

KATEKANI

LONDANANI

MASHAMBA

PROFILE

I am an admitted attorney with a demonstrated history of working as a legal advisor. I am skilled in Superior Courts and Magistrates' court litigation. I am knowledgeable in legal drafting (pleadings and agreements), I am able to handle high volumes of work without compromising on the quality thereof, meet deadlines and pay attention to detail.

I have developed, among other things, an analytical skill through conducting research and an interpersonal skill through interacting with clients, court officials, Magistrates, Judges and Advocates. I am able to run litigation matters individually, without supervision to finality.

EDUCATION

1. LLB Degree, Faculty of Law, University of South Africa (Varsity College)
2. LLM Degree in Human Rights Law, Faculty of law, University of South Africa (pending)

CONTACT & OTHER

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Home Address: Sunninghill, Johannesburg.

LINKEDIN: Katekani Mashamba

LANGUAGES:

English
Isizulu
Sestho
Xitsonga
French (Ab Initio)

NOTABLE ACHIEVEMENTS:

- Won a recognition award for staffing the Refugee law clinic in the Probono.Org Awards 2020 for Refugee Law

WORK EXPERIENCE

1. **Cliffe Dekker Hofmeyr**
 - a. **Associate (Dispute Resolution) Dec 2022 – Current**
 - Working with local and international clients on all aspects of commercial litigation in the different South African Courts.
 - Provide tailored advice on complex matters to a variety of clients ranging from SMEs to large national organisations
 - Attending upon clients to take instructions and advising on the most appropriate course of action to meet clients' needs; taking appropriate action in executing clients' instructions in a timely manner.

Deal with matters appropriately, including communication with clients over the telephone, by email and in meetings both face-to-face and by video, and with other attorneys and professional organisations over the telephone, by email and correspondence.
 - b. **Legal Consultant (Employment Law Department) May 2022 – Dec 2022**
 - Advising clients in disciplinary proceedings, suspensions, investigations and defending CCMA and/or Labour Court proceedings.
 - Drafting legal opinions for local and international clients on compliance, procedure and strategies regarding all aspects of the South African employment law, including the drafting of contracts of employment and employment related policies.
2. **Attorney at Banda & Associates Attorneys (September 2021 – May 2022)**
 - Advising on all aspects of South Africa's Immigration Act, the Refugees Act of 1998, repealed immigration legislation, regulations, policies and case law

- Elected Deputy Chairperson of the Black Lawyers Association Student Chapter at UNISA JHB
- Elected Member of the IB (Student) Council at the International School of Lusaka
- Member of the Model United Nations (ICJ) in High School
- Completed over 150 Hours of Community Service during IB (2006-2008)
- Captain of the International School of Lusaka Basketball Team

SKILLS:

- Effective time management
- Diary management
- Drafting legal documents
- Legal research
- Interpersonal

OTHER TRAINING/CERTIFICATE:

- Drafting for Litigation
- Mediation Advocacy Training
- Ghost Practice
- Trustee's Training & the Pension Fund's Act

REFERENCES:

Mrs Faeza Khan -
082 872 3786
Legal Manager at Legal Exchange Corporation

Ms Jennifer Woker -
011 290 2540
Partner in Litigation at Shepstone & Wylie

Ms Phetheni Nkuna -
063 256 6552
Director at in Executive at Cliffe Dekker Hofmeyr Inc.

- Administrative review and appeal applications at both Director General and Ministerial levels
- Drafting Applications to High Court on Immigration and Refugee Reviews in terms of Admin Law; and
- Drafting other litigation pleadings (i.e. liquidations applications; divorce summons and other civil court processes).

3. Associate at Lebea Incorporated Attorneys June 2020 – 31 July 2021

- Running litigation matters, i.e. commercial, urgent application, municipality evictions, liquidations, etc
- drafting pleadings and notices;
- briefing counsel;
- consulting with clients and counsel;
- drafting legal opinions;
- appearing in court on behalf of client(s);
- alternate dispute resolution (arbitrations and mediations) attendances;
- attending to Disciplinary Hearings; and Labour Court litigation (reviews and appeals to the LAC).

4. Shepstone & Wylie Attorneys, Johannesburg

a. Associate (Litigation / Dispute Resolution) March 2019 – May 2020

- Running litigation matters, i.e. commercial (companies Act, contractual disputes etc), insurance matters, family law, insolvency (liquidations, business rescue, rehabilitations etc.) and general civil work);
- drafting pleadings and notices;
- briefing counsel;
- consulting with clients and counsel;
- appearing in court on behalf of client(s); and
- all other dispute resolution attendances.

b. Candidate Attorney February 2017 – February 2019

- Working simultaneously in the Department of Commercial Litigation, Employment Law and Pension Law
- Litigation: -
 1. drafting court pleadings, notices, attending to taxation of bills of costs, attending mediations, interaction and consultation with Counsel and conducting legal research on various legislation, case law and common law;
 2. assisting my Principal as an Article Clerk whilst he was the Attorney representing The South African Post Office in the *Black Sash v Minister of Social Development* based on the Cash Master Services agreement with the Department of Social Development and the subsequent legal issues that arose thereafter;
 3. court appearances at the Randburg, Germiston and Johannesburg Magistrate Court for various matters including but not limited to: section 65 of the Magistrate Court Act (financial enquiry), summary judgment and *pro bono* domestic violence matters.
- Employment Law: -
 1. general legal administration including service and filing from time to time, research, noting judgments at the Labour Court.
- Pension Law: -
 1. Attended Trustees Training Course;
 2. Assisting with launching liquidation applications;
 3. Service and filing from time to time;
 4. Indexing and paginating court pleadings;
 5. Preparing briefs for counsel.

	<p>5. Legal Advisor, Legal Exchange Corporation - 01 February 2014 to 31 January 2017</p> <p>Duties:</p> <ul style="list-style-type: none">▪ Providing legal advice and assistance to policyholders;▪ referring litigious matter to attorneys of panel;▪ arranging after-hours bail for clients;▪ conducting research; and▪ drafting contracts/agreements, wills, and indemnity forms for B&B's etc.