

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

Tel: 010 001 8500



Advert 20 of 2025

Internal and External

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

Vacancy : Legal Officer: Appeals
Provincial Office : Northern Cape (Kimberly): **Ref No:** NC05/2025
CTC Salary Package : R571,000 all-inclusive package p.a.

Minimum Appointment Requirements

Matric/Grade 12 Certificate; ▪ Law Degree; ▪ Admission as a Legal Practitioner; ▪ 2 years post admission experience in a legal environment or in a professional regulatory environment, of which 01 year is in prosecution. Knowledge of Legal Practice Act, No 28 of 2014; ▪ Section 109 Regulations; ▪ Code of Conduct for all Legal Practitioners & Court Rules.

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

Consider notices of appeal received upon the finalisation of the Investigating Committee or Disciplinary Committee process to ensure that the notice complies 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 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; ▪ Gather 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 finalisation of matters timeously.

Vacancy : Audit Officer: Risk & Compliance
Provincial Office : Limpopo (Polokwane): **Ref No:** LP04/2025
CTC Salary Package : R 358 728 all-inclusive package p.a.

Minimum Appointment Requirements

Matric/Grade 12 Certificate ▪ NQF Level 6 in Administration or Audit ▪ NQF Level 6 with audit or financial acumen and Relevant Compliance or Fraud Examiner accreditation (advantageous) ▪ 3 years administrative experience ▪ MS Office (Word, Excel, Power Point, Outlook) ▪ Knowledge of professional regulatory environment ▪ Financial Intelligence Centre Act ▪ Code of Conduct for all Legal Practitioners, Candidate Legal Practitioners and Juristic Entities.

Skills & Competencies

Communication; ▪Attention to detail; ▪Interpersonal; ▪Accuracy; ▪Problem solving; ▪Critical thinker; ▪Deadline driven; ▪Research; ▪Integrity; ▪Time management; ▪multi-tasking; ▪Writing; ▪Team player & ability to work under pressure.

Key Responsibilities

Receive audit reports and exemption applications ▪ Update and capture received audit reports on LPC records ▪ Keep record of non-compliant firms and prepare reports to the Legal Officer ▪ Receive and attend to mail received regarding audits and exemption applications ▪ Open files, as instructed ▪ Capture data into systems ▪ Type standard letters, SMSs and emails ▪ Maintain up-to-date and accurate files of all correspondence and documentation ▪ Assist with uplifting and offloading of files ▪ Verify audit reports as per checklist and ensure reports are received in the original format ▪ Identify possible areas of non-compliance on minor issues – send letters to Practitioner and Auditor ▪ Identify firms that have not submitted audit reports within the allocated timeframe ▪ Monitor and manage compliance with the submission timeframes ▪ Ensure compliance with procedures relating to opening and closing requirements in accordance with the LPA and accounting rules ▪ Capture the approval or non-approval of audits received on MMS ▪ Refer audit report refunds (ASOTA) to LPFF, for approval of the trust interest section of the report ▪ Liaise with the LPFF regarding trust interest approval ▪ Capture the approval of trust interest on MMS ▪ Receive and capture refund application forms ▪ Timeously send claims to LPFF for approval and payment ▪ Update MMS and monthly report with relevant information ▪ Prepare reports on areas of non-compliance and non/late submissions for submission to the line manager (audit reports) ▪ Prepare report pertaining to claims for audit fees (number of claims received / claims pending and claims finalised) for submission to the line manager ▪ Prepare report pertaining to audits (number of audits received / pending and audits finalised) for submission to the line manager ▪ Maintain records of risk assessments and investigations undertaken ▪ Maintain records of decisions made by the Risk & Compliance Committee ▪ Assist in the handling of telephonic enquiries and walk-ins ▪ Attend to walk-in enquiries, as and when required ▪ Handle visitors and attend to general enquiries.

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 Sive Brakfesi: Senior HR Officer: Recruitment@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 05 September 2025 late applications will not be considered.

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

