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Advert 09 of 2025

Internal and External

The Legal Practice Council (LPC) is currently embarking on a process to fill vacant positions in the Gauteng and Mpumalanga Provincial Office.

Vacancy : Legal Officer: Professional Affairs
Provincial Office : Gauteng (Pretoria): **Ref No:** GP06/2025
CTC Salary Package : R571000 all-inclusive package p.a.

Minimum Appointment Requirements

Matric/Grade 12 Certificate; ▪LLB Degree; ▪Admission as a Legal Practitioner, ▪Minimum 2 years post admission experience in a practice or professional regulatory environment; ▪ Knowledge of Legal Practice Act, No 28 of 2014; ▪ Section 109 Regulations; ▪ Code of Conduct for all Legal Practitioners, Candidate Legal Practitioners and Juristic Entities Rules of the LPC; ▪ The applicant must be in good standing with the Legal Practice Council.

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

Quality assure applications to ensure compliance with legislation, as and when required, ▪ Participate in professional affairs committee, ▪ Prepare draft report for submission to Senior Legal Officer, ▪Handle regulatory issues pertaining to examinations i.e. eligibility of candidate, , ▪ Monitor compliance when opening of firms; ▪ Monitor all administration of records to ensure compliance with the legislative framework, ▪ Liaise with Disciplinary and Risk and Compliance to interpret and understand court order decisions to ensure records reflect court order decisions ▪ Administer applications of conversion in line with the legislation ▪ Extract reports from the system and check for anomalies / non-compliance, ▪ Extract reports for referral to Disciplinary Department for litigation matters Prepare registration confirmation letter to advise contracts have been successfully registered, ▪ Administer cession of PVTs in accordance with legislation ▪ Oversee examination process in the province in accordance with legislation ▪ Review reports submitted on examinations carried out ▪ Read applications for admissions and ensure compliance

with legal framework, ▪ Correspond with applicants and foreign jurisdictions on admission requirements, ▪ Verify applications for filing at court and Staff supervision.

Vacancy : Legal Officer: Risk & Compliance
Provincial Office : Gauteng (Pretoria): **Ref No:** GP08/2025
CTC Salary Package : R571000 all-inclusive package p.a.

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. ; ▪ The applicant must be in good standing with the Legal Practice Council.

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.

Vacancy : Finance Officer
Provincial Office : Gauteng (Pretoria): **Ref No:** GP07/2025
CTC Salary Package : R358 726 all-inclusive package p.a.

Minimum Appointment Requirements

Matric/Grade 12 Certificate; ▪ BCom Accounting/ B-Tech Accounting/ Related (NQF 7) ; ▪ 2 years financial administration experience; ▪ Ms Office (Advanced Excel) ; ▪ Financial Principles; ▪ Financial Accounting Systems; ▪ Document Management; ▪ Finance Policies & Procedures; ▪ SAGE AP/AR; ▪ Legal Practice Act, No 28 of 2014; ▪ Rules of the LPC.

Skills & Competencies

Administration; ▪ Attention to detail; ▪ Communication; ▪ Accuracy; ▪ Interpersonal; ▪ Deadline driven; ▪ Problem solving; ▪ Integrity ; ▪ Time management; ▪ Work under pressure.

Key Responsibilities

Prepare and process invoices and credit notes on provincial accounts; ▪ Daily capturing of bank statements on Sage through the cashbook; ▪ Prepare monthly reconciliation on bank, cashbook, FFC account and LPFF account; ▪ Reconcile bank accounts and GL accounts as per requests; ▪ Allocate Member fees accordingly daily; ▪ Attend to queries raised by members; ▪ Allocate payments for fines imposed after the Disciplinary sitting; ▪ Ensure that previous monthly filing work is complete and all documents are filed; ▪ Assist with ad-hoc finance duties in preparation for audit.

Vacancy : Administrator: Risk & Compliance
Province : Mpumalanga (Nelspruit) **Ref No:** MP01/2025
CTC Salary Package : R279 245 all-inclusive package p.a.

Minimum Appointment Requirements

Matric/Grade 12 Certificate; ▪ National Diploma in Paralegal Studies or Administration (NQF 6); 2 years administrative experience; ▪ Legal Practice Act, no 28 of 2014; ▪ MS Office (Word, Excel, PowerPoint, Outlook).

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

Reconcile interest payments; ▪ Import data from reconciliations on records; ▪ Submit and correspond with LPFF on submitted claims; ▪ Reconcile and keep record all fees paid to panel attorneys; ▪ Keep record of instructions given to panel attorneys; ▪ Receive and capture audit reports; ▪ Verify audit reports as per checklist and ensure reports are received in the

original and correct format; ▪ Identify possible areas of non-compliance on minor issues and escalate non-compliance to relevant department; ▪ Identify firms that have not submitted audit reports within the allocated timeframe; ▪ Send out letters requesting payment for late submissions; ▪ Capture approval on electronic portal linked to Fidelity Fund System; ▪ Assist in the handling of telephonic enquiries ; ▪ Attend to walk-in enquiries, as and when required; ▪ Handle visitors and attend to general enquiries; ▪ Keep a record of all correspondence and enquiries; ▪ Capture files uplifted from the legal practices of legal practitioners who have been barred/deceased; ▪ Correspond timeously with the storage facility regarding uplifted files; ▪ Assist members of the public with files uplifted from legal practices and Keep records of files uplifted from legal practices.

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:

- **Mpumalanga: Ms. Sive Brakfesi: Senior HR Officer: Recruitmentmq@lpc.org.za: Contact number: (010) 001 8500**
- **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. Shortlisted candidates for some positions may undergo assessments to evaluate their competencies. 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 21 April 2025 late applications will not be considered.

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

