

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

Tel: 010 001 8500



Advert 18 of 2025

Internal and External

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

Vacancy : Legal Officer: Regulatory (**4 months fixed-term contract**)
Provincial Office : Western Cape (Cape Town): **Ref No:** WC05/2025
CTC Salary Package : R44 438.97 p.m.

Minimum Appointment Requirements

Matric/Grade 12 Certificate; ▪ Law Degree; ▪ Admission as a Legal Practitioner; ▪ 2 years post-admission experience in a legal environment, of which 1 must be in prosecution; ▪ 2 years in a professional regulatory environment advantageous. Knowledge of Legal Practice Act, No 28 of 2014; ▪ Section 109 Regulations; ▪ Code of Conduct for all Legal Practitioners and Juristic Entities; ▪ All aspects of law e.g., Road Accident Fund Act, Criminal Procedure Act, Labour Law; ▪ Rules of the LPC; ▪ Court procedure and the law of evidence; ▪ Financial principles.

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

Assess complaints received on allegations of misconduct; ▪ Gather and access all relevant information and documentation to evaluate the complaint; ▪ Identify any additional areas of prima facie misconduct; ▪ Form a view on prima facie unprofessional misconduct both within and outside the purview of the complaint; ▪ Investigate complaints within the allocated timeframe; ▪ Participate in the Committee to provide recommendations on decision; ▪ Record decisions of Committee and provide feedback to complainant and legal practitioner; ▪ Handle appeals on papers, if required; ▪ Prepare agenda for the Committee if further roundtable discussions are to be held with all parties, when there is insufficient evidence to prosecute; ▪ Lead the discussion with the Committee, resulting in a conclusion of the matter or if the matter needs to be referred to the Disciplinary Committee; ▪ Formulate charges in accordance with applicable legislation; ▪ Prosecute the charge and lead witness to give evidence to

support the charge; ▪Coordinate appeals and reviews of findings of Committee; ▪ Prepare a memorandum from Investigating Committee to conduct inspections; ▪Conduct follow-ups on inspections that have taken place; ▪Report on investigation findings for further prosecution or dismissal or send to Disciplinary Hearing Committee adjudication; ▪Maintain records of decisions made by the Disciplinary Committee, Court or Council; ▪General Office administration, ▪ Advisory support 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 Zizipho Silwana: HR Officer: Recruitmentwc@lpc.org.za: Contact Number: 021 443 6451

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 07 August 2025 late applications will not be considered.

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

