

Mrs Josette Tanille Manuel

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Cell: 082 0588 922

Dear Sir/Madam

Kindly be advised that I am presently employed as Partner at the firm Shepstone and Wylie Attorney's, Pietermaritzburg and oversee their litigation department at a branch level.

I have the relevant legal expertise and skills that is required by any prospective employer within a legal sector.

I am by nature a hard worker, diplomatic, committed, energetic and enthusiastic when approaching a task and/or matter (be it advising clients or drafting, researching etc ). I am certain that if afforded the opportunity, I would add more value to your organization.

I aim to always make every experience educational. I am strong willed, outspoken (in certain aspects) , dedicated to assisting clients and providing them with the best possible legal and professional service possible. I work well both independently and in a team. I have gained much experience from practice, and it has help strengthen my confidence and molded my personality.

I believe in hard work before success and note that one should not "give up" without trying. I have been taught the important fundamental principal of **"asking when in doubt"**. I much rather accept my limits than "sit with work", asking or seeking out the assistance to get the task completed . I enjoy finding solutions to problems. I am a pragmatic thinker and enjoy pressurized environments.

I truly appreciate you taking the time out to review my credentials and experience. Again, thank you for your considerations.

Yours Faithfully

Josette Manuel



## CURRICULUM VITAE

**MRS JOSETTE TANILLE MANUEL (FEMALE)**

**IDENTITY NUMBER: 871015 0136 089**

Admitted Attorney of the KwaZulu-Natal High Court of South Africa

Legal Practice Council member and mediator

### CONTACT

33 Sherwood Road  
Napierville  
Pietermaritzburg  
KwaZulu-Natal  
South Africa

[jsettetanillefinger@yahoo.co.za](mailto:jsettetanillefinger@yahoo.co.za)

[jmanuel@wylie.co.za](mailto:jmanuel@wylie.co.za)

cell: 079 503 6217 / 082 058 8922

### EDUCATION

**University of South Africa – UNISA (post graduate diploma)**

Postgraduate Diploma in Risk Management

**2022 – 2023**

**University of KwaZulu-Natal Pietermaritzburg (undergraduate degree)**

LLB (Bachelor of Laws)

**2006 – 2009**

**Civil Mediation (partial accreditation)**

LSSA – LEAD

**2023**

**Commercial Mediation (full accreditation)**

Conflict Dynamics

**2025**

### COMPETENCIES AND SKILLS

Computer literate  
Legal drafting  
Legal research  
Legal advising

### ASSOCIATIONS

Law Society of South Africa  
Legal Practice Council  
Woman in Business  
Pietermaritzburg Chamber of Business

### TRAINING AND MENTORSHIP

Woman in Business mentor  
Candidate legal practitioner programme  
(6 cycles)

### Extra Mural Activities (University)

Black Management Forum  
Swimming  
athletics  
Inter-house art  
Inter-house dance  
Hockey  
Library monitor  
Fund raising committee member  
Peer counselor  
Chess  
Inter-house cleaning committee  
Inter-house drama

### Leadership roles

Class Captain  
Mentor  
Prefect

### LEGAL COURSES

**FICA – Financial Intelligence entre & compliance**

Shepstone & Wylie Attorneys

**2024**

### Corporate Law

UNISA – University of South Africa

**2021**

**POPIA – Protection of personal information**

Shepstone & Wylie Attorneys

**2021**

### Customary Marriages

Probono.org

**2020**

**FICA – Financial Intelligence entre & compliance**

Shepstone & Wylie Attorneys

**2018**

### Practice Management Training

LSSA – LEAD

**2018**

### Bills of Costs

LSSA – LEAD

**2018**

### National Credit Act

LSSA – LEAD

**2018**

### Drafting Specific commercial agreements

LSSA – LEAD

**2017**

### Estate Planning

<p><b>Interests</b>  Attending meetings, being out in the ministry, writing poetry &amp; music lyrics, dancing, drama, any outdoor activities (camping &amp; gardening), movies, art galleries, cooking &amp; baking, swimming, crossword puzzles and spending time with family</p>	<p>LSSA – LEAD  <b>2017</b></p> <p><b>Deceased Estates</b>  LSSA – LEAD  <b>2016</b></p> <p><b>Law on Eviction and Alternate Dispute Resolution</b>  LSSA – LEAD  <b>2016</b></p> <p><b>Legal Bills of Costs</b>  LSSA – LEAD  <b>2012</b></p> <p><b>Legal bills of costs</b>  LSSA – LEAD  <b>2010</b></p> <p><b>Practical Legal Training (PLT)</b>  LSSA – LEAD  <b>2010 &amp; 2011</b></p>
	<p><b><u>EXPERIENCE</u></b></p> <p><b>Branch Manager</b>  Shepstone &amp; Wylie Attorneys  <b>February 2022 – present</b></p> <ul style="list-style-type: none"> <li>• overseeing the day-to-day operations and performance of the branch</li> <li>• focusing on financial goals, customer service, and employee performance.</li> <li>• Managing resources, implementing strategies, and ensuring compliance with company policies and regulations</li> </ul> <p><b>Litigation Partner</b>  <b>Head of litigation department (branch level)</b>  Shepstone &amp; Wylie Attorneys  <b>March 2018 – Present</b></p> <ul style="list-style-type: none"> <li>• general civil and commercial litigation, consultations with client , advisory, drafting , various appearances at courts and moving motions, engaging in mediations</li> <li>• family law (issues including but not limited to divorces, disputes in access, maintenance issues, domestic Violence disputes etc.)</li> <li>• liquidations and sequestrations,</li> <li>• debt recoveries (for corporate entities, banks and between individuals),</li> <li>• breach of agreements and litigation to the enforcement of rights of individuals and entities</li> <li>• leases and evictions,</li> <li>• taxations – drafting and opposing bills of costs in the Higher and Lower courts, arguing opposed costs</li> <li>• Motor vehicle collision and RAF matters and medical negligence matters,</li> <li>• estates (preparing WILLS to reporting deceased estates) and trusts,</li> <li>• dispute resolution including mediation) and</li> <li>• commercial drafting (agreements, contracts and/or settlement agreements)</li> <li>• FICA and POPIA compliance</li> <li>• FICA compliance – by ensuring that one Knows Your Client “KYC”, ensure that one is able to properly identify the person or entity “the humans that are behind every transaction”, as we are accountable institutions – ensuring that the trust account is not party to money laundering or a financial crime , ensuring that the organisations FICA policies are implemented and adhered to, the necessary /required information is received and verified</li> </ul> <p><b>Senior Litigation Associate</b>  Shepstone &amp; Wylie Attorneys  <b>March 2017 – February 2018</b></p>

**Litigation Associate**

Shepstone & Wylie Attorneys  
March 2012 – February 2017

**Candidate Attorney**

Shepstone & Wylie Attorneys  
01 September 2011 – 28 February 2012

**Candidate Attorney**

Ngcobo Poyo & Diedricks Incorporated  
01 June 2010 - 31 August 2011

**Legal Aid Justice Board**

Legal vacation clerk  
June 2009

**Cliffe Dekker Hofmeyr**

Legal vacation clerk  
January 2009

**Venns**

Legal vacation clerk  
June 2008

**Cliffe Dekker**

Legal vacation clerk  
January 2008

**Legal Practice Council**

**Chairperson, committee member, investigator, mediator, fees assessors and appeals**  
2019 – present

- Panel for PMT exemptions
- Panel member for Investigations of LPC complaints
- Panel member and chairlady for Disciplinary hearings
- Mediation for the LPC complaints and disciplinary hearing
- Panel member for fees assessments, assessment of fees and whether practitioner has overreached
- Attending to assess complaints, investigate and make a finding on whether the dispute should be referred to a disciplinary enquiry.
- Attending to chair disciplinary enquiries, hearing evidence and preparing written and oral rulings or judgments

**Community Service**

**Legal Practice Council**  
Pro-bono help desk  
2019 – present

**Probono.org**

help desk or panel referrals  
2019 – present

**Sales Assistant and till tender**

C.N. A  
2008-2009

**Waitress**

Sakki  
2007

**Sales Assistant and till tender**

Musica  
2006-2007

**Sales Assistant and till tender**

Foschini  
2005-2006

	<p><b>Sales Assistant</b> Hub (School wear department) 2004-2005</p> <p><b>Sales Assistant</b> Vidash Sasoo 2003-2004</p>
	<p><b>Secondary Education</b> Russell High School Matric Exemption (Merit)</p> <p><b>References</b></p> <p><b>Ian Oliver</b> Oliver Attorneys <b>084 362 4907</b></p> <p><b>Sanele Shelembe</b> <b>061 156 8499/084 027 6262/084 537 9996</b></p> <p><b>Michelle Naidoo</b> Legal Practice Council <b>033 345 1304</b></p>

  
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Josette Manuel  
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