
Advert Internal & External

The Legal Practice Council (LPC) is currently embarking on a process to fill vacant positions in its Mpumalanga and Free State Provincial Offices.

Vacancy	:	Director
Province	:	Free State (Bloemfontein) Ref No: FS01/2022 Mpumalanga (Nelspruit) Ref No: MP01/2022
Total CTC Package	:	R914,934.66 p.a

Minimum Requirements

Matric/Grade 12 Certificate; ▪ LLB or Recognised Legal Qualification for admission as a Legal Practitioner; ▪ Admission as a Legal Practitioner and relevant post-graduate qualification will be an added advantage; ▪ 8 - 10 years relevant experience; with at least 3 years in Management level; ▪ Knowledge of South African Constitution; ▪ Legal Practice Act, No 28 of 2014; ▪ FIC Act; ▪ PAIA; ▪ Court Rules; ▪ Section 109 Regulations; ▪ LPC Code of Conduct; ▪ Rules of the LPC; ▪ Financial Management and Legal profession.

Skills & Competencies

Communication, ▪ Attention to detail; ▪ Conflict Management; ▪ Accuracy; ▪ Interpersonal; ▪ Analytical; ▪ Leadership; ▪ Strategic Management; ▪ Deadline driven; ▪ Interpersonal; ▪ Integrity; ▪ Team player ▪ Strategic thinker; ▪ Risk Management; ▪ Working under pressure; ▪ Report Writing and presentation.

Key Responsibilities

Analyse the LPC strategy and roadmap to determine the future trends, strategic direction, and legal implications; ▪ Consult with National and Provincial management to obtain strategic inputs and imperatives related to the Provincial Office; ▪ Compile and submit the regional strategy and roadmap; ▪ Obtain the associated resources to enable implementation of the strategy and roadmap; ▪ Implement the Strategy and Roadmap in accordance with the Delegation of Authority; ▪ Manage the affairs of the PC, subject to broad policy direction from the LPC; ▪ Oversee the briefing of Provincial Attorneys on litigation and related

matters as per National and Provincial Council's resolution;▪ Provider awareness on legislative developments which may affect the operations of legal services;▪ Identify, refer and motivate matters of national interest or policy to appropriate LPC structures. Oversee the appointment of curator *bonis* and execution of the duties as set out in the court orders;▪ Ensure implementation of terms of reference by Provincial Council;▪ Implement internal governance functions as per National Office guidelines for the Provincial Council and its Committees;▪ Report on any governance failures on the part of the Provincial Councils or its Committees to National Office; ▪ Stakeholder management in line with policies, procedures and legal requirements;▪ Overall management of the provincial functions and management of staff;▪Manage Human Resources in accordance with policies, procedures, and legal requirements;▪Over the recruitment process for the Provincial Office in consultation with Human Resource;▪ Manage the financial cycle process, inclusive of procurement, and provincial assets;▪ Report on the province's performance at the required intervals reflecting all relevant statistics and Manage Provincial Council's finances in accordance with policies, procedures and legal requirements.

NB: Interested and suitably qualified persons may send their applications indicating the position they are applying for and reference number on the subject line for the attention of:

- Ms Sithembile Mthembu: Recruitmentg@lpc.org.za : Senior Manager: Human Resources: Contact number: (010) 001 8500

Kindly submit a recently updated comprehensive CV, as well as copies of all qualification(s) (Matric and Admission (where applicable) Certificate must be attached), copy of ID and driver's license (where applicable). Suitable candidate(s) will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Please note that correspondence will only be limited to shortlisted candidates, if you do not receive any response within 30 days from the closing date of the advert, consider your application not successful.

Closing date for applications is 28 February 2022 late applications will not be considered.

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

