

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

Tel: 010 001 8500



Advert 23 of 2025

Internal and External

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

Vacancy : Senior Administrator: Risk & Compliance
Provincial Office : Gauteng (Pretoria): **Ref No:** GP14/2025
CTC Salary Package : R 358 726 all-inclusive package p.a.

Minimum Appointment Requirements

Matric (Grade 12); ▪ National Diploma in Paralegal studies or Administration or similar (NQF 6); ▪ 4 years administrative experience; ▪ Computer literacy (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

Reconcile interest payments; ▪ Import data from reconciliations on records; ▪ Receive and capture audit reports; ▪ Verify audit reports as per checklist and ensure reports are received in the original format; ▪ Identify possible areas of non-compliance on minor issues; ▪ Identify firms that have not submitted audit reports within the allocated timeframe; ▪ Prepare reports on areas of non-compliance and non/late submissions for submission to the line manager; ▪ Send out letters requesting payment for late submissions; ▪ Capture approval on electronic portal linked to Fidelity Fund System; ▪ Prepare letters to enforce compliance; ▪ Perform procedures relating to new and closed legal practices in accordance with accounting rules; ▪ Produce monthly statistic reports; ▪ Assist in the handling of telephonic enquiries; ▪ Attend to walk-in enquiries, as and when required; ▪ Handle visitors and attend to general enquiries; ▪ Keep a record of all correspondence and enquiries; ▪ Maintain an updated departmental database; ▪ Maintain up-to-date and accurate files of all correspondence and documentation; ▪ Provide guidance and transfer of skills to junior administrators; ▪ To assist Legal Officers with investigations liaise SAPS and IRBA keep a diary; ▪ Assisting with processing audit and exemption reports; ▪ General administrative duties.

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 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 30 September 2025 late applications will not be considered.

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

