



# Siphosethu Siwaphiwe Zazela

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am a young, and goal-driven lawyer with a passion for excellence. Having graduated at the top of my class for the Bachelor of Arts (Law) and in the Dean's list for my Bachelor of Laws, I am committed to the holistic study of the law. As passionate as I am about the study of law, I have also dedicated time to be trained in the practice thereof. My experience in the administrative law, property and land law as well as corporate law practice areas at one of the continent's largest firms demonstrates my grit and well-roundedness as a lawyer. I am a skilled drafter and researcher, as shown by my publication by the Cambridge University Press.

As a young lawyer and aspiring academic, I am committed to learning as much as I am dedicated to contributing to teamwork. Being a junior lawyer in teams ranging from three to even eight people has taught me the important skills of collaboration, reliability and communication. The effective application of these skills has resulted in me being included in key matters and training, as the youngest lawyer in the room. I am a leader who is dedicated to development as well as the production of quality results.

Preferred occupation	Lawyers Law, legal jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1999-01-13 (25 years old)
Gender	Male
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

- Working period **nuo 2022.01 iki 2024.01**
- Company name Werksmans Attorneys
- You were working at: Lawyers
- Occupation Candidate Attorney
- What you did at this job position? Responsibilities included – ● drafting legal opinions and legal memoranda on various aspects of constitutional law; environmental law, land restitution, communal land rights, mining law, administrative law, property law, and education law; ● conducting general legal research as and when required; ● providing administrative support to the practice, including: monitoring deadlines; managing filing of all legal and practice documents; scheduling meetings; liaising with clients and counsel; attending meetings and taking minutes; booking arbitration venues; billing administration; maintaining and filing a daily timesheet; and provided additional administrative support as required; ● preparing monthly reports on matter development and client communication; ● conducting training on ESG-related risk; best practices and international corporate disclosure standards to boards of directors; ● drafting transactional agreements (lease agreements; memoranda of incorporation and company resolutions); and ● monitoring developments in constitutional law and sustainability-related legislation and policy.
- Working period **nuo 2021.06 iki dabar**
- Company name Yanelisa Bokveld Foundation
- Occupation Legal Consultant and Policy Advisor
- What you did at this job position? □ providing general policy advice to the organization; □ attending to general legal tasks as and when needed; and □ structuring and implementing grassroots programmes (formulating programme structures; liaising with community leaders and government officials)
- Working period **nuo 2020.02 iki 2021.04**
- Company name Nelson Mandela University
- You were working at: Teachers
- Occupation Facilitator (Social Consciousness and Sustainable Futures)
- What you did at this job position? Responsibilities included - teaching undergraduate students on human rights and intersectionality
- Working period **nuo 2020.10 iki 2021.12**
- Company name Peace Campaign Nepal
- You were working at: Other jobs
- Occupation Ambassador
- What you did at this job position? Responsibilities included – ● organizing youth forums on global conflict; ● creating platforms within the Nelson Mandela University space for students to engage on global conflicts news and creating spaces for discourse on world peace; and ● overseeing the overall administration of Peace Campaign Nepal in the Gqeberha, Eastern Cape region.

**Education**

Educational period	<b>nuo 2017.02 iki 2019.11</b>
Degree	Degree
Educational institution	Nelson Mandela University
Educational qualification	Bachelor of Arts (Law)
I could work	Paralegal work
Educational period	<b>nuo 2020.02 iki 2021.11</b>
Degree	Honours
Educational institution	Nelson Mandela University
Educational qualification	Bachelor of Laws
I could work	Lawyer; Legal Academic; Researcher; In-house Counsel

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
Afrikaans	fluent	very good	very good
isiXhosa	fluent	fluent	very good
isiZulu	very good	very good	very good
Setswana	basic	good	basic
French	basic	basic	very good

**Computer knowledge**

Microsoft Office: Word, Excel, PowerPoint Teams, Outlook  
 Online Learning Platforms: Moodle; iLearn  
 Adobe PDF  
 Aderant Time Management Software

**Conferences, seminars**

Gender-Based Violence Conference - University of Malaya (Malaysia) [Speaker]  
 Madoda Masithethe Conference - Nelson Mandela University [Speaker]

**Recommendations**

Contact person	Refilwe Moitse
Occupation	Director
Company	Werksmans Attorneys
Telephone number	083 214 4026
Email address	rmoitse@werksmans.com

Contact person	Desiree David
Occupation	Senior Lecturer
Company	Nelson Mandela University
Telephone number	084 202 0142

#### **Additional information**

Your hobbies	Published Creative Writer (Short stories and poetry) Singing (Formerly a Nelson Mandela University artist on rotation) Ballroom Dancing Piano playing
Driver licenses	None
Salary you wish	20 000 R per month
How much do you earn now	36500 R per month