with Faculty of Law policies.
- Supported students facing academic challenges by offering guidance on study strategies, time management, and access to relevant support services.
- Facilitated orientation sessions and information briefings to help students transition smoothly into university life and distance-learning environments.
- Responded to student inquiries via email, phone, and in-person consultations, ensuring clear communication and a high standard of service.

VOLUNTEERING EXPERIENCE

• Secretary & Board Member - Child Welfare South Africa	2023 - 2024
• Board Member - Philisa Abafazi Bethu Women and Children Family Centre	2024 - Current
• Board Member - Tshwane North Outreach	2024 - Current
• Secretary & Board Member - Liyaquat Lee Foundation t/a Voice for the Voiceless	2019 - 2021
• Head of Legal / Legal Advisor - South African Women Fight Back (SAWFB)	2019 - 2021

SKILLS AND COMPETENCIES

• Legal Research & Analysis	• Report Writing & Documentation	• Conflict Resolution
• Policy Development & Review	• Legislative Interpretation	• Public Speaking & Representation
• Governance & Compliance	• Advocacy & Public Education	• Ethics & Accountability
• Strategic Leadership	• Case Assessment & Oversight	• Programme Oversight & Monitoring
• Stakeholder Engagement	• Risk Management	• Decision-Making & Problem Solving
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REFERENCES