

NATIONAL PROSECUTING AUTHORITY

- APPLICATIONS** : E- mail addresses and fax numbers are provided for each at each post respectively. All hand delivered applications must be sent to the VGM building at the NPA head office at Silverton in Pretoria. All applications sent by post must be addressed to the following postal address: Response Handling ReruitNumberXXXX, National Prosecuting Authority of South Africa, Private Bag X752, Pretoria, 0001
- CLOSING DATE** : 25 January 2010, applications will not be accepted after the closing date.
- NOTE** : NB: Please read the instructions before applying: Applicants must apply for positions for which they meet the requirements as per the advert. Applicants must clearly note their regions/office of preference on their application. Where candidates must list their preferred Region(s)/ Region(s) of preference, it must be done on page 2 of the Z.83, below the declaration field. Applications must be submitted on a Z.83, obtainable from any Public Service Department, or www.npa.gov.za and must be completed in full. In full means both pages of the Z.83 must be completed and page 2 duly signed. If your Z.83 is not completed as prescribed above, your application will not be accepted. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, must be attached. CV's without Z.83 will not be accepted. All electronically emailed applications must submit their attachments in Microsoft word or Adobe pdf format else they will not be accepted by our email system and will not be processed. If you apply for more than one post, you must please submit a different/separate application for each post. All applications must reach the NPA before the closing date. It is the sole responsibility of the applicant to ensure that their application (s) is with the NPA before the closing date. The NPA can not be held responsible for postal or server delays. Late applications will not be processed. The NPA advise applicants that postal applications be forwarded by registered mail. Fax and Email boxes will be closed at Midnight on the closing date. General: Communication will be limited to those applicants who would be identified for further recruitment processes and procedures. Certified copy of the applicants ID document must always be attached and driver's license where required. Certified copies of qualifications would be required from those applicants selected for further selection processes. The NPA reserves the right not to fill any particular position. If you do not hear from the NPA within 3 months, please accept your application was unsuccessful. The NPA is an equal opportunity, Employment Equity Employer. Disabled persons are encouraged to apply. In the filling of vacancies, the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998), will be taken into consideration. Note: Successful candidates will be subjected to a security clearance at least up to a level of Top Secret. Appointment to these posts will be provisional, pending the issue of security clearance. If you can not get a security clearance, your appointment will be re- considered / possibly be terminated. Competency assessments will be conducted for level 12 and higher posts.

OTHER POSTS

- POST 01/12** : **PROTECTOR: RECRUIT1743**
Office of Witness Protection (OWP)
- SALARY** : R217 482 per annum plus housing allowance, annual service bonus, pension and medical aid benefit
- CENTRE** : Durban x 1
- REQUIREMENTS** : Matric or relevant post matric qualification/training. Relevant knowledge and/or experience. Police, Military or Correctional Service training will be an added advantage. Completion of a SWAT and or VIP Protection course will be an added advantage. Knowledge of and experience in undercover work will be an added advantage. Knowledge of the Constitution and \bill of Rights, National Crime Prevention Strategy (NCPS). Victims Charter and Batho Pele. Knowledge of the functioning of the various levels of courts and Criminal Justice System (CIS). Experience in cash handling and cash management. Knowledge of experience in

and understanding of Minimum Information Standards(MISS). Preparedness to undergo a "Top Secret" Security clearance and undergo regular polygraph and voice stress analysis testing. A proven track record of managing people. Knowledge of the Witness Protection Act and Public Finance Management Act.

DUTIES : Report directly to the Senior Protector. Operate within the covert operations designed to ensure the safety of witness in the region. Remove witness witnesses and extended families from danger areas within 1 hour upon receiving notice. Complete witness profile forms and temporary protection agreements. Monitor, court protections, visitations and consultations of witnesses and extended families. Manage witness in respect of accommodation, education, medical assistance and relocation. Assist in managing the protection of information in the region. Monitor and give guidance on the location of safe houses and placement of witness. Conduct periodic visitation of all safe houses under his/her care. Perform document management. Manage covert funds. Remain operationally available on 24 hour and 7 days a week basis. Travel extensively within and between Regions/ Province for extended periods.

ENQUIRIES APPLICATIONS : Azwifaneli Rambau Tel: 012 845 6935
: Email: Recruit1743@npa.gov.za or Fax: 012 843 3800(RECRUIT1743)

POST 01/13 : **SENIOR LEGAL SECRETARY: RECRUIT1744**
Asset Forfeiture Unit (AFU)

SALARY : R161 970 per annum plus housing allowance, annual service bonus, pension and medical benefits (level 8)

CENTRE REQUIREMENTS : Johannesburg
: Post matric qualification and at least 3 years Legal Secretarial experience or matric with at least more than 5 years Legal Secretarial experience. Knowledge of Asset Forfeiture will be advantageous. Ability to manage duties and appointments. Ability to type accurately and fast and draft short memorandum. Computer literate especially in Ms Word, PowerPoint, Microsoft Outlook, and internet. Integrity and discretion when dealing with secret and confidential matters. Dictaphone typing and dictation typing. Able to use initiative. Able to work extended hours. Excellent communication, administrative and secretarial skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, PowerPoint.

DUTIES : Provide secretarial and administrative services. Provide high level of support to the Head of the office. Diary management, organize management, organize meetings and workshops. Taking minutes and dictations. Maintenance of register for cases. Management of ECMS system where allocated tasks. Drafting of various forms of legal documents in support of civil court proceedings including correspondence. Maintain database of various legal documents compiled by the unit, e.g. reference and index files, judgments and legal precedents. Provide general support to legal professionals. Previous work experience in public sector will be an advantage. Good knowledge of administrative and secretarial duties. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Candidates will be subjected to a security clearance at least up to a level of confidential. Appointment to these posts will be provisional pending the issuing of security clearance. If you cannot get a security clearance, the appointment will be reconsidered / possible terminated.

ENQUIRIES APPLICATIONS : Delysia Parsons (012) 845 6718
: Email: Recruit1744@npa.gov.za or Fax: 012 843 3801(RECRUIT1744)

POST 01/14 : **LEGAL SECRETARY: RECRUIT1745**
Asset Forfeiture Unit (AFU)

SALARY : R130 425 per annum plus housing allowance, annual service bonus, pension and medical aid benefit (Level 7)

CENTRE REQUIREMENTS : Pretoria Office, Nelspruit
: Post Matric qualifications. At least three Legal Secretarial Experience, Integrity and discretion when dealing with secret and confidential matters, Dictaphone typing and general dictation typing, Ability to manage diaries and appointments. Ability to type accurately and fast and draft short memos, Computer Literacy, especially MS Word, PowerPoint, e-mail and Internet, Able to use initiative. Able to work extended hours, Excellent communication, administrative and secretarial skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point.

- DUTIES** : Secretarial experience and services. Draft various forms of legal documents in support of civil court proceedings. Maintain a database of various legal documents compiled by the unit. Type notices and application with minimal supervision. Reference and index court files, judgments and legal precedents. Provide general support to legal professional. Good knowledge administrative and secretarial duties. Candidates will be subjected to a security clearance at least up to a level of confidential. Appointment to those posts will be provisional pending the issuing of security clearance. If you cannot get a security clearance, your appointment will be reconsidered /possible terminated.
- ENQUIRIES** : Delysia Parsons, 012 845 6718
APPLICATIONS : Email: Recruit1745@npa.gov.za or Fax: 012 843 3802(RECRUIT1745)
- POST 01/15** : **PRINCIPAL ADMINISTRATIVE ASSISTANT: GENERAL RECRUIT1746**
Sexual Offences and Community Affairs (SOCA)
- SALARY** : R105 645 per annum plus housing allowance, annual service bonus, pension and medical aid benefit (Level 6)
- CENTRE** : Head Office
REQUIREMENTS : Applicants must be in the possession of a Senior Certificate with 2-3 Years relevant experience, National Diploma or Equivalent qualifications with typing as a fully passed subject. Knowledge of Document management systems. Knowledge of criminal justice system and or Public Service System will be advantageous. Good Communication (Verbal and Written) Skills. Good organisational and people management skills. Computer Literacy in Ms Office (Ms excel, Ms Word, Ms PowerPoint). Strong organizational ability. Good interpersonal skill. Good office administration skills and good administration practice skills
- DUTIES** : Process payment of services providers for the Unit. Process subsistence and travelling claims for the unit in line with the available budget. Maintain Asset register. Render support in compilation and control of budget. Carry out task relating to the acquisition supply and distribution of inventory in accordance with procurement policy. Check salary reports and report any salary discrepancies. Procure and distribute stationery for the Unit. Manage petty cash. Liaise with other related functions as required by the Corporate Manager from time to time. Good office administration skills. The appointee will be required to provide high quality administrative support to the office of the Special Director. Management of Correspondence. Plan, organise and co-ordinate events, meetings or other arrangements. Manage information and ensure as appropriate filing system Report Writing Skills. Ensure implementation of SOCA filing plan. Ensure co-ordination of registry services and courier services Perform any other related functions as required by the Corporate Manager from time to time. . Plan, organise and co-ordinate events, meetings or other arrangements. Positive security clearance is a requirement. Be ready to work flexi hours
- ENQUIRIES** : Vusi Skhosana Tel: 012 845 6592
APPLICATIONS : Email: Recruit1746@npa.gov.za or Fax: 012 843 3803(RECRUIT1746)
- POST 01/16** : **PRINCIPAL ADMINISTRATIVE ASSISTANT: PROCUREMENT RECRUIT1747**
Sexual Offences and Community Affairs (SOCA)
- SALARY** : R105 645 per annum plus housing allowance, annual service bonus, pension and medical aid benefit (Level 6)
- CENTRE** : Head Office
REQUIREMENTS : Applicants must be in the possession of a Senior Certificate with 2-3 Years relevant experience, National Diploma or Equivalent qualifications with typing as a fully passed subject. Knowledge of Document management systems. Knowledge of criminal justice system and or Public Service System will be advantageous. Good Communication (Verbal and Written) Skills. Good organisational and people management skills. Computer Literacy in Ms Office (Ms excel, Ms Word, Ms PowerPoint)
- DUTIES** : Process payment of services providers for the Unit. Process subsistence and travelling claims for the unit in line with the available budget. Maintain Asset register. Render support in compilation and control of budget. Carry out task relating to the acquisition supply and distribution of inventory in accordance with procurement policy. Check salary reports and report any salary discrepancies. Procure and distribute stationery for the Unit. Manage petty cash. Liaise with other related functions as required by the Corporate Manager from time to time. Good

office administration skills. The appointee will be required to provide high quality administrative support to the office of the Special Director. Management of Correspondence. Plan, organise and co-ordinate events, meetings or other arrangements. Manage information and ensure as appropriate filing system Report Writing Skills. Ensure implementation of SOCA filing plan. Ensure co-ordination of registry services and courier services Perform any other related functions as required by the Corporate Manager from time to time. Plan, organise and co-ordinate events, meetings or other arrangements. Positive security clearance is a requirement. Be ready to work flexi hours, Strong organizational ability. Good interpersonal skill. Good office administration skills and good administration practice skills

ENQUIRIES : Vusi Skhosana Tel: 012 845 6592
APPLICATIONS : Email: Recruit@1747npa.gov.za or Fax: 012 843 3804(RECRUIT1747)

POST 01/17 : **PRINCIPAL ADMINISTRATIVE ASSISTANT: FINANCE RECRUIT1748**
 Sexual Offences and Community Affairs (SOCA)

SALARY : R105 645 per annum plus housing allowance, annual service bonus, pension and medical aid benefit (Level 6)

CENTRE : Head Office

REQUIREMENTS : Applicants must be in the possession of a Senior Certificate with 2-3 Years relevant experience, National Diploma or Equivalent qualifications with typing as a fully passed subject. Knowledge of Document management systems. Knowledge of criminal justice system and or Public Service System will be advantageous. Good Communication (Verbal and Written) Skills. Good organisational and people management skills. Computer Literacy in Ms Office (Ms excel, Ms Word, Ms PowerPoint). Strong organizational ability. Good interpersonal skill. Good office administration skills and good administration practice skills

DUTIES : Process payment of services providers for the Unit. Process subsistence and travelling claims for the unit in line with the available budget. Maintain Asset register. Render support in compilation and control of budget. Carry out task relating to the acquisition supply and distribution of inventory in accordance with procurement policy. Check salary reports and report any salary discrepancies. Procure and distribute stationery for the Unit. Manage petty cash. Liaise with other related functions as required by the Corporate Manager from time to time. Good office administration skills. The appointee will be required to provide high quality administrative support to the office of the Special Director. Management of Correspondence. Plan, organise and co-ordinate events, meetings or other arrangements. Manage information and ensure as appropriate filing system Report Writing Skills. Ensure implementation of SOCA filing plan. Ensure co-ordination of registry services and courier services Perform any other related functions as required by the Corporate Manager from time to time. Plan, organise and co-ordinate events, meetings or other arrangements. Positive security clearance is a requirement. Be ready to work flexi hours

ENQUIRIES : Vusi Skhosana Tel: 012 845 6592
APPLICATIONS : Email: Recruit1748@npa.gov.za or Fax: 012 843 3805(RECRUIT1748)

POST 01/18 : **PRINCIPAL ADMINISTRATIVE ASSISTANT: LIBRARY 3 POSTS RECRUIT1749**
 (Research & Policy Information Service Centre)

SALARY : R105 645 per annum plus 37% in lieu of benefits (Level 6)

CENTRE : Pretoria (Head Office) x 3

REQUIREMENTS : Senior Certificate or equivalent qualifications, Basic Computer literacy skills, Prepared to travel to regional offices.

DUTIES : Filing of loose leave material. Unpacking, packing and distribution of all material received. See to the neatness and organizing of all material at the back of library. Processing of new material, this includes the stamping, bar-coding and magnetizing of new material. Recording and processing of acknowledgments received. Reception desk duties as and when required. General Library administrative duties at head office and regional offices.

ENQUIRIES : Malindi Botha (012)845 6660
APPLICATIONS : Email: Recruit1749@npa.gov.za or Fax: 012 843 3806(RECRUIT1749)

<u>POST 01/19</u>	:	<u>SENIOR ADMIN ASSISTANT: GENERAL RECRUIT1750</u> Sexual Offences and Community Affairs (SOCA)
<u>SALARY</u>	:	R87 978 per annum plus housing allowance, annual service bonus pension and medical aid benefit (Level 5)
<u>CENTRE REQUIREMENTS</u>	:	Head Office
	:	Senior Certificate or equivalent qualifications plus 1-2 years relevant administration experience. Ability to organise and prioritise work. Good Communication (verbal and written) skills. Computer literacy especially MS Packages, including Word, Power Point and Excel. Experience in performing general administrative functions. Good planning and organizing skills. The person appointed in this position will be subjected to security clearance and the signing of a performance agreement
<u>DUTIES</u>	:	Provide administrative support to the Corporate Manager and delegated officials of the SOCA Unit. Manage and Prioritise Matters. Perform any other related functions as required by the Corporate Manager from time to time. Manage information and ensure an easy reference filing system for the unit. Prepare Correspondence, documents, reports, presentations, etc, as required and instructed by the corporate manager. Make travel and accommodation arrangements. Design and keep a well –organised administrative system for the office. Provide support and administrative advice to all components of the office. Liaise with the corporative services with regard to all matters pertaining to the administrative functioning of the office. Any other duties as requested by the Corporate Manager or delegated official. Administrative experience in legal environment
<u>ENQUIRIES APPLICATIONS</u>	:	Vusi Skhosana Tel: 012 845 6592 Email: Recruit1750@npa.gov.za or Fax: 012 843 3807(RECRUIT1750)
<u>POST 01/20</u>	:	<u>SENIOR ADMIN ASSISTANT: DOCUMENT RECRUIT1751</u> Sexual Offences and Community Affairs (SOCA)
<u>SALARY</u>	:	R87 978 per annum plus housing allowance, annual service bonus, pension and medical aid benefit (Level 5)
<u>CENTRE REQUIREMENTS</u>	:	Head Office
	:	Senior Certificate or equivalent qualifications plus 1-2 years relevant administration experience. Ability to organise and prioritise work. Good Communication (verbal and written) skills. Computer literacy especially MS Packages, including Word, Power Point and Excel. Experience in performing general administrative functions. Good planning and organizing skills. The person appointed in this position will be subjected to security clearance and the signing of a performance agreement
<u>DUTIES</u>	:	Provide administrative support to the Corporate Manager and delegated officials of the SOCA Unit. Manage and Prioritise Matters. Perform any other related functions as required by the Corporate Manager from time to time. Manage information and ensure an easy reference filing system for the unit. Prepare Correspondence, documents, reports, presentations, etc, as required and instructed by the corporate manager. Make travel and accommodation arrangements. Design and keep a well –organised administrative system for the office. Provide support and administrative advice to all components of the office. Liaise with the corporative services with regard to all matters pertaining to the administrative functioning of the office. Any other duties as requested by the Corporate Manager or delegated official. Administrative experience in legal environment
<u>ENQUIRIES APPLICATIONS</u>	:	Vusi Skhosana Tel: 012 845 6592 Email: Recruit1751@npa.gov.za or Fax: 012 843 3808(RECRUIT1751)
<u>POST 01/21</u>	:	<u>LEGAL SECRETARY: RECRUIT1752</u> Asset Forfeiture Unit (AFU)
<u>SALARY</u>	:	R87 978 per annum plus housing allowance, annual service bonus, pension and medical benefits
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Office
	:	Grade 12 certificate or equivalent qualification and relevant administration experience. Knowledge of Public Service legislation. Good written and verbal communication skills. General computer skills and knowledge of programmes such as Ms Word, Excel and PowerPoint. Reliable, tolerant and determined. Able to act independently. Willing to travel, able to work extended hours. Proven administrative, planning and organizing skills. Excellent written and verbal

communication skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point.

DUTIES : General administrative functions including filing, photocopying and faxing of documents. Assist in the numerical indexing of files, opening, drawing and distribution of files. Receive and handle correspondence. Assist with establishing database for filing system. Ensure that proper document tracking system is in place. Deal with all finance, procurement, traveling and human resource matters.

ENQUIRIES : Nonele Ngelanga(012) 845 6744
APPLICATIONS : Email: Recruit1752@npa.gov.za or Fax: 012 843 3809(RECRUIT1752)

POST 01/22 : **ADMIN ASSISTANT: RECRUIT1753**
Sexual Offences and Community Affairs (SOCA)
(6 Months Contract)

SALARY : R73 584 per annum plus 37% in lieu of benefits (Level 4)
CENTRE : Thuthuzela Care Centre: Libode
REQUIREMENTS : Senior Certificate or equivalent. Experience in performing general administrative functions. Good planning and organizing. skills, written and verbal communication. The person appointed in this position will be subjected to security clearance and the signing of a performance agreement. Computer skills – General computer literacy and knowledge of programs in MS Word, Excel Outlook, Power Point

DUTIES : Provide administrative support to the Site Coordinator and delegated officials of the SOCA unit. Manage and prioritize matter. Liaise and communicate with the Site Coordinator and the Case Manager within the NPA and other relevant stake holders. Manage information and ensure an easy reference filing system for the centre. Prepare minutes of the meeting and follow up on the decisions made where necessary. Any other duties as requested by the Corporate Manager or delegated official. Administrative experience in legal environment.

ENQUIRIES : Vusi Skhosana Tel: 012 845 6592
APPLICATIONS : Email: Recruit1753@npa.gov.za or Fax: 012 843 3810(RECRUIT1753)

POST 01/23 : **ADMINISTRATIVE ASSISTANT: RECRUIT1754**
National Prosecuting Services (NPS)

SALARY : R73 584 per annum plus housing allowance, annual service bonus, pension and medical aid benefit
CENTRE : DDPP Bhishe
REQUIREMENTS : Matric certificate plus 1 – 2 years relevant administration experience. Ability to organize and prioritize work. Good administration experience. (verbal and written) skills. Computer literacy, especially MS packages, including Word and Excel.

DUTIES : Provide support service to the office. Design and keep a well-organized administrative system for the office. Provide support and administrative advice to all component of the office. Draft correspondence to members of the public, other organizations and state departments. Liaise with corporate services and regard to all matters pertaining to the administrative functioning of the office. Provide administration support to the legal staff, logistical and human resources. Good office practice.

ENQUIRIES : Viola Esterhuizen (040)608 6820
APPLICATIONS : Email: Recruit1754@npa.gov.za or Fax: 012 843 3811(RECRUIT1754)