

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

Tel: 010 001 8500



Advert 11 of 2025

Internal and External

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

Vacancy : Legal Officer: Generalist
Provincial Office : Northern Cape (Kimberly): **Ref No:** NC02/2025
CTC Salary Package : R571 000 all-inclusive package

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, of which 1 year is in prosecution; ▪ 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

Conduct investigations on legal practice compliance in accordance with forensic procedures and methodologies; ▪ Prepare report on findings and submit to the director 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; ▪ Review and approve audit reports from Legal Practitioners; ▪ 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; ▪ Consider notices of appeal received upon the finalization of the Investigating or Disciplinary Committee process to ensure that the notices comply with the requirements of the Legal Practice Act; ▪ Investigate the appeals within the allocated timeframes; ▪ Forward the notice of appeal to the

complainant or the legal practitioner, whichever is applicable; ▪ Consider the response to the notice of appeal from the complainant or legal practitioner, whichever is applicable; ▪ Appoint the members of an appeal tribunal; ▪ Forward the notice of appeal and the response (if any) to the appeal tribunal; ▪ Obtain and disseminate the date for the appeal hearing; ▪ Gathering all relevant information and documentation to attend at the appeal hearing, including, where necessary, obtaining transcripts of proceedings; ▪ Prepare the agenda for the appeal tribunal; ▪ Prepare documentation for the appeal tribunal; ▪ Attend the appeal hearing to ensure compliance with the requirements set out in the Legal Practice Act and the Rules; ▪ Ensure the appeal hearing is recorded; ▪ Distribute decision of the appeals tribunal to the relevant parties; ▪ Arrange for payment of appeal tribunal; ▪ General office administration; ▪ Advisory support and staff supervision; ▪ Update all MMS record for appeals; ▪ Manage the appeals diary; ▪ Ensure finalization of matters timeously.

Vacancy : Filing Clerk x2
Provincial Office : Free State (Bloemfontein): **Ref No:** FS03/2025
CTC Salary Package : R215 800, 00 all-inclusive package p.a.

Minimum Appointment Requirements

Matric/Grade 12 Certificate; ▪2 years administrative experience; ▪ Legal Practice Act, no 28 of 2014; ▪ MS Office (Word, Excel, PowerPoint, Outlook).

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

Receive correspondence for the department; ▪ Sort, organize and maintain records of the department accurately; ▪ Streamline document filing process ensuring their availability at all times; ▪ Manage document structuring to ensure easy finding and retrieval when required; ▪Maintain a record of finalized files for storage; ▪Capture data into the system; Make copies of documents for the agenda; ▪Complete requisition for files used in the department; ▪Liaise with the document warehouse on the collection of documents/ files for offsite storage in accordance with company policy and procedure; ▪Retrieve files from archives; ▪Assist in handling telephonic enquiries and walk-ins; ▪Assist in maintaining a proper filing system ensuring that correspondence and documents are accurately diarized and filed.

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: Recruitmentg@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. 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 18 May 2025 late applications will not be considered.

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

