



PROFILE

I am a female, admitted attorney, currently working as a Legal Officer for a Trade Union Federation- within its Secretariat division.

LANGUAGES

IsiXhosa. English
Zulu. Sesotho

SKILLS

Computer literate & Flexible
Driving license & own vehicle
Legal drafting
Report drafting
Court Appearances
Excellent communicator
Ability to work independently
Mediate/ Facilitate/ Chair

AMAHLE ZILANI

Admitted Attorney of the High Court

➤ EDUCATION

NELSON MANDELA UNIVERSITY

Bachelor of Laws (LLB)

LEAD- LAW SOCIETY OF SOUTH AFRICA

- *Practical Legal Training (law school)*
- *Practice Management Training (PMT)*
- *Trial Advocacy Training*

➤ EXPERIENCE

2020 June & 2022 Feb-April

M Zilani Attorneys

Shadow the Director of MZilani Attorneys during university recess.

Assisted with typing drafted documents, Transcribed in consultations, assisted with answering the telephone and responded to certain emails. I also assisted with drafting and sending of Statements of Accounts. I was responsible for delivering/ serving some documents.

2020 January- 2020 December

House Committee member at Laboria- University Residence

First point of contact for new residents and operate as a liaison officer between residents and management. I was in charge of a specific block in the residence and formed part of the committee which organized the social and academic events in the residence.

I also worked at the Residence Computer Laboratory.

2021 February- August

Nelson Mandela University Off Campus Housing Office

Admin Assistant- Positioned at the front desk. Dealt with admin related tasks including system uploads, attending to queries, updating of student data and report preparations.

Employment

September 2022- January 2024

Bate Chubb and Dickson Inc.

Employed as a Candidate Attorney.

My duties included Court/ Tribunal Appearances, Labour matters, Civil law matters, legal opinions, Criminal law, family law matters as well as drafting of pleadings and correspondences.

I attended to opposed and unopposed motion court matters, dealt with Section 65 appearances, liaised with clients, argued bail applications, liaised with correspondent attorneys and opposition attorneys/ representatives.

March 2024- November 2024

Tjale Jubilee Attorneys

Employed as an Associate

-Handle legal documents (drafting, serving, and filing), prepare summaries for counsel (Briefs), attend court /appearances hearings (District and Regional Courts, pre-trials, preliminaries), manage other lawyers involved (Correspondent Attorneys), negotiate settlements, and draft agreements.

·Manage client interactions, including consultations and court appearances for bail applications, applications for diversion, pre-trials, and other preliminaries.

·Handle pre-trial tasks like attending police stations, drafting legal documents (affidavits, representations), and maintaining communication with clients and other parties.

·Consult with clients, draft pre-legal notices (Letters of Demand), and handle legal documents throughout the case (drafting, serving, and lodging matters).

-Represent clients in court (District and Regional) on matters and appearing before the CCMA.

·Conduct research and prepare case assessments (Merit Reports), and maintain communication with clients (emails, calls) while ensuring proper billing (Bills of Costs).

·Provide comprehensive legal support throughout the family law process, consulting with clients, drafting pre-legal notices (Letters of Demand), and handling legal representation. Representation extends to various family court appearances, including divorce and maintenance applications, child custody disputes (contact and primary care), and obtaining protection orders against harassment/ Domestic violence.

·Tackle workplace disputes for both employers and employees, through consultations, followed by potential referrals to appropriate dispute resolution bodies like the CCMA (Commission for Conciliation, Mediation and Arbitration) or bargaining councils like MIBCO. This includes chairing hearings.

December 2024- current

Congress of South African Trade Unions

Employed as a Legal officer:Secretariat

- Compilation of legal documents for Secretariat and Central Executive Committee
- Support to Secretariat
- Facilitate investigations, including with external parties
- Provide legal advice, and draft legal opinions.
- Work with Policy and Parliamentary office on issues relating to policy and legislation matters.
- Advise on current trends relating to legal issues.
- Represent the Federation at NEDLAC chambers, as and when needed.
- Facilitate Labour Law trainings and address related conferences.
- Co-ordinate and liaise with Instructed attorneys, as well as drafting some pleadings

Extra Curricular Involvement

House committee member (2019-2020)

This involved interacting with students about student issues, organizing academic events as well as engaging the student residence and governing body about issues faced by students at the Residence. It also included keeping students in the clear about residence issues and resolutions.

Public Relations officer (2019)

Black Lawyers Association Student Chapter, Nelson Mandela University

Volunteer - Provincial Moot Court Competition (2023)

The Eastern Cape hosted the annual moot court school's competition and I volunteered as an adjudicator/ Presiding Officer at the proceedings. The winning schools would be representing the Eastern Cape province at the National competition.

University Debater (2019)- an Octo finalist in the Southern Africa National Universities Debate Competition

2026- Joined a Swimming academy