

NATIONAL OFFICE
851 River View Park Street
Riverview Office Park
Halfway Gardens
Midrand
1685
Tel: 010 001 8500



Advert 10 of 2026 Internal and External

The Legal Practice Council (LPC) invites qualified and experienced candidates to apply for a vacant position at the Northern Cape Provincial Office.

Vacancy : Legal Officer: Appeals (**12 months fixed contract**) **Readvertisement**
Provincial Office : Northern Cape (Kimberley): Ref No: NC01/2026
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 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.

The Legal Practice Council shall apply the Employment Equity targets prescribed under the Employment Equity Act, 55 of 1998, and those in force at the time of appointment, when considering candidates for this position.

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 24 April 2026; late applications will not be considered.

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

