

Person specification **Paralegal Assistant/Trainee**

Hillcrest Advice Bureau and Bursary Fund



Criteria	Essential	Desirable	Method of Assessment
Qualifications	<p>Assistant Post</p> <ul style="list-style-type: none"> Tertiary level Paralegal qualification or Tertiary Level Legal qualification <p>Trainee Post</p> <ul style="list-style-type: none"> Matric with minimum L3 in Maths or L4 in Maths Lit, English and at least 2 other subjects 	<ul style="list-style-type: none"> Basic counselling certificate 	Application
Skills	<ul style="list-style-type: none"> Ability to maintain clients' full confidence Ability to enable clients to share their story of distress and need Fluency in isiZulu Fluency in English <p>Assistant Post</p> <ul style="list-style-type: none"> Ability to separate clients' needs which the Advice Bureau can help with and to refer clients to other services relevant to any other needs Excellent verbal communication suitable to different environments: including client counselling, advocacy to entities such as SASSA and businesses Excellent written communication including emails to partner organisations, reports for the Board, letters on behalf of clients to other service providers. Manual record keeping and filing Adherence to financial procedures, records and audit trail requirements 	<ul style="list-style-type: none"> Competency in Microsoft Word and Excel <p>Trainee Post</p> <ul style="list-style-type: none"> Ability to separate clients' needs which the Advice Bureau can help with and to refer clients to other services relevant to any other needs Excellent verbal communication suitable to different environments: including client counselling, advocacy to entities such as SASSA and businesses Excellent written communication including emails to partner organisations, reports for the Board, letters on behalf 	Application, Interview and References

For more people management tools visit [RotaCloud](https://www.rotacloud.com)

Person specification **Paralegal Assistant/Trainee**

Hillcrest Advice Bureau and Bursary Fund



		<p>of clients to other service providers.</p> <ul style="list-style-type: none"> • Manual record keeping and filing • Adherence to financial procedures, records and audit trail requirements 	
Experience	<ul style="list-style-type: none"> • Experience within disadvantaged rural communities, the challenges faced within those communities and the appropriate cultural etiquette 	<ul style="list-style-type: none"> • Experience within the NPO sector • Paralegal or legal work /volunteer experience 	Application, Interview and References
Personal attributes	<ul style="list-style-type: none"> • Value alignment with those of HABandBF: kindness, empathy, a belief in a hand up not a hand out to break the cycle of poverty • Emotional fortitude • Ability to work professionally with volunteers • Trustworthiness • Excellent timekeeping 		Interview & References
Availability	<ul style="list-style-type: none"> • Every Wednesday 9am-12.30pm at Qadi • Willingness to work additional hours on an ad hoc basis • Attendance at AGM and Board meetings 		Interview