

Adv Lynn Marais BA (LAW), LLB

Legal Practitioner

Full name:	Lynnette Gail Marais	Mobile:	
Race:	Coloured	Gender:	Female
Driver's Licence:	Code 8	ID No:	
Location:	Johannesburg	Email:	

Dynamic legal practitioner with a demonstrated history of over twenty (20) years of working in the law practice area, with extensive managerial experience at senior level. Former Acting Magistrate and Justice Centre Executive. Assertive leader with a flair for negotiation, collaboration, resolving highly complex, unusual business problems, legal and reputational risk management and managing litigation within a complex and rapidly changing legal landscape and regulatory system.

AREAS of WORK, SKILLS AND COMPETENCIES

- ▶ Constitutional law
- ▶ Civil law
- ▶ Administrative law
- ▶ Human Rights Advocacy
- ▶ Commercial law
- ▶ Competition law
- ▶ Privacy law
- ▶ Labour law
- ▶ Analytical skills
- ▶ Research skills
- ▶ Investigative skills
- ▶ Interpretation skills
- ▶ Collaboration skills
- ▶ Strong networking skills
- ▶ Technical skills
- ▶ Excellent verbal and written communication skills
- ▶ Excellent interpersonal skills
- ▶ Strong negotiation skills
- ▶ Problem-solving skills
- ▶ Excellent legal drafting skills
- ▶ Dispute resolution skills
- ▶ Presentation skills
- ▶ Public speaking skills
- ▶ Sound decision-making skills
- ▶ Meeting deadlines
- ▶ Result-driven
- ▶ Transparency
- ▶ People-centered
- ▶ Trustworthy
- ▶ Legal, reputational and financial risk management
- ▶ Budget management and cost allocations
- ▶ Resource management

Highly organized, innovative and self-driven – thrives under pressure. Sound decision-making ability. Meticulously vigilant about details.

- ▶ Supply chain management
- ▶ Project management
- ▶ Staff management, training and performance appraisal
- ▶ Administration, corporate governance and procedural compliance
- ▶ Implementation of business plans and strategic objectives
- ▶ Stakeholder engagement
- ▶ Leadership engagement
- ▶ High proficiency in Microsoft Office applications and other computer software
- ▶ Ability to work independently as well as in a team
- ▶ Embraces diversity

CAREER SUMMARY

01/2020 – to date	Advocate	Legal Practice Council Member
01/2019 – 12/2019	Pupillage	Johannesburg Society of Advocates
02/2018 – 01/2019	Acting Magistrate	Protea Magistrates Court (Soweto)
06/2016 – 02/2017	Acting Magistrate	East London Magistrates Court
03/2016 – 01/2019	Director	Lynnette Marais Attorneys
10/2010 – 02/2016	Justice Centre Executive (East London)	<i>Progressive career with Legal Aid South Africa (various Justice Centres)</i>
06/2008 – 09/2010	Justice Centre Executive (Queenstown)	
10/2007 – 05/2008	Regional Supervisory Professional Assistant	
06/2007 – 09/2007	Supervisory Professional Assistant	
06/2006 – 05/2007	Civil Professional Assistant	
03/2004 – 05/2006	Criminal Professional Assistant	
07/2002 – 02/2004	Head of Claims Department	Legal Wise
11/2000 – 06/2002	Claims Coordinator	
07/2000 – 10/2000	Senior Legal Advisor	
05/2000 – 06/2000	Legal Advisor	Saambou Bank
07/1999 – 12/1999	Professional Assistant	Derek Light Attorneys
03/1997 – 06/1999	Candidate Attorney	

EDUCATION and QUALIFICATIONS

1996	Baccalaureus Legum (LLB Degree)	University of the Western Cape
1994	Baccalaureus Artium in Law (BA Law Degree)	University of the Western Cape
1991	Matric / Senior Certificate	Spandau Senior Secondary School

Courses:

2017	Legal Disruption Programme	2009	Project Management
2017	Judicial Skills Training	2009	High Court Litigation
2017	Writing documents for Litigation	2009	Performance Management
2017	Commercial Contracts	2008	Incapacity Training
2016	Family Law (Judiciary)	2008	Assessor Training
2015	Leadership - Senior Women Lawyers	2008	Negotiation Skills
2015	Civil Litigation	2005	Trial Advocacy Training
2014	Managing Ill-Health & Poor Performance	2005	Child Law
2014	Legal Interpretation	2005	Conveyancing Practice
2012	National Credit Act	2005	Bills of Costs
2013	Disciplinary Skills	2005	Equality Court Training
2011	Key Aspects of the LRA	2004	Forensic Medicine, Law and Ethics
2010	Emotional Intelligence Training	2004	CCMA Course
2010	Issues in Leadership	2001	Employment Law

Certificates:

2021	Public Service SMS Pre-Entry Certificate	National School of Government
2010	Certificate Programme in Leadership Development	Wits Business School

OVERVIEW of PROFESSIONAL EXPERIENCE

Dynamic practicing legal practitioner.

**01/2020 – Current Advocate
Johannesburg (Gauteng)**

KEY PERFORMANCE AREAS:

- ▶ Consulting with attorneys and clients.
- ▶ Analyzing documents.
- ▶ Conducting legal research.
- ▶ Providing litigation strategies to clients.
- ▶ Drafting legal documents.
- ▶ Litigating in court.
- ▶ Representing clients in various courts and other tribunals.
- ▶ Dealing with electronic case bundles on CaseLines.

ACHIEVEMENTS:

- Resolved complex legal matters.
- Obtained favourable judgments and outcomes for clients.

Dynamic position at the Department of Justice, Protea Magistrates Court, Soweto, Johannesburg.

**02/2018 – 01/2019 Acting Magistrate
Department of Justice (Protea Magistrates Court)**

KEY PERFORMANCE AREAS:

- ▶ Adjudicated an array of matters.
- ▶ Managed and coordinated the efficient and effective functioning of the courts.
- ▶ Analyzed witness testimonies and other evidence.
- ▶ Objective thinking.
- ▶ Sound decision-making.
- ▶ Exercised independent judgment.
- ▶ Dispute resolution.
- ▶ Interpreted and evaluated legislation and regulatory issues.
- ▶ Case management.
- ▶ Conducted legal research in order to keep abreast of legislation, regulations and case law.
- ▶ Sound judgment writing.

ACHIEVEMENTS:

- Increased access to justice.
- Delivered quality judgments.
- Improved service delivery and effective case management.
- Implemented controls in order to ensure the efficient and effective functioning of various courts.

Dynamic position at the Department of Justice, East London Magistrates Court, East London.

06/2016 – 02/2017	Acting Magistrate Department of Justice (East London Magistrates Court)
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KEY PERFORMANCE AREAS: Identical to the KPA's discussed above.

Progressive career with Legal Aid South Africa.

10/2010 – 02/2016	Justice Centre Executive Legal Aid South Africa (East London Justice Centre)
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Fulfilled a leadership role and was actively involved in legal practice. Performed as a member of Legal Aid South Africa's leadership team.

KEY PERFORMANCE AREAS:

- ▶ Managed and ensured the efficient and effective functioning of the business unit, including financial, legal, administrative and operational functions.
- ▶ Managed the business unit's budget in line with the strategic objectives of the organization.
- ▶ Provided strategic leadership, guidance and advise to a diverse, high performance team, which included mentorship and coaching.
- ▶ Managed the business unit's financial, legal and reputational risks.
- ▶ Spearheaded investigations and violations of the organization's policies and procedures, including improper conduct.
- ▶ Managed litigation and legal cases.
- ▶ Represented clients in court.
- ▶ Ensured access to justice and the effective and efficient functioning of the courts.
- ▶ Managed and maintained stakeholder relations.
- ▶ Ensured delivered integrity-driven quality services to clients and stakeholders.
- ▶ Resolved disciplinary matters and ensured the appropriate remedial action.
- ▶ Provided and monitored training to staff members in line with the organization's Legal Quality Assurance Programme and ensured that the required quality standards were met by practitioners.
- ▶ Leveraged resources in order to resolve operational and organizational challenges.
- ▶ Reported to Regional and National management relating to improper conduct, remedial action in respect thereof, as well as compliance and operational activities.
- ▶ Participated in development and implementation of the organization's strategic objectives mandate.
- ▶ Reviewed strategic plans and facilitated strategic planning workshops.
- ▶ Provided high-level oversight relating to the effective promotion and practice of good corporate governance.
- ▶ Upheld compliance with auditing principles and practices during internal and external audits.
- ▶ Managed optimal usage of technology into legal production and service delivery.

ACHIEVEMENTS:

- Increased access to justice.
- Attained 100% in Justice Centre Performance Monitor.
- Awarded in the category Business Unit of the Year.
- Awarded in the category Manager of the Year.
- Represented Legal Aid SA at Portfolio Committee Meeting on Correctional Services.
- Represented Legal Aid SA at EC Provincial Development Committee Meetings.
- Represented Legal Aid SA at EC Provincial Child Justice Meetings.
- Member of EC Provincial Child Justice Task Team.

06/2008 – 09/2010	Justice Centre Executive Legal Aid South Africa (Queenstown Justice Centre)
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Fulfilled a leadership role and was actively involved in legal practice. Performed as a member of Legal Aid South Africa's senior leadership team.

KEY PERFORMANCE AREAS: Identical to the KPA's discussed above – to avoid duplication, only Achievements will be recorded.

ACHIEVEMENTS:

- Ensured accountability an increased access to justice through collaboration with various Regional heads of all the relevant stakeholders, which resulted in effective case management, as well as the allocation of the required resources, in a court coverage area with impaired service delivery.
- Improved valuable stakeholder relationships with the courts by implementing effective internal control systems to monitor the flow of instructions pertaining to the allocation of judicare instructions.

<p>"One of the courts within our area of service delivery was counter-productive due to the fact that it was attended to by relief magistrates, as and when they became available. This caused undue delays and countless backlogs. The public's rights (as enshrined in the Constitution) could not be enforced, I intervened by having meetings with the Chief Magistrate and reporting the matter to the Regional Executives of the Judiciary, the NPA and Legal Aid South Africa. I pursued the matter until a permanent magistrate was assigned to that court and the situation improved markedly."</p>
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03/2004 – to date	Community Activities
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- Participated in annual Take a Girl Child to Work initiative, involving pupils from disadvantaged backgrounds to enhance their self-esteem and to motivate and inspire them to reach their full potential.
- Participated in annual Fairplay initiatives to teach children the rules of life and the consequences of not adhering thereto.
- Participated in annual HIV/Aids Programmes in order to create an awareness.
- Participated in Community Outreach programmes to educate communities of their Constitutional Rights and Responsibilities.
- Participated in Dream Girls workshop during which career guidance were provided to young women on a one-on-one basis.

PROFESSIONAL AFFILIATIONS

- Member of the Legal Practice Council of South Africa.

REFERENCES

Mr F Goosen	Acting Senior Magistrate, Magistrates Court, East London
Mr H Viana	Acting Senior Magistrate, Protea Magistrates Court, Soweto

Further details and certificates available on request