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Rakoma & Associates Internships 2026/27 New Application

Description

Rakoma & Associates is a dynamic and forward-thinking company dedicated to providing exceptional legal services across various practice areas. Our firm is committed to fostering a culture of innovation, professional development, and inclusivity. As we strive for excellence in the legal field, we recognize the importance of nurturing the next generation of legal professionals. Our internship program is designed to provide aspiring individuals with hands-on experience, mentorship, and exposure to diverse legal challenges.

Responsibilities

- **Legal Research:** Conduct in-depth legal research on assigned topics to support our legal teams.
- **Document Review and Analysis:** Assist in reviewing and analyzing legal documents, ensuring accuracy and compliance.
- **Case Preparation:** Aid in the preparation of legal documents, court filings, and case materials.
- **Client Interaction:** Collaborate with team members in communicating with clients, witnesses, and external stakeholders.
- **Administrative Support:** Provide general administrative support, including file management, scheduling, and document organization.
- **Learning Opportunities:** Attend internal meetings, court proceedings, and other relevant events to gain firsthand knowledge of legal processes.

Qualifications

- **Enrollment in a Law Program:** Currently pursuing a degree in law or a related field from an accredited institution.
- **Strong Academic Record:** Demonstrated academic excellence and a passion for the legal profession.
- **Research and Analytical Skills:** Proficient in legal research methodologies and able to analyze complex legal issues.
- **Communication Skills:** Excellent verbal and written communication skills with the ability to interact professionally with colleagues and clients.
- **Initiative:** Proactive, self-motivated, and able to work independently or as part of a team.
- **Attention to Detail:** Meticulous attention to detail to ensure accuracy in legal documents and tasks.

Job Benefits

- **Mentorship:** Receive guidance and mentorship from experienced legal professionals.
- **Networking Opportunities:** Build connections within the legal community through participation in firm events and activities.
- **Professional Development:** Access to training sessions and resources to enhance legal knowledge and skills.

Hiring organization

Rakoma & Associates

Employment Type

Intern

Duration of employment

3 Months

Industry

Accounting

Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

Working Hours

09

Date posted

June 14, 2026

Valid through

14.02.2028

- **Exposure to Various Practice Areas:** Gain experience across diverse legal practice areas within the firm.

Contacts

1. Prepare Your Application Documents:

- **Resume:** Include a detailed resume highlighting your educational background, relevant work experience, and any extracurricular activities.
- **Cover Letter:** Craft a compelling cover letter that outlines your interest in the internship, your academic and professional goals, and why you believe you would be a valuable addition to Rakoma & Associates.
- **Academic Transcripts:** Provide official or unofficial transcripts showcasing your academic performance.

2. Compose an Email:

- **Subject Line:** Use "Rakoma & Associates Internship Application" as the subject line of your email.
- **Body of Email:** In the body of the email, express your interest in the internship briefly. Mention any specific details from the job description that attracted you to the position.

3. Attach Your Documents:

- Attach your resume, cover letter, and academic transcripts as PDF or Word documents to the email.

4. Send Your Application:

- Address the email to the designated contact person, which may be mentioned in the job description. If not, use a generic salutation such as "To the Hiring Committee."
- Double-check that all attachments are included before sending.

5. Follow-Up:

- If a closing date is specified in the job description, make sure to submit your application before that deadline.
- After sending your application, consider sending a polite follow-up email a week or two later to express continued interest and inquire about the status of your application.