

Paralegal Administrator: Litigation Support and Digital Forensic Laboratory

Location: Pretoria

Employment Type: 3 year fixed-term contract

Remuneration: Market-related / negotiable

Closing date: 21 Sept 2026

About the Role

We are seeking a highly organised and experienced Paralegal Administrator to assist the litigation team with legal, administrative, documentation, and coordination activities relating to digital forensic investigations and the operation of a specialised Digital Forensic Laboratory.

The successful candidate will support litigation-related workflows, case administration, evidence and document management, legal correspondence, forms, registers, reports, and laboratory records. The role requires strong paralegal administration experience, attention to detail, confidentiality, and the ability to work effectively with legal, investigative, forensic, and operational stakeholders.

Key Focus Areas

Litigation Support Administration

Provide administrative and paralegal support to the litigation team, including maintaining case files, preparing and organising legal documentation, tracking deadlines, coordinating submissions, and supporting court, prosecution, disciplinary, or investigative processes where required.

Digital Forensic Investigation Support

Assist with the administration of digital forensic investigation matters by managing documentation, tasking instructions, authorisations, chain-of-custody records,

correspondence, report registers, evidence-related forms, and investigation-related administrative records.

Forensic Laboratory Administration

Support the administration of the Digital Forensic Laboratory, including maintaining templates, registers, forms, process records, report trackers, quality documentation, filing systems, and administrative controls required for a high-integrity forensic environment.

Reporting, Records and Coordination

Coordinate documentation flows between the litigation team, forensic analysts, investigators, management, and external stakeholders. Monitor outstanding reports, maintain accurate records, assist with document control, and support timely completion of administrative deliverables.

Minimum Requirements

- A relevant qualification in law, paralegal studies, legal administration, public administration, forensic investigation, or a related field.
- Minimum of 5 years' proven experience in paralegal administration, litigation support, legal office administration, case administration, or a closely related environment.
- Experience supporting litigation, court processes, legal documentation, affidavits, case files, subpoenas, discovery, evidence bundles, or prosecution-related administration will be advantageous.
- Strong ability to manage reports, registers, forms, templates, correspondence, filing systems, document control, and administrative workflows.
- Excellent written and verbal communication skills, including the ability to prepare, review, organise, and track formal documents accurately.
- High ethical standards and the ability to maintain confidentiality, professionalism, objectivity, and integrity when handling sensitive legal and forensic information.
- Drivers license

Advantageous Attributes

- Exposure to digital forensic investigations, forensic laboratory administration, investigation support, law enforcement, prosecution, regulatory investigations, or disciplinary matters.
- Understanding of evidence-handling principles, chain of custody, legal privilege, confidentiality, records management, and document retention requirements.
- Proficiency in Microsoft 365 tools, including Word, Excel, Outlook, SharePoint, Teams, and PowerPoint.
- A structured, detail-oriented working style and the ability to follow procedures, manage competing priorities, and support multidisciplinary teams.

What the Role Offers

- A 3-year fixed-term contract supporting a specialised litigation and digital forensic environment.
- Exposure to complex digital forensic investigation support, legal documentation workflows, and forensic laboratory administration.
- The opportunity to contribute to high-integrity case administration, document control, reporting, and evidence-related administrative processes.
- A professional environment that values confidentiality, accuracy, accountability, ethical practice, and teamwork.

How to Apply

Applicants should submit their CV and a brief cover letter outlining their paralegal administration experience, litigation support experience, relevant qualifications, and suitability for the role to:

Info@dfsas.org.za

Only shortlisted candidates will be contacted