



Cassandra Ishaka

Head of Human Resources
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 [LinkedIn profile](#)

Cassandra Ishaka is a Junior Associate at RUBEYA & CO-ADVOCATES Law Firm, where she contributes to the firm's legal practice and supports its Human Resource function.

She assists in legal research, drafting of memoranda and contractual documents, preparation of case files, and follow-up on court and administrative procedures. Her work involves supporting senior colleagues in both advisory and contentious matters, ensuring accuracy, procedural compliance, and timely delivery.

In addition to her legal responsibilities, Cassandra supports the firm's Human Resource activities, including internal policy implementation, documentation management, recruitment coordination, and general administrative follow-up. She is diligent, organized, and committed to maintaining high professional standards in both legal and internal operations.

Related services

[Employment](#)

Related sectors

[Financial Services](#)

Languages spoken

English, Kirundi, French

Experience

Cassandra Ishaka provides strategic support to lawyers in the drafting, review, and analysis of contracts, legal instruments, and procedural documentation, ensuring accuracy, compliance, and alignment with client objectives. She plays a key role in supporting both advisory and contentious matters across the firm.

- Conducts thorough research to inform case strategy and advisory work, analyzing legislation, regulations, and relevant case law to provide actionable insights.
- Actively participates in the preparation of consultation briefs, summary notes, legal opinions, and conclusions, supporting the development of strong, well-reasoned arguments.
- Reviews, organizes, and manages case files, contracts, and procedural documentation to ensure completeness, accessibility, and proper filing.
- Assists in client relationship management by coordinating communications, preparing client updates, and ensuring timely follow-up on legal matters.
- Supports the optimization of internal workflows, knowledge management, and organizational efficiency, contributing to smoother operations within the firm.
- Works closely with senior associates and partners, providing input on strategic decisions, risk assessments, and project planning.
- Continuously enhances legal knowledge and practical skills by monitoring legislative changes, jurisprudence, and regulatory developments relevant to the firm's practice areas.

Credentials

Education

- LLB, at IIE Varsity College Pretoria