

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

Tel: 010 001 8500



Advert 08 of 2025

Internal and External

The Legal Practice Council (LPC) is seeking suitably qualified candidates to fill multiple **6-month project positions** focused on expediting Disciplinary matters and clearing the backlog of cases.

Vacancy	: Legal Officer: Regulatory (6 months fixed-term contract) x12
Provincial Office	: Gauteng (Pretoria): Ref No: GP04/2025 x3 Limpopo (Polokwane): Ref No: LP01/2025 x2 KwaZulu Natal (Pietermaritzburg): Ref No: KZN05/2025 x2 Western Cape (Cape Town): Ref No: WC03/2025 x2 Eastern Cape (East London): Ref No: EC02/2025 x2 North West (Mafikeng): Ref No: NW01/2025 x1
CTC Salary Package	: R30 000 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, of which 1 must be in prosecution; ▪ 2 years in a professional regulatory environment advantageous. Knowledge of Legal Practice Act, No 28 of 2014; ▪ Section 109 Regulations; ▪ Code of Conduct for all Legal Practitioners and Juristic Entities; ▪ All aspects of law e.g., Road Accident Fund Act, Criminal Procedure Act, Labour Law; ▪ Rules of the LPC; ▪ Court procedure and the law of evidence; ▪ Financial principles.

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 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 misconduct both within and outside the purview of the complaint; ▪ Investigate complaints within the allocated timeframe; ▪ Participate in the Committee to provide recommendations on decision; ▪ 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; ▪Formulate charges in accordance with applicable legislation; ▪Prosecute the charge and lead witness to give evidence to support the charge; ▪Coordinate appeals and reviews of findings of Committee; ▪ Prepare a memorandum from Investigating Committee to conduct inspections; ▪Conduct follow-ups on inspections that have taken place; ▪Report on investigation findings for further prosecution or dismissal or send to Disciplinary Hearing Committee adjudication; ▪Maintain records of decisions made by the Disciplinary Committee, Court or Council; ▪General Office administration, ▪ Advisory support and staff supervision.

Vacancy : Administrator: Regulatory (**6 months fixed-term contract**) x6
Provincial Office : Gauteng (Pretoria): **Ref No:** GP05/2025 x1
Limpopo (Polokwane): **Ref No:** LP02/2025 x1
KwaZulu Natal (Pietermaritzburg): **Ref No:** KZN06/2025 x1
Western Cape (Cape Town): **Ref No:** WC04/2025 x1
Eastern Cape (East London): **Ref No:** EC03/2025 x1
North West (Mafikeng): **Ref No:** NW02/2025 x1
CTC Salary Package : R18 000 p.m.

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; ▪Draft agendas and minutes of meeting; ▪ Prepare notices and send-off to relevant parties ; ▪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:

- Limpopo, Eastern Cape, North West: Ms. Sive Brakfesi: Senior HR Officer: Recruitmenthq@lpc.org.za: Contact number: (010) 001 8500
- KwaZulu Natal: Mr Sphehile Zuma: HR Officer: Recruitmentkzn@lpc.org.za: Contact number: 033 345 1304
- Western Cape: Ms Zizipho Silwana: HR Officer: Recruitmentwc@lpc.org.za: Contact Number: 021 443 6451
- Gauteng: Ms Tumelo Motseo: HR Officer Recruitmentgp@lpc.org.za: Contact number: 012 338 5825

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 12 April 2025 late applications will not be considered.

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

