

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

Tel: 010 001 8500



Advert 15 of 2025

Internal and External

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

Vacancy : Senior Manager: Regulatory (Re-advertisement)
Province : Gauteng (Midrand): **Ref No:** NO07/2025
CTC Salary Package : R1 090 909 all-inclusive package p.a.

Minimum Appointment Requirements

Matric/Grade 12 Certificate; ▪ Degree in Law; ▪ Admission as a Legal Practitioner and 8 years post-admission legal experience in practice, of which 5 years is in a management capacity. ▪ Post-admission legal experience in a professional regulatory environment is an added advantage. ▪ Knowledge of the 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, etc; Rules of LPC; Court procedure and law of evidence; Conveyancing; Risk management and Financial Principles.

Skills & Competencies

Communication; ▪ Attention to detail; ▪ Interpersonal; ▪ Accuracy; ▪ Problem-solving; ▪ Critical thinker; ▪ Research; ▪ Integrity; ▪ Time management; multi-tasking; ▪ Report writing, ▪ Team player and working under pressure.

Key Responsibilities

Produce reports on the performance of the department; ▪ Oversee the national management of complaints in accordance with the Council's procedures for handling complaints. ▪ Periodically review and Develop changes in the complaints management system for reporting to Council; ▪ Monitor complaints management system improvements; ▪ Oversee the referral of matters to the National Disciplinary Oversight Committee and the compiling of the Agenda; ▪ Prepare the agenda and direct Committee's annual plan; ▪ Attend Disciplinary Oversight Committee meetings, implement and monitor instructions given by the Committee; ▪ Review minutes of Disciplinary Committee meetings; ▪ Litigation Oversight; ▪ Champion departmental policies and procedures for discussion at Committee and monitor the implementation therein across the provinces; ▪ Prepare submissions for Council meetings; ▪ Handle queries from Councilors; Attend Council meetings and provide insight on disciplinary matters; ▪

Advise the Executive Officer, Committee and Provincial Offices; ▪Implement decisions made by Council in respect to the Regulatory department; ▪ Compile and maintain a risk register in relation to the Complaints management process for submission to Council and Staff management.; ▪Participate in the recruitment of subordinates when required by the HR 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 : Senior Manager: Education & Training
Province : Gauteng (Midrand): **Ref No:** NO08/2025
CTC Salary Package : R1 090 909 all-inclusive package p.a.

Minimum Appointment Requirements

Matric/Grade 12 Certificate; ▪ Degree in Law; ▪ Admission as a Legal Practitioner and 8 years post-admission legal experience in a practice, of which includes 5-year proven experience in learning and development and management capacity, ▪Proven track record of designing and delivering education and training programmes across various levels in a large organisation; ▪Experience applying learning evaluation frameworks and methodologies, such as the 6Ds or Kirkpatrick Model, to measure learning impact and business value; Strong stakeholder engagement and consulting experience, working with cross-functional teams and senior business leaders; Experience managing learning projects end-to-end, including scoping, budgeting, and reporting; ▪ High proficiency in using modern learning technologies, ▪Learning Management Systems (LMS), and virtual learning platforms (e.g., MS Teams, Zoom, etc.) Post-admission legal experience in a professional regulatory environment is an added advantage. ▪ Knowledge of the 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, etc; Rules of LPC; Court procedure and law of evidence; Conveyancing; Risk management and Financial Principles.

Skills & Competencies

Communication; ▪ Attention to detail; ▪ Interpersonal; ▪ Accuracy; ▪ Problem-solving; ▪ Critical thinker; ▪ Research; ▪Integrity; ▪ Time management; multi-tasking; ▪ Report writing, ▪ Team player and working under pressure.

Key Responsibilities

▪Identify and recommend transformative educational and training initiatives and the accreditation of service providers ▪ Ensure that institutions that are contracted to provide legal education and training to candidate legal practitioners and legal practitioners on behalf of the Council provide the highest standards of education and training; ▪ Recommend ways in which the provision of

education to legal practitioners and candidate legal practitioners can be improved; ▪ Evaluate and assess the feasibility of introducing a uniform training program for all legal practitioners; ▪ Identify barriers relating to training and education of legal practitioners and candidate legal practitioners and recommend measures to eradicate such barriers; ▪ Review and recommend the funding model relating to the financial support offered to service providers; ▪ Liaise with institutions of Higher Learning to discuss issues relating to the curricula and how it responds to the needs of the legal profession; ▪ Consult with the South African Qualifications Authority or any relevant structure to determine competency standards for the purposes of registration of law students at institutions of Higher Education; ▪ Evaluate and assess the quality of educational programs that are offered by various service providers; ▪ Engage with all the relevant stakeholders; ▪ Advise members on training and accreditation services in accordance with the legislation and regulations; ▪ Attend consultations with members and the public; ▪ Provide guidance and advise to the provinces on training of legal practitioners and accreditation of education; ▪ Attend Council meetings and provide insight on training of legal practitioners and accreditation of education; ▪ Advise the Council on Higher Education regarding matters relevant to legal education and community service that should be undertaken by law students; ▪ Review and update departmental policies and procedures and monitor the implementation therein; ▪ Produce reports on the performance of the department; ▪ Participate in the recruitment of subordinates in consultation with the Human Resource Department.

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:

- Mrs Sithembile Zaca: Senior Manager HR: RecruitmentHQ@lpc.org.za: Contact number: (010) 001 8500

Kindly submit a recently updated comprehensive CV, as well as copies of all qualifications (s) (Matric and Admission (where applicable) Certificate must be attached), a copy of ID and a driver's license (where applicable). All appointments are subject to a vetting process and must yield 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 22 July 2025 late applications will not be considered.

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

