|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 159 Mackenzie Street Brooklyn Pretoria  0181 |  | 076 560 8809 |  | sarahburford05@gmail.com |



Curriculum Vitae 2017

Sarah Burford

**PERSONAL DETAILS**

Surname: Burford

Name: Sarah Jane

Age: 24

Sex: Female

Date of Birth and I.D. no. 9305130012085

Race: White

Citizenship: South African

Driver’s license: Code B

Marital status: Unmarried

No. of dependents: None

Physical Address: 159 Mackenzie Street, Brooklyn, Pretoria 0181

Postal Address: PO Box, 1189, Kloof, 3610

E-mail Address: [sarahburford05@gmail.com](mailto:sarahburford05@gmail.com)

Cell no.: 076 560 8809

**WORK EXPERIENCE**

**Academic Associate**

Department of Procedural Law, University of Pretoria

February 2017 – November 2017

Duties include, *inter alia*, assessment, invigilation and other administrative tasks, lecturing assistance, research assistance and any other academic and administrative tasks determined by the Head of Department of Procedural Law.

**Editor-in-Chief at Pretoria Student Law Review**

University of Pretoria

February 2015 – present day

I am currently the Editor-in-Chief at the Pretoria Student Law Review (PSLR), in which I am co-responsible for deciding which articles will be selected for publication and then the editing thereof. This job further requires communication between referees and authors and assisting with the communication between these two persons. I previously served another two years on the PSLR as an editor.

**Member of the Environmental Law Association of South Africa**

February 2017 – present day

As a new member, I intend to be an active member by assisting in outreach projects and attending functions to better my knowledge in the field of environmental law and the issues our country currently faces.

**Assistant Researcher for Integrated Reporting**

The Albert Luthuli Centre for Responsible Leadership, University of Pretoria

February 2015 – November 2016

Integrated Reporting is a growing style of sustainable and responsible reporting within the corporate world. The ALCRL currently is holding and presenting a post-Graduate diploma on Integrated Reporting, the first of its kind in the world.

My responsibilities included administrative work, general assistance and assisting in the researching process of Integrated Reporting, as well as exploring various areas where Integrated Reporting may become more prominent and more widely used. I also handled all student queries for the course hosted by the ALCRL, the Post-Graduate Diploma in Integrated Reporting.

**Chairperson for Model United Nations of South African Universities**

University of Pretoria and DIRCO

July 2016

I was asked to Chair the Model United Nations South African Universities (MUNSAU) Conference (12 – 15 July 2016). During the conference, I acted as Chairperson for the General Assembly Opening Plenary Session and for the Security Council. My duties included controlling and steering the debate and I was also asked to eventually help with simple administrative matters. In the Closing Plenary Session of the conference, I acted as Co-Chair.

**Participant at the Global Next Leaders Forum**

Hiroshima and Tokyo, Japan

August 2015

I was one of two South Africans selected to attend the annual GNLF international conference in August 2015, hosted by GNLF Headquarters (Japan). Being the 70th anniversary of the Atomic Bombing on Hiroshima, the theme was focused on War and Peace.

The Conference aims to create an international network of rising youth leaders, through international exposure, online platforms for discussion and exposures to different cultures and opinions to facilitate understanding and co-operation. In an increasingly connected world, the GNLF believes that refining the youth's thought processes and challenging pre-conceived ideas break down barriers of cultural and communicative understanding. By breaking through such barriers, mutual understanding and respect is fostered, leading to better co-operation in the international arena.

The conference comprised of 5 sessions, during which focused on different aspects of Peace and War; namely;

* the conditions of peace and war; different countries' perspectives
* the role of countries and of the individual in the creation and maintenance of peace
* the role of diplomacy in peace
* the role of the media in war
* post conflict; the role of the International Organisation of Migration (IOM) and the conditions needed to facilitate the development of sustainable peace in a previous war-zone.

Each session was followed by group work in which practical scenarios were given for the groups to tackle. Extensive discussion and debate lasted several hours to formulate cohesive and comprehensive answers to the scenarios, which was later presented to the rest of the participants. By attending this conference, I was forced to question the validity of long-held opinions. Being exposed to conflicting ideas and beliefs helped to grow in my ability to consider multiples sides of the story and the importance of such consideration. I grew as leader, being challenged on my communication, negotiation and dispute resolution skills.

**Tutor for Tutor Dynamics**

Pretoria

July 2014 – March 2015

As a tutor, I was required to assist school children struggling in particular school subjects.

**Member of Student Forum**

University of Pretoria

January 2014 – December 2014

The task of The Student Forum is to hold The Student Representative Council (SRC) accountable to the mandate and tasks set out before the SRC. The Student Forum meets quarterly with SRC (headed by the Constitutional Tribunal) to ensure that its projects and tasks are aligned with the vision of the University of Pretoria and that the students are being served adequately and equally as per the mandate of the Student Representative Council.

**Member of Sub-Council for Societies**

University of Pretoria

January 2014 – December 2014

The function of the Sub-Council is to act as an intermediary between the SRC, University Management and Societies on campus. This platform also provides an opportunity for Chairpersons of societies to meet one another, ask questions and put forward ideas to improve life for societies on campus.

**Chairperson for United Nations Association of South Africa (Pretoria Chapter)**

University of Pretoria

August 2013 – August 2014

The United Nations Association is an association that consists of Chapters from all over the world that strive to implement the goals and objectives of the United Nations. The Pretoria Chapter has a strong history of debating and outreach, with its main focus on the students and the surrounding community. Our particular Chapter aims to equip its member with skills to consider other opinions and engage in active and constructive debate, to consider those less fortunate and to actively seek ways in which they can help and support the surrounding community.

As Chairperson, I was responsible for the general direction and management of the society, ensuring the Executive Committee members fulfil their duties and projects were executed and implemented properly. During my term in office, I was the leader of 120-180 students, which is a great example of my leadership capability.

The skills I have improved with this position:

* Working within a group
* Public speaking
* Time management
* Communication skills
* Leadership

A particular project which was initiated under my leadership was Green Week, an entire week which was dedicated towards the promotion of awareness of the current environmental crisis being experienced globally. This project saw the cooperation of University of Pretoria management in placing more recycling bins around campus, a tree planting ceremony, outside speakers giving lectures on their work and engaging with the student community to raise awareness of how to implement ‘green habits’ in their everyday lives.

**Secretary-General for United Nations Association of South Africa (Pretoria Chapter)**

University of Pretoria

October 2012 – August 2013

This position entails the overseeing and communication between all members of the Society, all external stakeholders and the UNA-SA headquarters. This includes the dissemination of information to all members of the society, minute taking for executive meetings and Annual general meetings (AGM's); setting of agendas; passing of information from external stakeholders to members of the society, such as internships, job opportunities and international competitions.

During this time I was a member of MUN (Model United Nations) debating. I helped research and prepare topic packs for debates, organising adjudicators and marketing of the events. I also assisted in conducting training sessions for the new debaters, ranging from basic procedural elements to advance tactical voting and strategy.

**Learnership at the Department of International Relations and Cooperation**

Pretoria

June 2013 – July 2013

Worked in the Public Diplomacy and Office of the Chief State Law Advisor, working in each directorate for two weeks. Out of 40+ candidates, I was one of eight who were selected for these learnerships.

The Public Diplomacy Desk:

* I did report writing on previous projects and assessed the outcomes and offered recommendations as of to improve.
* I was also part of the basic logistical organising of the Department's participation in Mandela day (67 minutes of charity).
* I also did research on pricing for the Minister's annual ball.

The Chief State Law Advisor:

* I did basic research and report writing on current international questions, topics ranged from the Antarctic division issue to concluding civil unions. I was fortunate enough to co-write the speech on South Africa's viewpoint on Law of the Sea and continental shelf issues.
* I conducted research and presented the South African opinion on a current legal issue in the USA to the America's Desk at DIRCO.
* I also attended several seminars on extradition and the growing nature of International Law.

**Research Assistant for Doctoral Candidate**

University of Pretoria

August 2012 – November 2012

During term time, I was employed on an ad hoc basis by Revai Albaek, in assisting her with basic research and administrative matters while she completed her doctorate.

**Pharmacy Assistant at MacPharmacy**

Durban

2009 - 2011

I worked part-time weekends. During this time I assisted customers in comparing products and medication for them as well as basic ordering of supplies and assisting in other various tasks.

**OTHER ACTIVITIES IN UNIVERSITY**

I have participated in many residence activities over my two years in residence. In both my years I have participated in RAG (Reach out And Give) Festival, with having been selected for the RAG Organising Committee in my Second year. I have also been involved in Serrie, an inter-residential competition, in both years, Ienk Melodienk in my first year, in which we won the University competition.

Model United Nations (MUN) debating has been a passion of mine since entering university. I have competed in every debate held at UP during my time in UNA-SA and have won several awards, including winning my very first debate. I have always placed or won every one of my MUN debates, including winning Best Speaker and Best Position Paper among these awards. I also participated as a delegate in the Model United Nations of South African Universities in 2012. I was also part of the Organising Committee for this conference. During this conference (MUNSAU), I was selected to complete an internship at DIRCO the following year (details above). In 2014 I was personally asked to tutor the International Relations 2nd year class on Model United Nations debate, which formed part of their curriculum. I also acted as MC for the debate itself.

I volunteered as a Youth Instructor for Grade 5’s at my local Parish, Queenswood Catholic Church on Sunday mornings for two years (2014-2015).

**TERTIARY EDUCATION[[1]](#footnote-1)**

Tertiary Institution: University of Pretoria

First Degree: BA Law

Period of Study: 3 years

Year of Study: Completed

Major Subjects: International Relations

Second Degree: LLB

Period of Study 2 years

Year of Study Completed

Major Subjects: Environmental Law; International Private Law; Law and Transformation; Humanitarian Law

Third Degree: LLM

Period of Study: 1 year

Year of Study: 1st year

Major Subjects: Environmental Law; International Environmental Law; Advanced International Law; Administrative Law

**SECONDARY EDUCATION**

Last School attended: St. Mary’s DSG, Kloof

Level completed: Level 7 (please see certificate enclosed)

Date on Leaving School: 2011

Subjects and grade achieved: English Home Language – A

Mathematics – C

Afrikaans First Additional Language – C

Dramatic Arts – A

History – A

Physical Science – C

Life Orientation – A

**Academic Awards:**

* Academic Merit Attainment in Grades 8 - 12
* Silver Award for English Olympiad 2010 and 2011
* 2nd round South African Mathematics Olympiad 2010 and 2011
* Awarded Drama Theory Prize in Grade 12

**Cultural/Leadership/ Sporting Activities in school:**

* Indoor and action netball (first team), for both school and an outside team.
* President of Toast Masters Grades 11 to 12
* Member of Gavel Club Grades 9 to 12
* Head of Culture for House Grade 12
* School plays and House Plays Grades 8 -12
* Director of house play in Grade 11
* Adjudicated Primary School Public Speaking Finals in grade 11

**Cultural/Leadership/Sporting Awards in school:**

I was awarded Honours Cum Laude for Dramatic Arts in Grade12, the highest award my school can bestow. Other achievements include: The Dramatic Arts Theory Award and the Janet Lake Cup for Dramatic Arts, Best Supporting Actress Award, a further Merit Award and Half Colours Re-award for Humanities in Grade 12. I was further awarded Excellent Service to Leadership in the same year.

In Grade 11, I was awarded Honours, Full Colours Re-Award and Merit for Dramatic Arts. I was further awarded Best Original Script, Best Set Design and the Adjudicator’s Award from directing my house play. I was finally awarded a Merit Award in the same year.

**INTERESTS AND HOBBIES**

I enjoy reading a variety of genres, but in particular biographies and historical novels, listening to music, international affairs, particularly in the development of international environmental law, as well as South African politics. I also enjoy exploring cities’ ‘hidden gems’, public speaking and engaging in debates on a range of topics. I enjoy Model United Nations debating in particular. My other interests lie in youth development, in which I have assisted on numerous occasions to assist in tutoring, the Sustainable Development Goals and attending environmental functions to better educate myself on current events happening in the environmental legal sphere. In my spare time I enjoy trying out different recipes for baking and cooking.

I am extremely passionate about current affairs, international relations and international law and policy creation. My strengths lie in meeting new people and building connections, debating, public speaking and presenting arguments and research, researching and compiling reports. I am always keen to debate and hear different opinions to extend myself and my own thought leadership.

**REFERENCES**

Prof Derick De Jongh

Director: Albert Luthuli Centre for Responsible Leadership, University of Pretoria

Tel: 012 420 1234

Prof Dire Tladi

Professor: Department of Public Law

Fellow at the Institute of Comparative and International Law in Africa, University of Pretoria

Email: [dire.tladi@up.ac.za](mailto:dire.tladi@up.ac.za) or [dire@diretladi.com](mailto:dire@diretladi.com)

Prof Andre Boraine

Dean of Faculty of Law, University of Pretoria

Supervisor Pretoria Student Law Review

Email: [mornay.hassan@up.ac.za](mailto:mornay.hassan@up.ac.za) (Secretary to the Office of the Dean)

1. Please find full academic transcript attached to email. [↑](#footnote-ref-1)