**ANNEXURE K**

**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 relevant Recruitment Response E-mail or fax number as stated below:

- Recruit 2019/21 E-mail: Recruit201921@npa.gov.za or Fax 012 843 4661
- Recruit 2019/22 E-mail: Recruit201922@npa.gov.za or Fax 012 843 4660

**CLOSING DATE**

21 October 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. 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. Fingprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed.

**MANAGEMENT ECHelon**

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<tr>
<th>POST 35/51</th>
<th>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2019/21</th>
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<td>Investigating Directorate</td>
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| SALARY     | R1 308 345 per annum (Level 14) (Total Cost Package)          |
| CENTRE     | Pretoria                                                      |
| REQUIREMENTS | A recognised four-year legal qualification At least ten years’ post qualification experience in civil and/or criminal litigation Admission as an Attorney/Advocate will be an added advantage Good advocacy and legal drafting skills Knowledge of civil and/or criminal procedure Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws Good interpersonal, analytical, presentation and communication skills General management and project management skills Valid driver’s license. |
| DUTIES     | Manage the portfolio assigned by the Director Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex/high profile matters, in the high court, the highest court of appeal and the constitutional court Investigate and prosecute cases as per the mandate of the Investigating Directorate Provide legal oversight and guidance in investigation projects and legal |
casework Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state’s case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court Appear in motion applications pertaining to criminal matters for the Investigating Directorate Map out strategic planning for the division and lead staff members towards achieving the strategic objectives Oversee resources and align them to strategic objectives Development, performance management and assessment of staff members Deal with representations and complaints Ensure that a high standard of professional work is being carried out Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Jacques du Toit Tel No: (012) 845-6263

OTHER POST

POST 35/52 : STATE ADVOCATE REF NO: RECRUIT 2019/22

SALARY : R763 212 - R1 266 156 per annum (LP-7 - LP-8) (total cost package)
CENTRE : Pretoria

REQUIREMENTS : A recognized four-year legal qualification. At least five years’ post qualification legal experience Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations Financial or accounting background and knowledge of Company law will be an added advantage General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint Ability to act independently without supervision and manage court and case flow management independently Excellent administrative skills. Valid driver’s license.

DUTIES : Study case dockets, make assessments thereof and decide on the institution of prosecution Deal with any representations Guide investigations in complex or more difficult matters, including commercial matters Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents Present the State’s case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence Manage court and case flow management of cases independently Study and deal with appeals and reviews Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State Mentor and guide investigating officers, Prosecutors and stakeholders Assist in high profile matters or matters where an increased risk element is present Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice independently without supervision and manage court and case flow management independently.

ENQUIRIES : Jacques du Toit Tel No: (012) 845-6263