

NATIONAL OFFICE
Building 10
Riverview Office Park
100 River View Park Street
Halfway Gardens
Midrand 1686

Tel: 010 001 8500



Advert 06 of 2025

Internal and External

The Legal Practice Council (LPC) is currently embarking on a process to fill a vacant position in the Eastern Cape Provincial Office.

Vacancy : Legal Officer: Risk & Compliance (4 months fixed-term contract)
Provincial Office : Eastern Cape (East London): **Ref No:** EC01/2025
CTC Salary Package : R44 438,97 p.m.

Minimum Appointment Requirements

Matric/Grade 12 Certificate; ▪ Law Degree; ▪ Admission as a Legal Practitioner; ▪ 2 years post admission experience in a legal environment or a professional regulatory environment; ▪ Knowledge and experience in drafting of bills and identifying litigious, non-litigious matters is a requirement and will be highly advantageous; ▪ Understanding of different types of practices and services rendered concerning such a practice to prepare a bill of costs; ▪ Knowledge of Legal Practice Act, No 28 of 2014; ▪ Section 109 Regulations; ▪ Code of Conduct for all Legal Practitioners, Legal Practice Council Rules and 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

Conduct investigations on legal practice compliance following forensic procedures and methodologies; ▪ Prepare a report on findings and submit to the line manager for review; ▪ Ensure investigations are carried out within the allocated timeframe; ▪ Present findings to disciplinary hearings, Court and Council; ▪ Give evidence at disciplinary hearings and Court; ▪ Attend to all follow-ups arising from decisions made; ▪ Provide feedback to legal practitioners; ▪ Administer the winding up of practices of members that have been suspended, struck or are deceased, following court order; this is inclusive but not limited to risk assessments, collection and handling of client files, claims procedure and liquidation of trust account, costs, general attendances (e.g. criminal prosecution), Termination of curatorship; ▪ Review and approve audit reports from Legal Practitioners; ▪ Handle claims lodged against the trust account; ▪ Administer trust accounts of suspended, struck or deceased members; ▪ Identify the level of risk for handover; ▪ Liaise with relevant stakeholders i.e., liquidators, banks, AFF, etc. to supply

all files and relevant documentation, ▪ Consider submitted audit reports and applications for exemption to submit audit reports,
▪ Review and approve audits, ▪ Query Handling; ▪ Administration and staff supervision.

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:

- **Ms. Sive Brakfesi: Senior HR Officer:** RecruitmentHQ@lpc.org.za: 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). 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 28 March 2025 late applications will not be considered.

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

