



The Gauteng Provincial Office of the LPC is currently embarking on a process to fill 2 vacant Legal Officer positions that have recently occurred within the Disciplinary Department (DC) in our office situated in Pretoria.

**Vacancy:** Legal Officer  
**Department:** Disciplinary  
**Reporting to:** HOD: Disciplinary  
**Status:** External Advertisement

**Main purpose:**

Attend to investigations and prosecution of complaints and attend to general queries.

**Key outcomes:**

**Handling of complaints:**

- Receiving, considering and investigating new complaints;
- Formulating charges;
- Research and considering of Rulings in adjudicating complaints;
- Timely response to correspondence; and
- Courteousness in dealing with public members and legal practitioners.

**Disciplinary Hearings:**

- Research and consideration of Rulings;
- Prepare and conduct hearings;
- Draft Rule 50.18 Reports; and
- Provide feedback to both legal practitioners and complainants.

**Office Admin:**

- Manage office;
- Supervision of junior staff within the office; and
- Training of junior staff within the office.

**Liaison – Public/Legal Practitioners:**

- Attend to telephone enquiries;
- Advise public and members on complaints;
- Attend to consultations with public/legal practitioners; and
- Advise legal practitioners on current rulings and guidelines.

**Liaison – other Departments:**

- Exchange of information; and
- Referral of matters.

**Recommendation to Council:**

- Drafting of memoranda; and
- Attending to any work-related instruction as delegated to by the HOD / Director.

**Requirements:****Educational and vocational:**

- Matric;
- LLB Degree;
- Admission as a legal practitioner; and
- 2 years post admission experience within a legal practitioner's office environment essential.

**Skills required:**

- Working knowledge of the Legal Practice Act 28 of 2014;
- Understanding of prosecution processes;
- Excellent working knowledge of MS Office; and
- Excellent report writing skills.

**Competencies:**

- Analytical and assertive;
- Attention to detail and accuracy;
- Excellent communication skills (verbal and written); and
- Excellent planning and organising.

*Interested and suitably qualified persons may send their applications indicating the position they are applying for on the subject line to [recruitment@ipc.org.za](mailto:recruitment@ipc.org.za). Contact Person: Mr Makhosonke Zulu (012 338 5899), Please do not attach the copies of qualifications with your applications as those may be requested once you have been shortlisted, appointment will be made in line with the LPC Employment Equity and staff appointment Policies, and candidates from previously disadvantaged groups will be given preference.*

*Closing Date: **20 August 2019***

*Disclaimer: The LPC reserves the right not to make an appointment.*