
Advert 09 of 2024 Internal and External

The Legal Practice Council (LPC) is currently embarking on a process to fill vacant positions in the National Office, Gauteng, Western Cape, Northern Cape, North West and Limpopo Provincial Offices.

Vacancy : Senior Legal Officer: Regulatory
Province : Gauteng (Pretoria): **Ref No:** GP09/2024
CTC Salary Package : R 748 401 all-inclusive package p.a.

Minimum Appointment Requirements

Matric/Grade 12 Certificate; ▪ Law Degree; ▪ Admission as a Legal Practitioner; ▪ 3 years post admission experience in a legal environment or in a professional regulatory environment, of which 01 year is in prosecution. Knowledge of Legal Practice Act, No 28 of 2014; ▪ Section 109 Regulations; ▪ Code of Conduct for all Legal Practitioners & Court Rules.

Skills & Competencies

Communication; ▪Attention to detail; ▪Interpersonal; ▪Accuracy; ▪Problem solving; ▪Critical thinker; ▪Prosecution; ▪Deadline driven; ▪Research; ▪Integrity; ▪Time management; ▪multi-tasking; ▪Writing; ▪Team player & ability to work under pressure.

Key Responsibilities

Assess more complex complaints received on allegations of misconduct;▪Gather and access all relevant information and documentation to evaluate the complaint;▪ Identify any additional areas of prima facie misconduct;▪Form a view on prima facie unprofessional conduct both within and outside the purview of the complaint;▪ Investigate complaints within the allocated timeframe;▪Prepare agenda for the Committee;▪Record decisions of Committee and provide feedback to complainant and legal practitioner;▪Handle appeals on papers, if required;▪Prepare agenda for the Committee if further roundtable discussions are to be held with all parties, when there insufficient evidence to prosecute;▪Lead the discussion with the Committee, resulting in a conclusion of the matter or if the matter needs to be referred to the Disciplinary Committee;▪Depending on the nature of the complaint, conduct mini mediation for those less serious charge;▪Formulate charges in accordance with applicable legislation;▪Alert Committee on any hearing postponements;▪Prosecute the charge and lead witness to give evidence to support the charge;▪Carry out cross examinations;▪ Close case and address Committee with final arguments;▪ Record decision

and draft minutes, approve and co-sign with chairperson;•Prepare a memorandum from Investigation Committee to conduct more complex inspections;•Conduct case management on suspension applications based on non-compliance;•Conduct follow-ups on inspections that have taken place;•Report on investigation findings for further prosecution or dismissal or send to Disciplinary Hearing or for temporary suspension;•Liaise with other internal departments and other provincial officers on disciplinary related matters;•Maintain records of complaints received and investigations and inspections undertaken;•Maintain records of decisions made by the Disciplinary Committee, Court or Council;•Review requests for Certificates of Good Standing and Staff supervision.

Vacancy : Senior Audit Officer
Province : Gauteng (National Office-Midrand): **Ref No:** NO03/2024
CTC Salary Package : R550 000 all-inclusive package p.a.

Minimum Appointment Requirements

Matric/Grade 12 Certificate; ▪ BCom Degree majoring in Accounting or Internal Auditing; •BCom Hons majoring in Accounting or Internal Auditing is an advantage; ▪ 3 years' experience in either external or internal audit; ▪ 2 years managing audit engagements from start to conclusion is an advantage; ▪ A member of a professional body will be an added advantage (SAICA/SAIPA/IIA SA); ▪ Valid driver's license; ▪ Experience in compliance audits is an advantage; ▪ Legal Practice Act, No 28 of 2014 ; ▪ Code of Conduct for all Legal Practitioners, Candidate Legal Practitioners and Juristic Entities ; ▪ Rules of the South African Legal Practice Council ; ▪ Financial Intelligence Centre Act; ▪ Travel as and when required nationally is a special requirement.

Skills & Competencies

Great interpersonal and communication skills; ▪ Ability to communicate respectfully to senior staff whilst still being assertive; ▪ Proactivity and the ability to work independently with minimal supervision; ▪ Self-starter. Ability to research and problem solve; ▪ Report writing skills; ▪ Provide detailed reports on findings and recommendations; ▪ Excellent time management skills; ▪ Manage deadlines for various tasks; ▪Good administration and co-ordination skills; ▪ Planning and organizing; ▪ Ability to undertake a variety of tasks within the same time frame; ▪ Ability to work without administrative support & basic computer literacy.

Key Responsibilities

Develop a risk-based testing plan by selecting an appropriate audit approach, testing procedures and sampling criteria; ▪ Conduct audit tests and prepare working papers; ▪ Evaluate the adequacy of process design and the effectiveness of controls in meeting organisation and control objectives; ▪ Identify and document control and process weaknesses and provide evidential

support for findings; ▪ Propose practical and value-added recommendations to address control weaknesses and/or process inefficiencies; ▪ Organise and reference work papers for review by the National Manager; ▪ Participate in closing meetings with provincial staff and management at the end of fieldwork, providing clear explanations regarding issues identified; ▪ Conduct surprise audits at provincial offices; ▪ Preparing concise and informative audit report to effectively communicate findings and recommendations to the National Manager; ▪ Assist with the compilation of reports to the Risk & Compliance Committee, Executive Officer, and Legal Practitioners Fidelity Fund; ▪ Liaise with the Legal Practitioners Fidelity Fund and Risk and Compliance Committee and provision of required information; ▪ Establish and maintain relationships with the banks and IRBA; ▪ Provide advice and support to provincial staff; ▪ Respond to enquiries from legal practitioners, auditors as well as members of the public; ▪ Provide training to staff ; ▪ Preparation of guidance notes/ policies etc.

Vacancy : Human Resources Officer
Province : Western Cape (Cape Town): **Ref No:** WC05/2024
CTC Salary Package : R 386 888 all-inclusive package p.a.

Minimum Appointment Requirements

Matric/Grade 12 Certificate; ▪ National Diploma in Human Resources Management or similar (NQF 6); ▪2 years' experience in Human Resources Administration; ▪ Knowledge of Legal Practice Act, No 28 of 2014; ▪ Applicable HR legislation i.e., Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Broad Based Black Economic Empowerment, Skills Development Act and Human Resource Best Practice.

Skills & Competencies

Communication; ▪Attention to detail; ▪Interpersonal; ▪Accuracy; ▪Problem solving; ▪Critical thinker; ▪Deadline driven; ▪Confidentiality; ▪Integrity; ▪Time management; ▪multi-tasking; ▪Good administrative skills; ▪Team player & ability to work under pressure.

Key Responsibilities

Source all documentation inclusive of job profiles, vacancy approval form, organogram and assist in compiling the job advertisement; ▪ Conduct criminal and reference checks of potential candidates; ▪ Receive applications and provide response handling; ▪ Prepare interview packs and schedule interviews; ▪ Prepare regret letters to unsuccessful candidates; ▪ Schedule the induction of new staff members and prepare induction packs; ▪ Provide support and advice to staff within the province in accordance with HR policies and procedures; ▪ Maintain accurate, confidential and accessible employee records; ▪ Maintain leave records; ▪ Track probation periods of employees; ▪Prepare documentation for exit interviews and close staff files; ▪ Liaise with the service providers for logistical arrangements; ▪Prepare monthly payroll input; Review payroll file with the Finance Manager ▪ Prepare and submit HR related payments for approval and processing, ▪ Update and maintain HR service provider database; ▪Assist in the preparation of HR reports; ▪ Follow-up on HR matter referred to Provincial Offices. ▪ Update and maintain wellness calendar, ▪Coordinate HR related meetings; ▪ Provide HR secretariat services during HR related meetings.

Vacancy	:	Senior Secretary: Director's Office x3
Provincial Office	:	Limpopo (Polokwane) Ref No: LP01/2024 North West (Mahikeng) Ref No: NW03/2024 Northern Cape (Kimberley) Ref No: NC01/2024
Total CTC Monthly Salary	:	R 358 726 all-inclusive package p.a.

Minimum Appointment Requirements

Matric/Grade 12 Certificate; ▪ NQF Level 6 in Administration or equivalent; ▪ 4 years' administrative or secretarial experience ▪ MS Office (Intermediate Word, Excel, PowerPoint, Outlook) ▪ Legal Practice Act, No 28 of 2014 ▪ Rules of the LPC,

Skills & Competencies

Communication; ▪ Attention to detail; ▪ Interpersonal; ▪ Accuracy; ▪ Problem solving; ▪ Integrity; ▪ Time management; Multitasking; ▪ Report writing, ▪ Typing ▪ Team player and working under pressure.

Key Responsibilities

Receive and assist visitors to the office of the Director ▪ Manage the Director's diary and schedule meetings i.e. Provincial Council meetings, special meetings, committee meetings as directed ▪ Prepare all notices and make arrangements for meetings, inclusive of securing venues and arranging catering requirements ▪ Prepare and distribute circulars ▪ Distribute documentation timeously to meeting attendees ▪ Take messages and forward timeously to the Director ▪ Prepare agendas for Provincial Council and Committee meetings ▪ Type and distribute minutes of meetings, as directed ▪ Coordinate travel arrangements inclusive of flights, car hire and accommodation ▪ Provide support in the preparation of reports and presentations ▪ Type documentation and prepare presentations, as requested by the Director ▪ Maintain an up-to-date and accurate database, where relevant ▪ Coordinate the provision of stationery for the office of the Director ▪ Coordinate repairs for office equipment to ensure all equipment is in sound working order at all times ▪ Maintain a file of correspondence and documentation ▪ Receive and dispatch files as and when requested ▪ Ensure all documentation is safeguarded and confidentiality is maintained ▪ Handle telephonic general enquiries ▪ Handle visitors and attend to general enquiries ▪ Respond to correspondence, as directed ▪ Keep a record of all correspondence and enquiries ▪ Liaise with internal departments and various external stakeholders, on request by the Director.

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

- **National Office, Limpopo, Northern Cape, North West: Ms. Sive Brakfesi: Senior HR Officer:**
Recruitmentg@ipc.org.za: Contact number: (010) 001 8500.
- **Gauteng: Ms Tumelo Motseo: HR Officer** Recruitmentgp@ipc.org.za: Contact number: 012 338 5825

- Western Cape: Ms Lila Naidoo: HR Officer: Recruitmentwc@lpc.org.za: Contact Number: (021) 443 6700

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). All appointments are subject to vetting processes and positive results. The processing of your personal information by the Legal Practice Council will be done in accordance with the POPI Act 4 of 2013. 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 27 May 2024 late applications will not be considered.

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

