

NATIONAL OFFICE
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Midrand 1686

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Advert 12 of 2025

Internal and External

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

Vacancy : Manager: Regulatory
Province : Gauteng (Pretoria) **Ref No:** GP11/2025
CTC Salary Package : R864 165 all-inclusive package p.a.

Minimum Appointment Requirements

Matric (Grade 12); ▪ NQF Level 7 in Law; ▪ 6 years post admission legal experience, of which 4 years is in a supervisory capacity; ▪ NQF Level 8 in Law is an advantage; ▪ 6 years post admission experience in a professional regulatory environment, of which 6 years is in a supervisory capacity is an advantage; ▪ Admission as a legal practitioner; ▪ Legal Practice Act, No 28 of 2014; ▪ Section 109 Regulations; ▪ Code of Conduct for all Legal Practitioners, Candidate Legal Practitioners and Juristic Entities; ▪ All aspects of law e.g. Road Accident Fund Act, Criminal Procedure Act, Labour Law; ▪ Rules of LPC; ▪ Court procedure and law of evidence; ▪ Conveyancing; ▪ Financial principles; ▪ Risk management.

Skills & Competencies

Communication; ▪ Attention to detail; ▪ Interpersonal; ▪ Accuracy; ▪ Problem solving; ▪ Critical thinking; ▪ Research; ▪ Deadline driven; ▪ Prosecution; ▪ Integrity; ▪ Management; ▪ Work under pressure; ▪ Time management; ▪ Writing

Key Responsibilities

Manage the process of handling complaints within the province, in accordance with the Council's complaints procedures; ▪ Review complaints which have been escalated; ▪ Monitor the efficient and timeous correspondence between Legal Officers and the public and members (attorneys) through tracking turnaround time; ▪ Oversee the effective referral of matters to the Investigation/Disciplinary Committee members; ▪ Monitor follow up instructions given by the Committee; ▪ Quality assure agendas and minutes prepared for all Committee meetings; ▪ Approve honorarium payments and witness fees, and ensure timeous payments therein; ▪ Review reports on the inspections carried out, and follow up on outstanding enquiries; ▪ Manage litigation through the provision of instruction to attorneys and ensure matters progress as required; ▪ Review and report applications for suspensions, striking, interdicts to Council and monitor implementation of instructions; ▪ Review and authorise payments to service providers and oversee recovery of costs; ▪ Attend court to provide instructions and ensure the correct order

is received; ▪ Advise the public on the powers / authority of the Council; ▪ Advise members on ethical enquiries in accordance with the Act, Rules and rulings of the Council; ▪ Advise legal practitioners on current rulings and guidelines; ▪ Attend consultations with members and the public; ▪ Attend Provincial Council meetings and provide insight on disciplinary matters; ▪ Produce reports on activities within the Department; ▪ Handle queries from Councilors; ▪ Review and update departmental policies and procedures and monitor the implementation therein; ▪ Prepare the annual budget for the department and submit for approval; ▪ Monitor expenditure against budget in accordance with financial policy and procedures; ▪ Produce reports on the performance of the department; ▪ Participate in the recruitment of subordinates in consultation with the Human Resource Department; ▪ Develop performance contracts for subordinates and conduct performance reviews to measure performance against agreed objectives, identifying training needs; ▪ Provide guidance, coaching, mentoring and advice to subordinates; ▪ Address discipline and workplace conflict through consultation with the Human Resource Department; ▪ Manage time, work allocations and leave of subordinates; ▪ Monitor compliance to company policies and the required codes of conduct, ethics etc.

Vacancy : Administrator: Regulatory
Province : Gauteng (Pretoria) **Ref No:** GP09/2025
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 handing

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

Vacancy : Filing Clerk
Provincial Office : Gauteng (Pretoria): **Ref No:** GP10/2025
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:

- 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 17 June 2025 late applications will not be considered.

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

