

CURRICULUM VITAE – NTOKOZO GUMEDE

PERSONAL DETAILS

First Names : Ntokozo
Surname : Gumede
Identity Number :
Postal Address :
Residential Address :
Contact details :
Date of Birth :
Nationality : South African
Criminal offence : None
Drivers Licence : Code

ACADEMIC QUALIFICATIONS

High School Education

School : St Nicholas Diocesan School
Level & Year : Grade 12. 2019
Leadership Roles : President of Rotary's Interact Club
Head Prefect/Head girl

Tertiary Qualifications

Degree : Bachelor of Laws (LLB)
University : University of Kwa Zulu Natal
Pietermaritzburg Campus
Year Obtained : 2014
Post Grad Diploma Industrial Relations

Duration : December 2012
 Vac Work at Stowell & Co Attorneys

Duration : January 2013

Reference : Mrs Deborah Khan (Director) 084 440 4013

Name of Company : Kwa-Zulu Natal Society of Advocates

Job Title : Practising Advocate

Duration of Employment : January 2016 to August 2019

Areas of Exposure : High Court Civil Litigation, Regional Magistrates Court Civil and Criminal Litigation (Running of Civil and Criminal Trials and Opposed Motions), District Court Litigation, CCMA Arbitrations, Moving Divorce Matters, Drafting of Pleadings, Legal Opinions, Memorandum of Advice, Heads of Argument

Name of Organisation : eThekwini Municipality

Job Title : Legal Advisor

Duration of Employment : September 2019 to present

Areas of exposure : Employment Law, Drafting Legal Opinions, Providing legal support to various units of eThekwini Municipality, Litigation, defending Court actions claims against the Municipality Vetting of Contracts, Prosecuting in Disciplinary Hearings, Representing the Municipality in Arbitrations, Liaising with Panel Attorneys for Labour Court Matters, facilitating Consultations with external Counsel and Panel Attorneys, Checking Invoices from Panel Attorneys in order to avert wasteful expenditure on behalf of the Municipality by ensuring that invoices sent are in line with agreed tariff's, Providing Legal guidance at Committee Meetings, Conducting Research and preparing presentations at internal meetings on latest case updates and latest legal developments.

Competencies, Skills & Abilities

- Ability to uphold confidentiality.

- Case flow Management.
- Litigation Skills.
- Drafting Skills.
- Communication skills both written and verbal
- General Administration work (filing, answering telephone calls etc.)
- Conflict Management Skills
- Dispute Resolution
- Mediation Skills
- Organising and Planning Skills.
- Ability to work independently without constant supervision
- Ability to meet deadlines
- Ability to work under pressure and in a team.
- Ability to compile reports.
- Legal Research Skills
- Microsoft Office (Word, Excel, Outlook, PowerPoint etc)

Languages

	Speak	Read	Write
English	Excellent	Excellent	Excellent
Zulu	Excellent	Excellent	Excellent
Xhosa	Good	Good	Fair
Afrikaans	Good	Good	Good

References

1. Ms Farzana Ebrahim
Relationship: Previous Supervisor
Director: Tomlinson Mnguni James Attorneys
Pietermaritzburg
E-mail

2. Ms Kate Peniston

Relationship: KwaZulu Natal Society of Advocates Bar Administrator

Email:

3. Ms Mbali Matilda Ngcobo

Relationship: Supervisor

Chief Legal Advisor: (Legal & Compliance: Employment Law)

eThekweni Municipality

Durban

Email:

Tel No: