

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

Tel: 010 001 8500



Advert 07 of 2025

Internal and External

The Legal Practice Council (LPC) is currently embarking on a process to fill vacant positions in the Northern Cape and Free State Provincial Office.

Vacancy : Administrator: Professional Affairs
Provincial Office : Northern Cape (Kimberly) **Ref No:** NC01/2025
CTC Salary Package : R279 245 all-inclusive package p.a.

Minimum Appointment Requirements

Matric/Grade 12 Certificate; ▪ National Diploma in Office Administration, Paralegal, or any other relevant field of study; ▪ Minimum 2-year relevant administrative work experience and Knowledge of the Legal Practice Act.

Skills & Competencies

Communication, ▪ Interpersonal, ▪ Problem - solving; ▪ Research, ▪ Time management & report writing ▪ Attention to detail, ▪ Work under pressure, ▪ Deadline driven, ▪ Integrity; ▪ Team player & multi-tasking.

Key Responsibilities

Open files, as instructed; ▪ Capture data into systems; ▪ Collect and distribute post; ▪ Sort and send faxes; ▪ Make photocopies of documentation; ▪ Input into the preparation of departmental reports; ▪ Complete requisitions for the department; ▪ Maintain relevant departmental database; ▪ Schedule meetings and coordinate logistical arrangements; ▪ Arrange for teleconference facilities; ▪ Coordinate the submission of reports for Council and committees; ▪ Process Fidelity Fund Certificates for Legal Practitioners ▪ Perform administrative duties, as assigned, which are department-related e.g., preparing certificates, raising invoices, etc.; ▪ Maintain up-to-date and accurate files of all correspondence and documentation; ▪ Coordinating all arrangement relating to oral exams, ▪ Issuing examiner's Certificates, ▪ Coordinating payments and claims (examination candidates, venues, examination papers, invigilators, and examiners), ▪ Ensure the integrity, confidentiality, and security of the examinations ▪ Attend to enquiries and correspondence relating to examinations and, ▪ Attend to instruction from Convenors of examinations.

Vacancy : Administrator: Regulatory
Province : Free State (Bloemfontein) **Ref No:** FS01/2025
CTC Salary Package : R279 245 all-inclusive package p.a.

Minimum Appointment Requirements

Matric (Grade 12); ▪ National Diploma in Administration or similar (NQF 6); ▪ 2 years administrative experience; ▪ Computer literacy (MS Office). ▪ MS Office (Word, Excel, PowerPoint, Outlook); ▪ Knowledge of Legal Practice Act.

Skills & Competencies

Administration; ▪ Attention to detail; ▪ Communication; ▪ Deadline driven; ▪ Interpersonal; ▪ Integrity; ▪ Telephone etiquette; multi-tasking; ▪ Time management; ▪ Team player; ▪ Typing and Working under pressure.

Key Responsibilities

Open files as instructed; ▪ Capture data into systems ; ▪ Type standard letters; ▪ SMSs and emails; ▪ Prepare claims; ▪ Collect and distribute post; ▪ Sort and send faxes; ▪ Make photocopies of documentation; ▪ Input into the preparation of departmental reports; ▪ Complete requisitions for the department; ▪ Maintain relevant departmental database; ▪ Prepare documentation for audits; ▪ Schedule meetings and coordinate logistical arrangements; ▪ Arrange for teleconference facilities ; ▪ Coordinate the submission of reports for Council and committees; ▪ Perform administrative duties, as assigned, which are department-related e.g. preparing certificates, raising invoices, etc. ; ▪ Adhere to stipulated timeframes in the carrying out of administrative duties; ▪ Maintain up-to-date and accurate files of all correspondence and documentation; ▪ Liaise with the Document Warehouse on collection of documentation for storage as per company policy and procedure, where applicable; ▪ Assist with uplifting and offloading of files; ▪ Retrieve files from archives and dispatch documents on request from practitioners; ▪ Assist in the handling of general telephonic enquiries, escalating for query resolution when required; ▪ Attend to walk-in enquiries; ▪ Handle visitors and attend to general enquiries; ▪ Keep a record of all correspondence and enquiries.

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:

- **Northern Cape:** Ms. Sive Brakfesi: Senior HR Officer: Recruitmentnq@lpc.org.za: Contact number: (010) 001 8500
- **Free State:** Ms Jacqueline Venter: Administrator: Support Services: Recruitmentfs@lpc.org.za : Contact Number (051) 447 3237

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 11 April 2025 late applications will not be considered.

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

