

JACQUALINE MBALI SITHOLE

Bachelor of Laws (LLB)

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📞 076 067 6650

📍 Benoni, GP

PROFILE

I am a Bachelor of Laws (LLB) graduate from the University of Johannesburg. I have 3 years working experience as a Junior Legal Advisor. I completed my Practical Legal Training (PLT) with L.E.A.D UNISA. I wrote and passed 2 of my Attorneys Board Exams (Paper 2 and Paper 4). I am able to work well both in a team environment as well individually. I am ambitious and love learning new skills as well as growing on a personal level. I am a hard worker who is committed to growing themselves professionally while contributing to the organisation. I am a firm believer in justice and ethical workmanship. I am in possession of a valid Drivers License (Code 10).

WORK EXPERIENCE

Junior Legal Advisor

Discovery Limited

📅 Oct 2021 - Ongoing

- Section 37D of the Pension Funds Act queries pertaining to reviewing Divorce, Maintenance and Employer Deduction applications and writs and warrants of execution.
- Section 37C of the Pension Funds Act queries pertaining to processing death claims (including investigation for the late member's financial dependants), all death claims related queries and complaints
- Liaising with brokers, beneficiaries, employers, curators, members of the fund, attorneys and/or relevant stakeholders in a professional manner (both verbal and written communication)
- Drafting death claims recommendations and sending to the trustees for consideration and signing.
- Section 14 of the Pension Funds Act transfers pertaining to reviewing and signing transfers coming In and Out of Discovery Invest.
- General Legal queries including but not limited to Power of Attorney applications; Curatorship application and Funds withdrawals; and drafting Legal responses to attorneys and other companies.
- Drafting Subpoena responses (mostly maintenance) to the courts, companies and law firms.
- Dealing with complaints from the Pension Funds Adjudicator, Ombudsman for long-term and short-term insurance
- Dealing and drafting response of complaints from the above offices.
- Conducting legal research and writing legal opinions for the business
- Conducting training to employees who are under the internship program
- Financial sector conduct authority (FSCA) unclaimed benefits
- Deal with complaints from the tribunal services tribunal (FST) complaints

Junior Legal Advisor Internship

Discovery Limited

📅 Feb 2021 - Sept 2021

Same duties as *Junior Legal Advisor*

MOST PROUD OF



Academic Achievement

Completing my Bachelor of Laws (LLB) Degree.

STRENGTHS

Communication Written and Verbal skills

Attention to detail

Pressure Driven

Time Management

Teamwork

Work Ethics

Interpersonal Skills

Good Interpretation

Commercial Awareness

MS Office (Word, Power-Point, Excel)

Legal Writing and Research

Legal Drafting

Critical Thinking

Leadership Skills

Problem Solving

Professional Skills

Organisational Skills

LANGUAGES

English



Sesotho



IsiZulu



IsiXhosa



EDUCATION

Practical Legal Training (PLT)

LEAD UNISA

📅 2023

Bachelor of Laws (LLB)

University of Johannesburg

📅 2020

National Senior Certificate

Rivoni Secondary School

📅 2016

SKILLS AND COMPETENCIES

- Able to work with different problems.
- Skilled to make proper use of knowledge and information.
- Interpersonal skills developed through work experience.
- Successful working in a team environment, as well as independently.
- The ability to work across a broad range of roles.
- Able to communicate effectively and listen attentively.
- I can manage workload, be organised at all times and meet deadlines.
- Able to evaluate complex problems, develop alternatives and consider their impact on the organisation.

ACHIEVEMENTS

- Short and online courses certificates - **2021, 2022 and 2023**
- Continuing Professional Development Points (CDP) recipient - **2022**
- Gauteng City Region Academy (GCRA) Bursary recipient (**2017 - 2020**)
- Top Student of the Year Class of **2016**

CERTIFICATES

- Trial Advocacy - Completed with the Black Lawyers Association (BLA) under the PLT program (**2023**)
- Doxid - Secure documents exchange (**2023**)

REFERENCES

Nancy Andrews

@ Head of Legal (Discovery Invest and Employee Benefits) - Discovery Limited

✉ NancyA@discovery.co.za / 011 529 6968 / 083 375 9297

Victor Radebe

@ Supervisor / Mentor - Discovery Limited

✉ Victormbo@discovery.co.za / 011 529 1970 / 083 411 1654