



ADDRESS & CONTACT DETAILS

NATIONAL OFFICE

Address:
Building 20, Thornhill Office Park
94 Bekker Street
Vorna Valley
Midrand
Tel: +27 (0)10 001 8500

The Legal Practice Council (LPC) is currently embarking on a process to fill a vacant Legal Officer Position for its Provincial Office.

Vacancy: Legal Officer
Provincial Office: Eastern Cape (East London)
Reporting to: Director: Provincial Office
Status: External Advertisement

Job Purpose:

To facilitate and coordinate all regulatory functions for the Provincial Council (PC) and provide professional support to the Provincial Director.

Key Responsibilities

- Handle all complaints and facilitate the disciplinary processes for the Province;
- Coordinate all matter relating to risk and compliance;
- Assist the Director in dealing with matters relating to curatorship;
- Handle all articles, admissions, and provincial records and database matters;
- Handle all enquires relating to admission exams, training, education and accreditations and escalate matters to the National Office where necessary; and
- Provide support to the Director in coordinating PC meetings, keeping record of meetings and following up on resolutions of the PC.

Generic Functions

- Draft various reports and memoranda to the Council;
- Provide training and supervise junior staff within the office;
- Liaison with other departments, exchange information and refer matters;
- Liaison with members of the public, attend to queries, provide advice and hold consultations;
- Provide advice and guidelines to legal practitioners on current rulings; and
- Any other duties assigned by the Director from time-to-time.

Key Customers/ Stakeholders

- Own institution;
- Provincial Council and Standing Committees;
- Organised Legal Profession; and

- Members of the Public.

Minimum Appointment Requirements

- Matric/Grade 12 Certificate;
- Law Degree;
- Admission as an Attorney; and
- Minimum of 2 years post admission experience in a professional regulatory environment.

Skills & Competencies

- Excellent analytical skills;
- Good Communication skills;
- Methodical and diligent with outstanding planning abilities; and
- A flexible approach to problem solving.

NB: Contact person - National HR Manager (Acting) (Ms Sithembile Mthembu) on sithembilem@ipc.org.za and contact number (033 345 1304)

Kindly indicate the Position and the Province you are applying for on the subject line.

Only shortlisted candidates will be communicated with further, if you do not hear from us within a period of 30 days from the closing date of the advert consider your application as unsuccessful.

Closing date for applications: 06 September 2019.

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