

RUVIMBO PHILLIS MEMBERE

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A Legal Practitioner with three years' experience and expertise in project implementation in an international Non-Governmental Organisation and strong legal drafting and research capabilities. An articulate, precise and eloquent orator and writer who is capable of making good presentation of arguments and capacity building. Client focused and results oriented with excellent collaborative skills that enable me to work well with clients and colleagues in order to deliver effective legal support.

SKILLS

Proposal Development

Legal Advising

Legal Research & Analysis

Conciliation and Arbitration

Litigation

Legal Drafting

Project Management

Records Management

Client Support

Interviewing

Presentations

Data Collection

Commercial Acumen

Microsoft Office Suite

PERSONAL ATTRIBUTES

Punctual

Stamina

Calm under Pressure

Tenacious

Resilient

Team Player

Work Ethic

Adaptable

Collaboration

Communication

PROFESSIONAL EXPERIENCE

Urgent Action Fund Africa

Position: Partnerships and Development Research Intern (Feb 2022 to December 2023)

Duties and Responsibilities: -

- Use multiple streams of data within UAF-Africa programme units to produce quarterly updates on the impact of UAF-Africa's work for external audiences including donors, grantees and the public;
- Work with the relevant portfolios to develop the annual trends analysis for the Fund;
- Research, collate and write captivating content and stories of change from UAF-Africa's grant making narratives and grantees' work for use on UAF-Africa's website, digital newsletter and social media platforms;
- Conduct research on specific issues and subject areas related to UAF-Africa's programming interests;
- Conduct analysis of UAF-Africa's grants to determine level of success and produce quarterly internal updates and reflections on the successes of grants as well as identify areas of improvement;
- Support in compiling data for reviews and reports writing purposes;
- Develop and maintain the UAF-Africa research database ensuring easy retrieval in organization's shared area (i.e., SharePoint)
- Offer support functions arising within the office and from various portfolio's i.e minute taking, printing, scanning, filing and other such clerical duties

Legal Resources Foundation LRF

Position: Legal Intern (May 2021 to January 2022)

Duties and Responsibilities: -

- Implementing the UNICEF Project in Masvingo Province targeting survivors of gender-based violence.
- Compiling programs reports and any other reports required by the supervisor
- Representing the organization at provincial meetings with various stakeholders
- Conducting prison visits
- Conducting legal awareness workshops for community members.
- Conducting research and advocacy initiatives
- Conducting meetings with relevant stakeholders and engaging in collaborative efforts
- Coordinating and facilitating human rights capacity enhancement training workshops and seminars
- Preparing and submitting detailed reports timely (bi-monthly, monthly reports, and quarterly reports).

Leadership
Detail Oriented

REFEREES

**Tsitsi Midzi | Head Partnerships
and Development**

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**Sharon Moffat | Centre Manager |
Legal Resources Foundation
| Masvingo**

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**Joseph T Makuni | Programmes
Lawyer | Legal Resources
Foundation | Masvingo |**

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**Ms Primrose Magaiza | Partner at
Pundu & Company | Chiredzi |**

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- Organizing Mobile Legal Aid Clinics in communities on child protection and gender-based violence issues and interacting with community child case workers to ensure compliance with child protection standards and sustainability.
- Developing and maintaining strong networks and relations with government ministries and departments like the Ministry of Primary and Secondary Education, Department of Child Welfare and Protection Services
- Ensuring financial donor compliance within assigned project budgets, working in consultation with the finance team and management.

Pundu & Company -Legal Attachee

Duration : June 2019 to December 2019

Duties and Responsibilities: -

- Drafted pleadings such as heads of argument, summons, defence outline, application and notice of oppositions
- Conducted legal research on criminal law, civil law, human rights, family law, insurance law and conveyancing.
- Conducted clerical work on filing pleadings, pagination and make payment at the court.
- Drafted conveyancing documents such as Deed of Transfer and mortgage bonds
- Provided accurate, timely and effective advice to clients and colleagues on all legal matters and suggested appropriate courses of action.
- Studied police reports, interview transcripts, medical records and other facts to make a case for accused clients.
- Interviewed witnesses and clients in order to ascertain events and timelines.
- Presented evidence and giving oral arguments in court to support clients in legal proceedings.
- Shaped a client's expectations on what could be realistically achieved and what possible outcomes were to be expected
- Developed and maintained good rapport and relationships with clients
- Oversaw the negotiations and agreements of court settlements
- Managed and maintained all documentation and records in databases and filing systems

OTHER EMPLOYMENT HISTORY

- Zimbodza and Associates Legal Practitioners from June 2018 to August 2018 as a legal attachee
- Chiredzi Magistrates Court (Criminal AND Civil from the period of February 2019 to July 2019 as a legal attachee.

ACADEMIC QUALIFICATIONS

Bachelor of Laws Honours (LL.B)

Midlands State University

2016-2021

Degree Class 2:1

Thesis Title: Prisoners' right to vote in Zimbabwe. A reality or fiction

**A' Level – 3 passes in Divinity, History, Geography, -
Cheziya Gokwe High School**

**O' Level – 8 passes including Mathematics, Science and English
(Njelele High School)**

PROFESSIONAL QUALIFICATIONS

Certificate in Introduction to MS Excel

Eunoia Consultants Private Limited

Certificate in Fundraising Strategies

University of Philanthropy