### NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and 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, and in particular the Employment Equity Act,1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2016, will take highest preference in selection of suitable candidates.

### APPLICATIONS

All applications must be submitted to the Recruitment Response E-mail or fax as stated. E-mail: recruit25001@npa.gov.za or fax: (012)843 4791

### CLOSING DATE

15 March 2019

### NOTE

For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in Block Letters. Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant’s attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please Do Not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed.

### OTHER POST

**POST 08/41**

PERSONAL EXECUTIVE ASSISTANT REF NO: RECRUIT 2019/01

Office of the NDPP

**SALARY**

R697 011 per annum (Level 11) (Total Cost Package)

**CENTRE**

Head office Pretoria

**REQUIREMENTS**

An appropriate B degree (NQF level 7)/ Three (3) years Diploma or equivalent qualification on a minimum NQF level 6. Five years relevant working experience. A minimum of 3 years office support and administration experience. Previous experience in dealing with stakeholders at senior/executive level. Experience in managing/administration of projects. Above average communication and interpersonal skills. Computer literacy in MS Office. Ability to type speedily and correctly any documents as dictated to by the NDPP. To accompany the NDPP on official visits when necessary (on short notice and over weekends). Be available when required to provide assistance to the NDPP. Knowledge of basic financial management. Excellent planning and organisational skills. Valid driver’s license and be prepared to work long hours and over weekends, if necessary. The ability to think in a structured manner to ensure the smooth running of the NDPP’s day. Have discretion and the ability to maintain confidentiality. The ability to multi-task. To be pro-active in enhancing efficiencies in the NDPP’s office.

**DUTIES**

Manage administrative and related activities and processes in the office of the NDPP, as well as any personal matters, as necessary. Develop and maintain an efficient administration and information management system for the office. Manage the diary and organise meetings and other logistics for the NDPP’s office. Record and action the proceedings of strategic tasks into line responsibilities. Facilitate access and interface with other Business Unit Heads within the NPA as well as other external stakeholders. Co-ordinate and redirect correspondence addressed to the NDPP to the relevant offices. Handle telephonic and other
enquiries. Facilitate the process of monitoring specific identified projects and activities on behalf of the NDPP and bring to the attention of the NDPP any deviations. Draft acknowledgement letters and other correspondence on the instruction of the NDPP. Ensure that the NDPP timeously has all relevant documentation required for meetings. Attend to all the travel arrangements for the NDPP correctly and timeously.

ENQUIRIES

: Jacobus Hayward  Tel No: 012 845 6178