

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



Advert 11 of 2026 Internal and External

The Legal Practice Council (LPC) invites qualified and experienced candidates to apply for vacant positions at the Northern Cape and Western Cape Provincial Offices and the National Office.

Vacancy : Employee Relations Specialist (**6 months fixed-term contract**)
Provincial Office : Gauteng (Midrand-National Office) **Ref No:** NO02/2026
CTC Salary Package : R47 583,33 package p.m.

Minimum Appointment Requirements

Matric/Grade 12 Certificate; ▪ Bachelor's Degree (NQF 7) in Labour Relations, Human Resources, Industrial Psychology, or Law; ▪ A postgraduate qualification (NQF 8) in Labour Relations or Human Resources Management will be an advantage.

Skills & Competencies

Communication; ▪Attention to detail; ▪Conflict Management Accuracy; ▪Coordination; ▪Analytical; ▪Interpersonal; ▪Confidential; ▪Reporting; ▪Deadline driven; ▪Time management; ▪Integrity; ▪Work under pressure

Key Responsibilities

Provide expert employee relations (ER) advice and support to management, HR, and provincial offices, including input into ER policies, reviews, and interventions;▪Interpret, apply, and remain up to date with labour legislation and LPC policies to ensure consistent compliance and minimise organisational risk;▪Promote sound employee relations practices and preventative interventions, while contributing to HR processes, policies, and continuous improvement initiatives;▪Manage the end-to-end grievance and investigation process, including receiving and assessing complaints, conducting or overseeing investigations, facilitating hearings and mediations, compiling reports, communicating outcomes, and monitoring implementation of corrective actions;▪Represent the LPC in CCMA and relevant bargaining council processes, including conciliations and arbitrations, and ensure appropriate case preparation and presentation;▪Prepare and submit documentation for CCMA matters, including case referrals,

responses, bundles of evidence, witness statements, and legal submissions; ▪ Liaise with legal representatives, unions, and CCMA officials to manage disputes effectively and ensure procedural compliance; ▪ Advise management on dispute resolution strategies, settlement options, and litigation risks related to CCMA cases; ▪ Monitor and implement CCMA awards and rulings, ensuring compliance and advising on corrective actions where required; ▪ Maintain accurate, confidential, and up-to-date employee relations and CCMA case records; ▪ Compile periodic ER reports, including CCMA case trends and outcomes, analyse data, and provide management with insights and recommendations to improve workplace practices and reduce disputes; ▪ Manage and develop team performance by monitoring performance against objectives, conducting performance reviews, providing coaching and counselling, and identifying training and development needs; ▪ Support the resolution of workplace conflict and discipline matters in line with organisational policies and procedures.

Vacancy : Administrator: Professional Affairs (**4 months fixed-term contract**)
Provincial Office : Northern Cape (Kimberley) **Ref No:** NC02/2026
CTC Salary Package: R21 716,84 package p.m.

Minimum Appointment Requirements

Matric/Grade 12 Certificate; ▪ National Diploma in Office Administration, Paralegal, or any other relevant field of study; ▪ Minimum 2-year relevant administrative work experience and Knowledge of the Legal Practice Act.

Skills & Competencies

Communication, ▪ Interpersonal, ▪ Problem - solving; ▪ Research, ▪ Time management & report writing ▪ Attention to detail, ▪ Work under pressure, ▪ Deadline driven, ▪ Integrity; ▪ Team player & multi-tasking.

Key Responsibilities

Open files, as instructed; ▪ Capture data into systems; ▪ Collect and distribute post; ▪ Sort and send faxes; ▪ Make photocopies of documentation; ▪ Input into the preparation of departmental reports; ▪ Complete requisitions for the department; ▪ Maintain relevant departmental database; ▪ Schedule meetings and coordinate logistical arrangements; ▪ Arrange for teleconference facilities; ▪ Coordinate the submission of reports for Council and committees; ▪ Process Fidelity Fund Certificates for Legal Practitioners ▪ Perform administrative duties, as assigned, which are department-related e.g., preparing certificates, raising invoices, etc.; ▪ Maintain up-to-date and accurate files of all correspondence and documentation; ▪ Coordinating all arrangement relating to oral exams, ▪ Issuing examiner's Certificates, ▪ Coordinating payments and claims (examination candidates, venues, examination papers, invigilators, and examiners), ▪ Ensure the integrity, confidentiality, and security of the examinations ▪ Attend to enquiries

and correspondence relating to examinations and, ▪Attend to instruction from Convenors of examinations.

Vacancy : Administrator: Regulatory (**4 months fixed-term contract**)
Province : Western Cape (Cape Town) **Ref No:** WC02/2026
CTC Salary Package: R21 716,84 package p.m.

Minimum Appointment Requirements

Matric (Grade 12); ▪ National Diploma in Administration or similar (NQF 6); ▪2 years administrative experience; ▪ Computer literacy (MS Office). ▪ 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

Open files as instructed; ▪ Capture data into systems ; ▪ Type standard letters; ▪ SMSs and emails; ▪ Prepare claims; ▪ Collect and distribute post; ▪ Sort and send faxes; ▪ Make photocopies of documentation; ▪ Input into the preparation of departmental reports; ▪ Complete requisitions for the department; ▪ Maintain relevant departmental database; ▪ Prepare documentation for audits; ▪ Schedule meetings and coordinate logistical arrangements; ▪ Arrange for teleconference facilities ; ▪ Coordinate the submission of reports for Council and committees; ▪ Perform administrative duties, as assigned, which are department-related e.g. preparing certificates, raising invoices, etc. ; ▪ Adhere to stipulated timeframes in the carrying out of administrative duties; ▪ Maintain up-to-date and accurate files of all correspondence and documentation; ▪ Liaise with the Document Warehouse on collection of documentation for storage as per company policy and procedure, where applicable; ▪ Assist with uplifting and offloading of files; ▪ Retrieve files from archives and dispatch documents on request from practitioners; ▪ Assist in the handing of general telephonic enquiries, escalating for query resolution when required; ▪ Attend to walk-in enquiries; ▪ Handle visitors and attend to general enquiries; ▪ Keep a record of all correspondence and enquiries

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:

- **National Office & Northern Cape: Ms Sive Brakfesi: Senior HR Officer:**
Recruitmentng@lpc.org.za: Contact number: (010) 001 8500
- **Western Cape: 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 18 May 2026; late applications will not be considered.

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

