ECSA
ENGINEERING COUNCIL OF SOUTH AFRICA

+27 11 607 9500
+27 86 122 5555
Engineer@ecsa.co.za
www.ecsa.co.za
1st Floor, Waterview, 2 Ernest Oppenheimer Ave Bruma
Private Bag X691 Bruma Johannesburg South Africa 2026

PERMANENT CONTRACT

The Engineering Council of South Africa (ECSA) is a statutory body charged with the mandate to regulate the engineering profession in accordance with the Engineering Profession Act 46 of 2000.

Position Summary: **Legal Administrator** position has become available. This individual will be responsible to provide essential administrative and logistical support to the Investigating Committee and/or Council, acting as the primary support function for the Improper Conduct division by preparing legal documentation for appeals and hearings, coordinating scheduling and logistics, executing decisions from relevant bodies, managing communications and records, and acting as a vital liaison between the Improper Conduct Business Unit and internal and external stakeholders to ensure operational efficiency and timely resolution of complaints and queries

The successful candidate will report to Manager: Improper Conduct and Enforcement.

Responsibilities includes but not limited to:

- Build and maintain effective relationships with internal and external stakeholders, ensuring all interactions are documented and followed up.
- Coordinate logistical needs for team events, workshops, and training, including travel arrangements for hearings in consultation with the Manager: Improper Conduct.
- Support internal and external audits by preparing reports and ensuring transparency.
- Compile performance reports for submission to Council, CBE, and DPWI. Collaborate with the Manager to action risk management for the Business Unit.
- Coordinate with the finance business unit for tax invoicing and processing of claims.
- Track outstanding invoices and claims, ensuring timely follow-up and reporting. Ensure all finance-related records are accurately maintained.
- Conduct preliminary legal research, gathering case law, statutes, or industry information as instructed Legal Practitioners.
- Compile summaries or notes from research findings, helping support the preparation of legal cases or internal knowledge sharing.
- Assist the Legal Practitioner/s in promptly escalating cases to meet deadlines and minimize delays.

*Mr TC Madikane | Dr VT Hashe | Mr P Sekhoto | Mr ML Meder | Mr T Selebogo | Ms PF Sibiya | Ms P Mazibuko | Ms KC Maelane
**Ms M Maidi | Prof PM Mashinini | Mr DL Cawdry | Ms S Sulliman | Prof D Lokhat | Mr J George | Dr PC Msomi | Dr S Kabane
Mr E Oswald | Ms SN Chamane | Ms ST Sishi | Prof K Ramdass | Ms S Mona | Mr BJ Motladiile | Mr MV Lupuwana | Ms K Majola
Ms V Mudau | Mr IS McKechnie | Prof E Kearsley | Mr L Monyatsi | Mr B Maluleka | Ms NS Gumede | Dr ME Makgae | Ms N Koranteng
Ms SP Moketla | Ms SN Shozi | Dr N Gareeb | Ms ML Damane | Mr SJ Xawuka | Mr S Palackal | Mr GS Gcaba | Ms VN Ndlovu
Dr M Heyns | Mr Havenga | Mr S Mbadamana | Mr SC Khoza | Ms VP Nene | Mr MP Khathide | Dr PT Govender

*President | ** Vice President |

- Coordinate and prepare all necessary legal documents and bundles for disciplinary hearings and appeals.
- Engage with internal and external stakeholders professionally to manage expectations and communications.
- Support the execution of decisions of the Investigating Committee and/or Council, ensuring effective communication with stakeholders.
- Support preparatory actions as outlined in the Standard Operating Procedures/Protocols or Rules.
- Draft and coordinate correspondence, organize schedules, and arrange meetings.
- Provide support in preparing quarterly, annual, and meeting reports, including agendas and minutes.
- Assist in the preparation for Council and Investigating Committee sittings, ensuring timely submission and documentation.
- Publish Council resolutions and ensure gazette of tribunal findings.
- Assist in compiling reports on case management pipelines and other delegated functions.
- Proofread legal documents and reports, provide feedback for clarity, and manage general queries.
- Assist in the issuance of legal documents, including preparation of appointment letters, findings, charge sheets, and settlement agreements. Track project progress, provide regular updates, and support research and data collection needs.
- Strictly adhere to all internal ECSA policies, including Rules, Standard Operating Procedures, Internal Protocols, guidelines, and other operational policies governing the Business Unit's functions. Regularly review and remain updated on all relevant policies to maintain compliance and support the efficient and lawful operation of the Business Unit.
- Maintain that all information on case matrixes is current, accurately formatted, and backed up on the internal legal services electronic system (Paper trail).
- Support effective record-keeping, tracking, and monitoring of cases, ensuring a comprehensive audit trail.
- Regularly update the case management system in consultation with the Manager: Improper Conduct and Legal Practitioners: Improper Conduct.
- Conduct thorough record-keeping and track all complaints and investigation activities.
- Maintain accurate records of affidavits and cases involving SAPS and the Hawks.
- Maintain a document system, ensuring proper record-keeping and adherence to policies.
- Maintain the Business Unit Shared Folder, organize documents, and implement user-friendly filing systems

Qualifications and Requirements

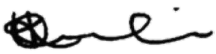
- Diploma in Office Administration; or Paralegal National Certificate (NQF 5 Level) or equivalent.
- NQF Level 6 will be an added advantage.
- Minimum 1-3 years' experience in Office Administration.
- Previous experience in drafting, time and resource management, and/or case management administration. Knowledge of relevant legal principles, interpretation, and application.

Skills and Knowledge

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook. Strong organizational and time management skills.
- Written and verbal communication skills, in English, and preferably other official languages.
- Ability to manage multiple tasks and meet deadlines. Attention to detail and accuracy.
- Interpersonal skills and the ability to work effectively with diverse stakeholders.
- Ability to maintain confidentiality and discretion in handling sensitive information.

Appropriately qualified and experienced individuals should submit a detailed CV and copies of educational qualifications to recruit@ecsa.co.za
Positions are filled in accordance with ECSA's Employment Equity Policy. PWD candidates are also encouraged to apply.
Should we not contact you within one month of the close of date of this advertisement, please consider your application unsuccessful.

Closing Date for applications: 24 May 2026



……
Authorised by: Keolebogile Modise
Executive: Corporate Support Services
11 May 2026