

## EXCITING OPPORTUNITIES AT SECTION27

SECTION27 is at the forefront of human rights activism in South Africa. We operate as a public interest law centre and seek to influence, develop and use the law to protect, promote and advance human rights. If you are passionate about human rights, self-motivated and would like to be part of a dynamic team working to challenge legal, political and social systems and positively influence society, working at SECTION27 could be the challenge you have been looking for.

### ATTORNEY

SECTION27 seeks a self-motivated attorney with excellent legal and research skills to work in the organisation's Litigation and Legal Services Department. SECTION27's legal work focusses primarily on access to healthcare services; improved access to basic education and nutrition; the reform and regulation of health systems in the public and private spheres; and governance, accountability and transparency.

#### Education, experience, knowledge and skills

**Essential:** Admitted attorney of the High Court of South Africa; at least two years' post-articles experience; excellent English language and writing skills; ability to conduct legal research; knowledge of human rights issues; litigation experience; experience in drafting legal pleadings and legal opinions; ability to work independently and under pressure; excellent computer skills; good time management.

**Advantageous:** Post graduate degree in law; expertise in HIV/AIDS and constitutional law; knowledge of at least one additional South African language.

### COMMUNICATIONS MANAGER

SECTION27 is seeking a Communications Manager with excellent communications and management skills to manage the communications with all stakeholders of the organisation. The work of the Communications Manager will focus on enhancing the public image of the organisation by promoting awareness of SECTION27 and its work; managing the website, facebook and other electronic platforms; managing and growing various databases; media liaison and writing press releases; work together with communications officers in partner organisations; event management; producing various magazines, such as NSP Review; managing internal communications and publication of relevant legal and policy debates.

#### Education, experience, knowledge and skills

**Essential:** At least a Bachelor's degree in relevant field; at least five years' working experience; experience in managing websites and other electronic communications platforms; experience in packaging and presenting complex information in an accessible and user-friendly style; creativity; excellent writing skills in English; ability to work under pressure, excellent computer skills and good time management.

**Advantageous:** Basic knowledge of human rights, HIV/AIDS and the law; marketing and/or public relations qualifications and experience; prior knowledge of networks of journalists.

## LEGAL RESEARCHER

SECTION27 seeks a Legal Researcher with excellent research skills and background in health systems reform to support the organisation's Litigation and Legal Services Department. SECTION27's legal work focusses primarily on access to healthcare services; improved access to basic education and nutrition; the reform and regulation of health systems in the public and private spheres; and governance, accountability and transparency.

### **Education, experience, knowledge and skills**

**Essential:** A post-graduate qualification in law; experience in health systems research; experience in legal research of health systems in other jurisdictions; excellent research skills; good report writing and analytical skills; knowledge of human rights issues; ability to work independently and under pressure; excellent computer skills; good time management.

**Advantageous:** Basic knowledge of human rights; knowledge of health reforms in the USA and/or Europe.

## PA TO THE EXECUTIVE TEAM

SECTION27 seeks a dynamic and proactive Personal Assistant to support the Executive Director and the Head of Litigation. The work of the PA is to provide a highly professional and efficient secretarial and administrative support service to the Executive Director and Head of Litigation; maintaining confidentiality; assist with the preparation for board meetings and other governance meetings; manage diary and travel arrangements. The PA must build a professional image of the Executives and the organisation through interactions with staff and external stakeholders.

### **Education, experience, knowledge and skills**

**Essential:** Relevant post-matric qualification; at least ten years working experience; ability to multi-task and seek creative solutions; experience in managing relationships with high-level contacts and partners; ensuring that the office functions smoothly; excellent computer skills; excellent minute taking skills and preparation of legal documents and letters; and good time management.

**Advantageous:** Experience at a legal secretary; experience in managing a busy executive office; dicta-typing skills; basic knowledge of human rights issues; at least one additional South African language.

**All positions are based in Johannesburg. Please forward your Curriculum Vitae accompanied by a covering letter to [seboko@section27.org.za](mailto:seboko@section27.org.za) no later than 16 March 2012. Only short-listed candidates will be contacted.**