

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



Advert 13 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 Office.

Vacancy : Data Capture: Risk & Compliance (**6 months fixed term contract**)
Provincial Office : Northern Cape (Kimberly): **Ref No:** NC03/2023
CTC Salary Package : R13 608,00 p.m.

Minimum Appointment Requirements

Matric/Grade 12 Certificate; ▪ 2 years data capturing experience; ▪ Legal Practice Act, no 28 of 2014; ▪ MS Office (Word, Excel, PowerPoint, Outlook).

Skills & Competencies

Data Capturing; ▪ Administration; ▪ Attention to detail; ▪ Communication; ▪ Deadline driven; ▪ Interpersonal; ▪ Integrity; ▪ Telephone etiquette; ▪ multi-tasking; ▪ Time management; ▪ Team player; ▪ Typing and Working under pressure.

Key Responsibilities

Receive correspondence for the department; ▪ Sort, organize and maintain records of the department accurately; ▪ Streamline document filing process ensuring their availability at all times; ▪ Manage document structuring to ensure easy finding and retrieval when required; ▪ Maintain a record of finalized files for storage; ▪ Capture data into system; Make copies of documents for the agenda; ▪ Complete requisition for files used in the department; ▪ Liaise with the document warehouse on collection of documents/ files for offsite storage in accordance with company policy and procedure; ▪ Retrieve files from archives; ▪ Assist in handling telephonic enquiries and walk ins; ▪ Assist in maintaining a proper filing system ensuring that correspondence and documents are accurately diarized and filed.

[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 June 2026; late applications will not be considered.

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

