
JUSTICE ITEFUE

Winnipeg, Manitoba

ARTICLING CANDIDATE

Internationally trained law student licensed to practice in Nigeria and pursuing re-qualification in Canada, with ~10 years of post-Bar experience consisting of ~8 years of providing legal advisory, regulatory compliance, and administrative support in various departments of a federal government agency, plus ~5 years of work experience in a legal environment. Specifically, I have assisted clients of both legal and non-legal organizations for at least 4 years, taking and making official calls, responding to and transcribing official mails, and scheduling meetings with superiors, resulting in 10% improved client satisfaction. Furthermore, I have been an avid researcher for at least 8 years, conducting legal research on diverse subjects with Legalpedia, Canli, LexisNexis, and other software with a 90% turnout within prescribed timelines. Also, since 2016 I have rendered *pro bono* legal advice to four non-governmental organizations with impact in my immediate community. Beyond my professional life, I enjoy hiking, reading, traveling, and volunteering.

EDUCATION

- NCA Certificate of Qualification, Federation of Law Societies of Canada 2024
 - Doctor of Philosophy, PhD (International Law and Human Rights) (GPA:4.63/5.0, 75% thesis score) 2022
Title of Thesis: The Impact of Globalisation on Poverty in Nigeria from a Human Rights Law Perspective
Rivers State University, Rivers State, Nigeria
 - Master of Laws (LLM, International Human Rights Law), Rivers State University, Nigeria 2019
 - Postgraduate Diploma Journalism (PGDJ), International Institute of Journalism, Abuja, Nigeria 2019
 - Barrister at Law (BL), The Nigerian Law School, Abuja, Nigeria (Second Class Lower Division, Top 10%) 2014
 - Bachelor of Law (LLB), Igbinedion University, Okada, Edo State, Nigeria (GPA:4.32/5.0) 2013
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PERSONAL DEVELOPMENT

- Certified Information and Privacy Professional, Canada (CIPP/C) 2024
 - Certificate of Completion, Legal Research and Writing Course (LRW, CPLED) 2024
 - Associate, Chartered Institute of Arbitrators (CIARB) UK, Nigeria Branch 2018
 - Graduate, Institute of Chartered Secretaries and Administrator of Nigeria (GRAD. ICSAN) 2018
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EMPLOYMENT

NIGER DELTA DEVELOPMENT COMMISSION (NDDC), Port Harcourt, Rivers State, Nigeria

Foremost Federal Government agency promoting sustainable development in 9 states of the Niger Delta region, through delivery of projects and programmes in marginalized communities. With a portfolio of over 1,000 projects and programmes, 12 departments and 1,300 employees

Manager, Office of the Executive Director Corporate Services EDCS, NDDC **Jan. – Dec. 2024**

Report directly to the Principal Manager, Interview contractors and consultants, schedule meetings, note-taking while drafting and editing official documents, and providing administrative support

- Interviewed about 4 contractors weekly, and assisted in filling in enquiry forms and visit request forms
- Communicated feedback to the Principal Manager and maintained meeting schedules, calendar and timing prompts for tasks
- Drafted, edited and proofread memos, letters, minutes, reports and executive summaries using MS Word, Outlook, PowerPoint and other software
- Established separate visiting periods for consultants and contractors to address crowding and workload issues

Assistant Manager, Office of the EDCS, NDDC

Aug. 2023 – Jan. 2024

Report to the Manager on task progress and challenges, provide administrative support, draft correspondence, respond to calls and mail, update projects and programmes database

- Responded to calls and mail from contractors, scheduled meetings with superiors and updated database of projects
 - Provided administrative support to Manager during Capacity Building/Training on Rural Governance for traditional rulers and youth leaders of oil-producing communities
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- Got promoted to Manager position

Assistant Manager (Legal), Administration & Human Resources (HR) Directorate

Aug. 2022 – Jul. 2023

Report to Assistant Manager HR on the outcome of legal research. Draft, edit and proofread memos and other documents. Interviewed aggrieved employees and assist with legal support during negotiations

- Drafted memos and letters communicating management's decision to aggrieved employees and provided legal support to Assistant Manager HR during negotiations with employees.
- Researched employment-related issues arising from proper placement requests by employees and communicated research outcomes to the Assistant Manager, HR
- Processed requests for information from the public including contractors, groups and other organisations
- Initiated the creation and use of staff confidentiality forms to address information leakages in the Directorate and satisfied all eligibility requirements (within prescribed timeline) for promotion to Manager position.

Legal Officer I, Dispute and Conflict Resolution Department, NDDC

Aug. 2020 – Aug. 2022

Report to the Director on outcome of negotiations with aggrieved communities, Interview representatives of communities and groups, and assisted in negotiations and drafting of minutes, memos, letters, and reports of settlement

- Interviewed aggrieved contractors and consultants and assisted by taking notes and drafting reports, memos and minutes of stakeholders' meetings and negotiations, and transcribed official complaints
- Accompanied Director and other team members to conflict-ridden communities in different states and prepared reports
- Assisted the team by providing 2 out of 7 suggestions during the resolution of the dispute between Ohaji/Egbema communities of Imo State and the NDDC
- Researched the propriety of paying compensation to women from Southern Ijaw, Sagbama and Ekremor, Bayelsa State on account of oil spills, thereby saving the Commission the sum of ₦2,000,000,000
- Appointed HR Desk Officer for the Directorate, got promoted to Assistant Manager, earned PhD in International Law and Human Rights, and recognized as Achiever of the Year 2022 by alma mater

GEORGE ISOJE & ASSOCIATES, Ughelli, Delta State, Nigeria

Nov. 2016 – July 2020

A small law firm involved in property and criminal law practice, located in Delta State with 3 partners and 10 lawyers

Associate II

Report to the Partner, conduct client interviews, legal research, draft letters and court documents, client representation in court and meetings including negotiations

- Interviewed 3 clients weekly and took notes of clients' complaints and requests on behalf of Partner
- Assisted Partner by conducting research on proof of land ownership through acts of possession in the case of Bighoro v Ogulagha Community and others
- Drafted letters and court documents for vetting by Partner and daily updated the office diary
- Assisted Partner to take notes and minutes during negotiations, pre-trial meetings and court appearances, and communicated with opposing lawyers on cases while working closely with legal assistants and other support staff
- Attended at least 6 court cases bi-weekly including law conferences with lawyers

Previous Roles:

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| ▪ Research Assistant , V.E AKPOGUMA & CO. Warri, Delta State, Nigeria | Jan. 2016 – Nov. 2016 |
| ▪ Associate II and Legal Assistant , ALEX AMUSI & CO. Ughelli, Delta State, Nigeria | Oct. 2015 – Jan. 2016 |
| ▪ Legal Intern , Ministry of Justice, Akwa Ibom State, Nigeria | Nov. 2014 – Oct. 2015 |

INTERESTS

- **Hiking:** I enjoy team hiking a lot. It helps me build endurance, resilience, team spirit and interpersonal skills. On a personal note, I find hiking to be mentally refreshing especially after prolonged work cycles. In June, we explored the Lekki Conservation Centre in Lagos State.
- **Reading:** I also find reading both fiction and non-fiction books interesting. I challenge myself to read a book every month. Last month, I read Mario Puzo's 'Omerta'.
- **Travelling:** As exciting as the idea of visiting new places feels each time, the catch for me is discovering and learning about different cultures and perspectives of people.
- **Volunteering:** Rendering help affords me the opportunity of giving back to community while providing me with a sense of purpose. I am currently offering *pro bono* legal advisory services to a non-governmental organisation in my community for a planned prison decongestion programme later this year.