

<b>Position:</b>	<b>Legal Administrator</b>
<b>Department:</b>	<b>Legal</b>
<b>Grade</b>	<b>C1</b>
<b>Closing Date:</b>	<b>12 September 2025</b>

## 1. JOB PURPOSE

This position, reporting to the Professional Managers: Legal and Legal Advisor: Compliance Management, is responsible for providing comprehensive administrative and operational support to the Legal Department. The role ensures the efficient management of disciplinary and litigation case files, contributing to the seamless execution of legal processes and maintaining accurate, complete, and accessible records.

In addition, the role provides legal and administrative support to the debtor management process, assisting in the recovery of outstanding debts on behalf of the IRBA. The role also supports the IRBA's compliance and information management functions, with a particular focus on the Protection of Personal Information Act (POPIA) and the Promotion of Access to Information Act (PAIA). This includes ensuring that all compliance-related matters are promptly identified, appropriately mitigated, and accurately reported, thereby supporting IRBA's ongoing adherence to applicable laws, regulations, and internal policies.

The incumbent will also support debtor management and departmental planning activities.

## 2. FUNCTIONS AND DUTIES

Function	Duties
Case File Management	<ul style="list-style-type: none"><li>• Assist in the management of the full lifecycle of disciplinary case files, from receipt of referrals of matters for disciplinary hearings to archiving upon closure.</li><li>• Open, register, and maintain physical and electronic case files.</li><li>• Coordinate with the Legal team on case progress and documentation.</li><li>• Prepare, compile and dispatch hearing documentation to relevant parties.</li><li>• Assist in issuing subpoenas and support legal processes in line with legislation.</li><li>• Track case milestones and deadlines to ensure timely progression.</li><li>• Archive case files upon closure.</li></ul>
Administrative Support	<ul style="list-style-type: none"><li>• Draft correspondence and serve as a liaison between the disciplinary unit and external parties when necessary.</li><li>• Manage print requests and delivery of materials.</li><li>• Arrange delivery of case files and legal documents.</li><li>• Maintain and monitor the disciplinary hearing diary to ensure adherence to procedural timelines and compliance with disciplinary rules.</li><li>• Liaise with external stakeholders on case documentation.</li><li>• Conduct basic legal research.</li></ul>
Records Management	<ul style="list-style-type: none"><li>• Update and maintain the central repository on all legal documents.</li><li>• Implement approved filing requirements.</li></ul>
Team Coordination	<ul style="list-style-type: none"><li>• Support planning activities of the disciplinary team and the Legal Advisor: Compliance Management.</li><li>• Keep accurate records of planning sessions and follow up on deliverables.</li></ul>
Debtors Support	<ul style="list-style-type: none"><li>• Monitor the debtors to ensure timely collection of outstanding debts,</li><li>• Follow-up with debtors regarding overdue payments.</li><li>• Maintain accurate records, including communication and payment arrangements.</li><li>• Prepare and issue statements, prepare debt-related files and letters of demand.</li></ul>

	<ul style="list-style-type: none"> <li>• Compile debtor status reports.</li> </ul>
Ad-hoc Projects	Provide support for special projects and audits. Assist during staff shortages. Undertake research and support departmental initiatives.
PAIA Management	Tracking receipt and management of PAIA requests. Maintenance of a register of PAIA requests and relevant activities.
POIPA Management	Management of POPIA related queries (internal and external). Receipt, consideration and administration of POPIA requests, complaints and/or data breach notifications. <ul style="list-style-type: none"> <li>• Maintenance of POPIA related registers i.e. operators, complaints, data breach, requests etc.</li> </ul>

### 3. Knowledge and Experience

#### 3.1 Qualifications

- a) Diploma in Law/Paralegal Studies or equivalent

#### 3.2 Knowledge and Previous Work Experience

The following competencies are required:

- a) Proficiency in Microsoft Office (Word, Excel, Outlook).
- b) Minimum of three (3) years' experience in a legal and/or similar administrative role.
- c) Strong attention to detail and high accuracy.
- d) Excellent verbal and written communication skills in English.
- e) Ability to manage time effectively and meet deadlines.
- f) Professional attitude and ability to maintain confidentiality.
- g) Strong interpersonal skills and ability to work independently and in a team.

### 4. Key Attributes

- a) Integrity and objectivity.
- b) Initiative and a proactive problem-solving mindset.
- c) Ability to interact professionally across all levels of the organisation
- d) Deadline and results-driven approach.
- e) Team player with unquestionable ethics and commitment.
- f) High attention to detail.
- g) Adaptable and resilient in a dynamic work environment.
- h) Innovative and solutions-oriented mindset.

The total salary package for this position is **R490,980**.