

ITUMELENG LERATO MOAHLOLI

CONTACT DETAILS



EDUCATION HISTORY

1. UNIVERSITY OF THE WESTERN CAPE | MASTER OF LAWS (LLM) | CURRENTLY ENROLLED
2. UNIVERSITY OF SOUTH AFRICA | BACHELOR OF LAWS (LLB) | 2021
3. CAPE PENINSULA UNIVERSITY OF TECHNOLOGY | ND: SPORTS MANAGEMENT | 2011
4. WESTERFORD HIGH SCHOOL | NSC | 2006

WORK EXPERIENCE

1. ADVOCATE | CAPE BAR COUNCIL | 2025

Experience gained:

- Criminal law: Bail Application
- Junior brief with Adv. Thabani Masuku SC
- Motion Court

2. PUPILLAGE | CAPE BAR COUNCIL | 2024

Key responsibilities included:

- Conducted legal research and case analysis on various matters.
- Drafted pleadings, heads of argument, and legal opinions.
- Attended court proceedings, consultations with clients, and advocacy training.
- Worked on cases spanning in various areas of the law.

3. FACILITY OFFICER | CITY OF CAPE TOWN | 2019 - 2023

Main responsibility is to manage, facilitate, maintain, organise and handle admin duties:

- Oversee the management of the facility concerning repairs and maintenance and get it up to standard.
- To collect and capture statistics.
- Cash management in line with the City's cash management policy
- Manage staff at the facility
- Assist in recreation alongside the play leader
- Planning recreation events such as festivals, camps and hikes
- Dealing with Hub funding. Organising funds and allocating it to different projects
- Administration- General HR responsibilities

CERTIFICATES & LICENCES

- Enrolled Advocate
- Bachelor of Laws (UNISA)
- ND: Sports Management
- Code B Driver's Licence

4. PLAY LEADER | CITY OF CAPE TOWN | 2012- JULY 2019

Key responsibilities were to come up with sport and recreation programs for children who visited the facilities after school and assist in events by providing recreational activities

- Worked in the Districts of the City of Cape Town closely with different communities
- An initiative by the City of Cape Town to keep children busy and off the streets
- Planning recreation events such as festivals, camps and hikes
- Dealing with Hub funding. Organising funds and allocating it to different projects
- Served on the LOC for Cape Town Games, a sport competition at community level
- General administration duties

VOLUNTEER WORK

1. NOLUTHANDO ECD CENTRE | TREASURER | CURRENT

Activities

- Assist with fundraising initiatives for the pre-school
- Assist in managing the grants given to the centre
- Signing off on audited statements

CORE SKILLS & COMPETENCIES

Skill #1: Legal drafting and research

Skill #2: General administration

Skill #3: Computer literate (MS Word, Powerpoint & Excel)

Skill #4: Leadership & team player

Skill #5: Stakeholder engagement

Skill #6: Time management

REFERENCES
