

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

Tel: 010 001 8500



Advert 10 of 2025

Internal and External

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

Vacancy : Legal Officer: Professional Affairs (**6 months fixed-term contract**)
Provincial Office : Free State (Bloemfontein): **Ref No:** FS02/2025
CTC Salary Package : R44 438,97 p.m.

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 session 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.

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 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. 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 11 May 2025 late applications will not be considered.

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

