ANNEXURE F

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.

CLOSING DATE: 24 December 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 at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprinting will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A valid driver’s license will be a requirement where applicable. NB! Applicants Who Are Successful Must Please Note That the NPA Is Not In A Position To Pay Resettlement Costs.

ERRATUM: Kindly note that the post of Director: Media Relations (National Spokesperson) with Ref No: Recruit 2019/62 with closing date 4 November 2019 advertised in Public Service Vacancy Circular 37 dated 18 October 2019 has been withdrawn.

MANAGEMENT ECHELON

<table>
<thead>
<tr>
<th>POST 44/10</th>
<th>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2019/424</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R1 308 345 per annum (Level 14) (Total Cost Package)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>DDPP: Port Elizabeth</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>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.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including</td>
</tr>
</tbody>
</table>
complex/high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. 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. Appearance in motion applications pertaining to criminal matters. 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: Anthony Bean Tel No: (046) 602 3041
APPLICATIONS: e-mail: Recruit2019424@npa.gov.za or Fax: 012 843 1904

POST 44/11: DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2019/425
National Prosecutions Service

SALARY: R1 308 345 per annum (Level 14) (Total Cost Package)
CENTRE: DDPP: Durban
REQUIREMENTS: A recognised four-year legal qualification. At least ten years’ post qualification experience in civil and/or criminal litigation. Admission as an Attorney and/or Advocate will be an added advantage. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Proven ability and experience to interpret forensic audit reports and balance sheets. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid driver’s licence.

DUTIES: Manage and direct the activities of the office. Conduct prosecution of complex commercial crime cases. Advise police on the investigation of complex commercial crime cases. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Provide mentorship and guidance to lower level staff. Generally conduct Prosecution on behalf of the State.

ENQUIRIES: Mluleki Chagi Tel No: (031) 334 5001
APPLICATIONS: e-mail Recruit2019425@npa.gov.za or Fax: 012 843 1905

POST 44/12: CHIEF PROSECUTOR
National Prosecutions Service

SALARY: R1 308 345 per annum (Level 14) (Total Cost Package)
CENTRE: CPP: East London Ref No: Recruit 2019/426
CPP: Port Elizabeth Ref No: Recruit 2019/427
REQUIREMENTS: A four-year legal qualification. At least ten 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. Organisational and leadership skills. Ability to think strategically and innovatively. Ability to manage the performance of the Cluster. Strong interpersonal and communication skills. General computer literacy and knowledge of programs in Microsoft Office. Decision making ability. A valid driver’s license is a requirement.

DUTIES: Manage the performance of the NPA personnel in the lower courts, aligning such performance to the strategic plans of the NPA. Manage and oversee resources of the cluster and align them to the objectives of the NPA. Manage, train and guide Prosecutors and stakeholders in respect of all litigations in the cluster. Study, decide and recommend on budget and expenditure in line with the decision of NPA Administration and NPS. Manage the institution of and conduct criminal proceedings on behalf of the State, in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses
and examining and cross examining witnesses as well as presenting arguments in court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Compile reports and enter into correspondence on matters and activities pertaining to the cluster. Map out and implement strategic interventions for the cluster to guide prosecutors towards achieving strategic objectives. Check and ensure that a high standard of professional work is being carried out.

ENQUIRIES:
CPP: East London Taita Raga Tel No: (040) 608 6800
CPP: Port Elizabeth Anthony Bean Tel No: (046) 602 3041

APPLICATIONS:
CPP: East London: e-mail: Recruit2019428@npa.gov.za or fax 012 843 1906
CPP: Port Elizabeth: e-mail: Recruit2019427@npa.gov.za or fax 012 843 1907

OTHER POSTS

POST 44/13: ICT ADMINISTRATOR REF NO: RECRUIT 2019/431
National Prosecutions Service

SALARY: R376 596 per annum (Level 9) (Excluding Benefits)
CENTRE: DPP: Mpumalanga (Nelspruit)
REQUIREMENTS: An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Information Technology or similar. Industry related qualification such as MCSE, MS SQL will be an added advantage. Three years working experience in an IT environment. Knowledge of Microsoft Windows server 2012, Wide Area Network and User Administration, Active Directory 2012, Exchange 2010, Information Technology Infrastructure Library. LAN Administration. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able to work in a team and independently. Knowledge of Microsoft Office. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Reliable, tolerant and determined. Valid driver’s license required.

DUTIES: Manage and monitor network connectivity and servers. Provide support on Window Operating Systems and servers 2012 and MS Exchange client 2010. Ensure data is backed up on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT problems and resolution. Keep website and intranet updated. Keep abreast of ICT and maintain library of information. Provide general end-user and VIP support. Liaise with third parties towards resolution of technical issues. Manage network security and performance. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Oversee file management on centralized resource or on individual workstations. Monitor network and system performance. Provide administrative support to all ICT related issues. Prepare technical reports on the operation of systems. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed.

ENQUIRIES: Gift Chiloane Tel No: (013) 045 0623
APPLICATIONS: e-mail: Recruit2019431@npa.gov.za or Fax 012 843 1911

POST 44/14: WEB AND GRAPHIC DESIGNER REF NO: RECRUIT 2019/432
Communications

SALARY: R316 791 per annum (Level 8) (Excluding Benefits)
CENTRE: Head Office: Pretoria
REQUIREMENTS: An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Computer Science, in programming or a related field that includes web development and graphic design. At least two years working experience in a graphic and web design environment and Photoshop. Information management and project management skills. Good written and verbal communication skills. Planning and prioritizing skills. Computer skills. Problem solving and decision making skills. Knowledge of legislation and regulations pertaining to public service administration.

DUTIES: Create graphic designs for NPA products and campaigns. Manage the NPA website/intranet in accordance with brand guidelines. Coordinate production activities with printers, service agencies, advertisers and vendors and review quality of final product before release.

ENQUIRIES: Nomilo Mpondo Tel No: (012) 845 6524
APPLICATIONS : e-mail: Recruit2019432@npa.gov.za or Fax 012 843 1912

POST 44/15 : DISTRICT COURT PROSECUTOR (ONE MAN STATION) REF NO: RECRUIT 2019/428
National Prosecutions Service

SALARY : R301 452 - R847 047 per annum (Level LP-3 to LP-4) (Excluding Benefits) to per annum (Total Cost Package)

CENTRE : CPP: Queenstown (Adelaide)

REQUIREMENTS : A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Criminal court litigation experience will be an advantage. A valid driver's licence will be a requirement where applicable. NB: relevant service certificates must accompany the application

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court.

ENQUIRIES : CPP: Queenstown Mzikayise Tel No: (046) 602 3050
APPLICATIONS : CPP: Queenstown (Adelaide) e-mail: Recruit2019428@npa.gov.za or Fax: 012 843 1908

POST 44/16 : DISTRICT COURT PROSECUTOR
National Prosecutions Service

SALARY : R301 452 - R847 047 per annum (Level LP-3 to LP-4) (Excluding Benefits) to per annum (Total Cost Package)

CENTRE : CPP: Empangeni Vryheid Ref No: Recruit 2019/429
CPP: Mtubatuba Ref No: Recruit 2019/430

REQUIREMENTS : A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Criminal court litigation experience will be an advantage. A valid driver's licence will be a requirement where applicable. N.B: Relevant Service Certificates Must Accompany The Application.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court.

ENQUIRIES : CPP: Empangeni Sifiso Ntombela Tel No: (031) 334 5084
APPLICATIONS : CPP: Empangeni (Vryheid) e-mail: Recruit2019429@npa.gov.za or Fax: 012 843 1909;
CPP: Mtubatuba e-mail: Recruit2019430@npa.gov.za or Fax: 012 843 1910

POST 44/17 : COURT PREPARATION OFFICER
National Prosecutions Service

SALARY : R257 508 per annum (Level 07) (Excluding Benefits)

CENTRE : CPP: Mmabatho (Molopo) Ref No: Recruit 2019/433
CPP: Klerksdorp Ref No: Recruit 2019/435
CPP: Empangeni (Eshowe) Ref No: Recruit 2019/436
CPP: Welkom (Sasolburg) Ref No: Recruit 2019/437
CPP: Mthatha Ref No: Recruit 2019/438
CPP: Vaal Rand Ref No: Recruit 2019/439 (X2 Posts)
CPP: Bellville Ref No: Recruit 2019/440 (X2 Posts)
Blue Downs Ref No: Recruit 2019/441(X2 Posts)
CPP: Cape Town (Atlantis) Ref No: Recruit 2019/442
CPP: George Ref No: Recruit 2019/443
Knysna Ref No: Recruit 2019/444
Mossel Bay Ref No: Recruit 2019/445 (X2 Posts)
CPP: Mitchells Plain (Khayelitsha) Ref No: Recruit 2019/446
CPP: Wynberg Ref No: Recruit 2019/447

REQUIREMENTS : An appropriate B Degree (NQF level 7) / Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Social Science/Behavioral Studies. At least one year working experience in a court environment. Sound co-ordination and counselling experience. Ability to work well with children.

18
Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.

**DUTIES**

Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.

**ENQUIRIES**

CPP: Mmabatho & CPP: Klerksdorp Flora Kalakgosi Tel No: (018) 381 9041
CPP: Welkom Lemmer Ludwick Tel No: (051) 410 6001
CPP: Mthatha Linda Mankayi Tel No: (047) 501 2607
CPP: Vaal Rand Godfrey Ramakuela Tel No: (012) 351 6808
CPP: Bellville; CPP: Cape Town; CPP: George; CPP: Mitchells Plain & CPP: Wynberg Angelene Jansen Tel No: (021) 487 7123

**APPLICATIONS**

CPP: Mmabatho (Molopo) e-mail: Recruit2019433@npa.gov.za or Fax 012 843 1913
Vryburg: e-mail: Recruit2019434@npa.gov.za or Fax 012 843 1914
CPP: Klerksdorp e-mail: Recruit2019435@npa.gov.za or Fax 012 843 1915
CPP: Empangeni (Eshowe) e-mail: Recruit2019436@npa.gov.za or Fax 012 843 1916
CPP: Welkom (Sasolburg) e-mail: Recruit2019437@npa.gov.za or Fax 012 843 1917
CPP: Mthatha e-mail: Recruit2019438@npa.gov.za or Fax 012 843 1918
CPP: Vaal Rand e-mail: Recruit2019439@npa.gov.za or Fax 012 843 1919
CPP: Bellville e-mail: Recruit2019440@npa.gov.za or Fax 012 843 1920 (Blue Downs)
CPP: Cape Town (Atlantis) e-mail: Recruit2019441@npa.gov.za or Fax 012 843 1921
CPP: George e-mail: Recruit2019443@npa.gov.za or Fax 012 843 1923
Krynna e-mail: Recruit2019444@npa.gov.za or Fax 012 843 1924
Mossel Bay e-mail: Recruit2019445@npa.gov.za or Fax 012 843 1925
CPP: Mitchells Plain (Khayelitsha) e-mail: Recruit2019446@npa.gov.za or Fax 012 843 1926
CPP: Wynberg e-mail: Recruit2019447@npa.gov.za or Fax 012 843 1927

**POST 44/18**

**VICTIM ASSISTANT OFFICER (THUTHUZELA CARE CENTRES)**

Sexual Offences and Community Affairs

**SALARY**

R257 508 per annum (Level 7) (Excluding Benefits)

**CENTRE**

Karl Bremmer Hospital Ref No: Recruit 2019/448
Worcester Hospital Ref No: Recruit 2019/449
Khayelitsha Hospital Ref No: Recruit 2019/450
Potchefstroom Hospital Ref No: Recruit 2019/451
Klerksdorp Hospital Ref No: Recruit 2019/452
Butterworth Hospital Ref No: Recruit 2019/453
Libode Hospital Ref No: Recruit 2019/454
Lusikisiki Hospital Ref No: Recruit 2019/455
Galeshewe Hospital Ref No: Recruit 2019/456
Springbok Hospital Ref No: Recruit 2019/457
Tshilidzini Hospital Ref No: Recruit 2019/458
Metsimaholo Hospital Ref No: Recruit 2019/459
Edendale Hospital Ref No: Recruit 2019/460
Thembelihle Hospital Ref No: Recruit 2019/461
Evander Hospital Ref No: Recruit 2019/462
Ermelo Hospital Ref No: Recruit 2019/463

**REQUIREMENTS**

An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Social Science/Behavioral Studies. At least one year working experience in a gender based violence environment. Knowledge of rape care management. Good verbal and written communication skills. Working knowledge of court and police processes. General computer literacy skills and knowledge in programs such as MS Word, excel, MS Outlook and PowerPoint.

**DUTIES**

Provide victim assistance services within the Thuthuzela Care Centre. Receive and establish early contact with the victim on the first day of reporting. Make follow through within a week of reporting. Assess and respond to the need of the victim and identify the victim’s needs for counselling and specific services.
Refer victim for court preparation when the court date has been set. Ensure that a place of safety is provided where needed. Refer victim for psychological therapy or any needs. Receive and attend to any complaint from victims with regard to the possible delay on the case and accelerate the matter to the relevant stakeholder. Liaise with the Site Coordinator about the support services that have been provided to the victim or where the victim has been referred to and contact details of stakeholders. Maintain a cooperative approach with other role players to help a victim holistically to increase the conviction rate. Liaise with other role players on the progress on the case.

ENQUIRIES:
Sonnyboy Manzini Tel No: (012) 845 1478

APPLICATIONS:
Karl Bremmer Hospital e-mail: Recruit2019448@npa.gov.za or Fax 012 843 1928
Worcester Hospital e-mail: Recruit2019449@npa.gov.za or Fax 012 843 1929
Khayelitsha Hospital e-mail: Recruit2019450@npa.gov.za or Fax 012 843 1930
Potchefstroom Hospital e-mail: Recruit2019451@npa.gov.za or Fax 012 843 2998
Klerksdorp Hospital e-mail: Recruit2019452@npa.gov.za or Fax 012 843 1931
Butterworth Hospital e-mail: Recruit2019453@npa.gov.za or Fax 012 843 1932
Libode Hospital e-mail: Recruit2019454@npa.gov.za or Fax 012 843 1933
Lusikisiki Hospital e-mail: Recruit2019455@npa.gov.za or Fax 012 843 1934
Galeshewe Hospital e-mail: Recruit2019456@npa.gov.za or Fax 012 843 1935
Springbok Hospital e-mail: Recruit2019457@npa.gov.za or Fax 012 843 1936
Tshlilizini Hospital e-mail: Recruit2019458@npa.gov.za or Fax 012 843 1937
Metsimaholo Hospital e-mail: Recruit2019459@npa.gov.za or Fax 012 843 1938
Edendale Hospital e-mail: Recruit2019460@npa.gov.za or Fax 012 843 1939
Thembba Hospital (Mpumalanga) e-mail: Recruit2019461@npa.gov.za or Fax 012 843 1940
Evander Hospital e-mail: Recruit2019462@npa.gov.za or Fax 012 843 1941
Ermelo Hospital e-mail: Recruit2019463@npa.gov.za or Fax 012 843 1942

POST 44/19:
PERSONAL ASSISTANT
National Prosecutions Service

ENQUIRIES:
Angelene Jansen Tel No: (021) 487 7123

APPLICATIONS:
DPP: Cape Town: Email: Recruit2019464@npa.gov.za or Fax: 012 843 1940
DPP: Cape Town (STU): Email: Recruit2019465@npa.gov.za or Fax: 012 843 1944

POST 44/20:
ADMINISTRATIVE CLERK
National Prosecutions Service

ENQUIRIES:

APPLICATIONS:
DPP: Cape Town: Email: Recruit2019464@npa.gov.za or Fax: 012 843 1940
DPP: Cape Town (STU): Email: Recruit2019465@npa.gov.za or Fax: 012 843 1944

POST 44/19:
PERSONAL ASSISTANT
National Prosecutions Service

ENQUIRIES:
Angelene Jansen Tel No: (021) 487 7123

APPLICATIONS:
DPP: Cape Town: Email: Recruit2019464@npa.gov.za or Fax: 012 843 1940
DPP: Cape Town (STU): Email: Recruit2019465@npa.gov.za or Fax: 012 843 1944

POST 44/20:
ADMINISTRATIVE CLERK
National Prosecutions Service

ENQUIRIES:

APPLICATIONS:
DPP: Cape Town: Email: Recruit2019464@npa.gov.za or Fax: 012 843 1940
DPP: Cape Town (STU): Email: Recruit2019465@npa.gov.za or Fax: 012 843 1944

POST 44/19:
PERSONAL ASSISTANT
National Prosecutions Service

ENQUIRIES:
Angelene Jansen Tel No: (021) 487 7123

APPLICATIONS:
DPP: Cape Town: Email: Recruit2019464@npa.gov.za or Fax: 012 843 1940
DPP: Cape Town (STU): Email: Recruit2019465@npa.gov.za or Fax: 012 843 1944

POST 44/20:
ADMINISTRATIVE CLERK
National Prosecutions Service

ENQUIRIES:

APPLICATIONS:
DPP: Cape Town: Email: Recruit2019464@npa.gov.za or Fax: 012 843 1940
DPP: Cape Town (STU): Email: Recruit2019465@npa.gov.za or Fax: 012 843 1944

POST 44/19:
PERSONAL ASSISTANT
National Prosecutions Service

ENQUIRIES:
Angelene Jansen Tel No: (021) 487 7123

APPLICATIONS:
DPP: Cape Town: Email: Recruit2019464@npa.gov.za or Fax: 012 843 1940
DPP: Cape Town (STU): Email: Recruit2019465@npa.gov.za or Fax: 012 843 1944

POST 44/20:
ADMINISTRATIVE CLERK
National Prosecutions Service

ENQUIRIES:

APPLICATIONS:
DPP: Cape Town: Email: Recruit2019464@npa.gov.za or Fax: 012 843 1940
DPP: Cape Town (STU): Email: Recruit2019465@npa.gov.za or Fax: 012 843 1944

POST 44/19:
PERSONAL ASSISTANT
National Prosecutions Service

ENQUIRIES:
Angelene Jansen Tel No: (021) 487 7123

APPLICATIONS:
DPP: Cape Town: Email: Recruit2019464@npa.gov.za or Fax: 012 843 1940
DPP: Cape Town (STU): Email: Recruit2019465@npa.gov.za or Fax: 012 843 1944

POST 44/20:
ADMINISTRATIVE CLERK
National Prosecutions Service

ENQUIRIES:

APPLICATIONS:
REQUIREMENTS

Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES

Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organisations and State Departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.

ENQUIRIES

DDPP: Middelburg; DPP: Mpumalanga; CPP: Witbank; CPP: Middelburg, Gift Chiloane Tel No: (013) 045 0623
DDPP: Bhisho: Talita Raga Tel No: (040) 608 6800
DPP & CPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041
Head Office Phuti Mahanyele Tel No: (012) 845 6945
CPP: Port Shepstone & CPP: Ntuzuma Sifiso NtombelaTel No: (031) 334 5084
CPP: Mthatha & DPP: Mthatha Linda Mankayi Tel No: (047) 501 2607
DPP North Gauteng & CPP: Vaal Rand Godfrey Ramakuela Tel No: (012) 351 6808
DPP: Cape Town; CPP: Bellville & CPP: George Angelene Jansen Tel No: (021) 487 7123
DPP: Grahamstown Nomfuneko Ntapane Tel No: (046) 622 3046
DDPP: Port Elizabeth Andiswa Tengile Tel No: (012) 842 1450

APPLICATIONS

DDPP: Middelburg e-mail: Recruit2019466@npa.gov.za or Fax 012 843 1945
DPP: Mpumalanga (Nelspruit) e-mail: Recruit2019467@npa.gov.za or Fax 012 843 1947
CPP: Witbank (Evander) e-mail: Recruit2019468@npa.gov.za or Fax 012 843 1948
CPP: Middelburg e-mail: Recruit2019469@npa.gov.za or Fax 012 843 1949
DDPP: Bhisho e-mail: Recruit2019470@npa.gov.za or Fax 012 843 1950
CPP: Mmabatho (Taung) e-mail: Recruit2019471@npa.gov.za or Fax 012 843 1951
DPP: Mmabatho e-mail: Recruit2019472@npa.gov.za or Fax 012 843 1952
DPP: Grahamstown e-mail: Recruit2019474@npa.gov.za or Fax 012 843 1954
DDPP: Port Elizabeth e-mail: Recruit2019475@npa.gov.za or Fax 012 843 1955
DPP: North Gauteng (Pretoria) e-mail: Recruit2019476@npa.gov.za or Fax 012 843 1956
CPP: Vaal Rand (Nigel) e-mail: Recruit2019477@npa.gov.za or Fax 012 843 1957
DPP: Mthatha e-mail: Recruit2019478@npa.gov.za or Fax 012 843 1958;
CPP: Mthatha (Mt Frere) e-mail: Recruit2019479@npa.gov.za or Fax 012 843 1959
CPP: Port Shepstone (Ixopo) e-mail: Recruit2019480@npa.gov.za or Fax 012 843 1960
POST 44/21: FINANCE CLERK
National Prosecutions Service

SALARY: R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE: DPP: Mpumalanga (Nelspruit) Ref No: Recruit 2019/486 (X2 Posts)
DPP: Grahamstown Ref No: Recruit 2019/487
DPP: Cape Town Ref No: Recruit 2019/488 (X2 Posts)

REQUIREMENTS: Grade twelve (12) or equivalent qualification. Knowledge of finance and procurement management systems. Basic knowledge of PFMA and Treasury regulations. Good communication skills. Good interpersonal skills. Strong organizational ability. Good office administration skills and good administration practices skills. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES: Record all incoming and outgoing mail in the finance operations unit. Assist with the capturing of subsistence and travel claims on PERSAL and on BAS when required. Internal and external delivery of documents for the Financial Operations Unit. Sort and distribute pay slips.

ENQUIRIES: DPP: Mpumalanga (Nelspruit) Gift Chiloane Tel No: (013) 045 0623
DPP: Grahamstown Nomfuneko Ntane Tel No: 046 622 3046
DPP: Cape Town Angelene Jansen Tel No: (021) 487 7123

APPLICATIONS: DPP: Mpumalanga e-mail: Recruit2019486@npa.gov.za or Fax 012 843 1966;
DPP: Grahamstown e-mail: Recruit2019487@npa.gov.za or Fax 012 843 1967;
DPP: Cape Town e-mail: Recruit2019488@npa.gov.za or Fax 012 843 1968

POST 44/22: FINANCE CLERK REF NO: RECRUIT 2019/489
National Prosecutions Service

SALARY: R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE: DPP: Mthatha

REQUIREMENTS: Grade twelve (12) or equivalent qualification. Knowledge of government procurement procedure systems. Basic knowledge of PFMA and Treasury regulations. Knowledge of government financial systems (BAS; LOGIS and PERSAL) Good communication skills. Good interpersonal skills. Strong organizational ability. Good office administration skills and good administration practices skills. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES: Process payment of service providers for the unit. The appointee will process subsistence and travelling claims for the unit in line with the available budget and maintain asset register. Render support in the compilation and control of budget. Carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with procurement policy. Check salary reports and report any discrepancies. Distribute payslips and IRP5’s. Procure and distribute stationery for the unit. Manage petty cash. Liaise with Administration regarding all matters pertaining to Finance.

ENQUIRIES: Linda Mankayi Tel No: (047) 501 2607
APPLICATIONS: e-mail: Recruit2019489@npa.gov.za or Fax 012 843 1969

POST 44/23: SUPPLY CHAIN CLERK
National Prosecutions Service

SALARY: R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE: DPP: Mpumalanga (Nelspruit) Ref No: Recruit 2019/490
DPP: Mmabatho Ref No: Recruit 2019/491

REQUIREMENTS: Grade twelve (12) or equivalent qualification. Good written and verbal communication skills. Good interpersonal skills. Good administration skills. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Good interpersonal skills.
**DUTIES**

Monitor and control the usage of contract/government vehicles. Record all trips in accordance with the guidelines. Ensure accidents are fully reported and all claims in regards thereto are appropriately administered, investigated and processed with relevant authorities. Ensure that all invoices for flights, accommodation and rental vehicles are certified and sent to head office for timeous payment. Render demand and acquisition clerical support. Liaise with customers and stakeholders. Conduct asset verification.

**ENQUIRIES**

DPP: Mpumalanga: Gift Chiloane Tel No: (013) 045 0623
DPP: Mmabatho: Flora Kalakgosi Tel No: (018) 381 9041
DPP: Mpumalanga: e-mail: Recruit2019490@npa.gov.za or Fax 012 843 1970;
DPP: Mmabatho: e-mail: Recruit2019491@npa.gov.za or Fax 012 843 1971

**APPLICATIONS**

DPP: Mpumalanga: e-mail: Recruit2019490@npa.gov.za or Fax 012 843 1970;
DPP: Mmabatho: e-mail: Recruit2019491@npa.gov.za or Fax 012 843 1971

---

**POST 44/24**

**SUPPLY CHAIN CLERK RECRUIT 2019/492 (X3 POSTS)**
National Prosecutions Service

**SALARY**
R173 703 per annum (Level 05) (Excluding Benefits)

**CENTRE**
DPP: Cape Town

**REQUIREMENTS**
Grade twelve (12) or equivalent qualification. Good written and verbal communication skills. Good interpersonal skills. Good administration skills. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Good interpersonal skills.

**DUTIES**
Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services. Compile and maintain records (asset records/databases) check and issue furniture, equipment and accessories to components and individuals. Update and maintain a supplier database.

**ENQUIRIES**
Angelene Jansen Tel No: (021) 487 7123

**APPLICATIONS**
e-mail: Recruit2019492@npa.gov.za or Fax 012 843 7972

---

**POST 44/25**

**REGISTRY CLERK**
National Prosecutions Service

**SALARY**
R173 703 per annum (Level 05) (Excluding Benefits)

**CENTRE**
DPP: Mmabatho (Nelspruit) Ref No: Recruit 2019/493 (X2 Posts)
DDPP: Middelburg Ref No: Recruit 2019/494
CPP: East London Ref No: Recruit 2019/495
DPP: Mthatha Ref No: Recruit 2019/497

**REQUIREMENTS**
Grade twelve (12) or equivalent qualification. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Sound planning and organizing skills. Good administrative skills.

**DUTIES**
Provide registry counter service. Handle incoming and outgoing correspondence. Render an effective record management service. Operate office machines in relation to registry functions. Process documents for archiving and/or disposal.

**ENQUIRIES**
DPP: Mmabatho & DDPP: Middelburg Gift Chiloane Tel No: (013) 045 0623
CPP: East London Talita Raga Tel No: (040) 680 6800
DPP: Mthatha Linda Mankayi Tel No: (047) 501 2607

**APPLICATIONS**
DPP: Mmabatho (Nelspruit) Recruit2019493@npa.gov.za or Fax 012 843 1973
DDPP: Middelburg Recruit2019494@npa.gov.za or Fax 012 843 1974
CPP: East London Recruit2019495@npa.gov.za or Fax 012 843 1975
DPP: Mthatha Recruit2019497@npa.gov.za or Fax 012 843 1977

---

**POST 44/26**

**ADMINISTRATIVE CLERK: LIBRARY**
National Prosecutions Service

**SALARY**
R173 703 per annum (Level 05) (Excluding Benefits)

**CENTRE**
DPP: Mmabatho Ref No: Recruit 2019/498
DPP: Mpumalanga (Nelspruit) Ref No: Recruit 2019/499

**REQUIREMENTS**
Grade 12 or equivalent qualification. Must be able to type. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills.

ENQUIRIES: DPP: Mpumalanga Gift Chiloane Tel No: (013) 045 0623
DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041

APPLICATIONS: DPP: Mmabatho: e-mail: Recruit2019498@npa.gov.za or Fax 012 843 1978
DPP: Mpumalanga: e-mail: Recruit2019499@npa.gov.za or Fax 012 843 1979

POST 44/27: DATA CAPTURER REF NO: RECRUIT 2019/500
National Prosecutions Service

SALARY: R173 703 per annum (Level 05)

CENTRE: DPP: Mpumalanga (Nelspruit)


DUTIES: Provide efficient data capturing and data administration services in the DPP Mpumalanga. Perform general administrative tasks in the Information Management Section. Provide data reports. Liaise with customers and stakeholders.

ENQUIRIES: Gift Chiloane Tel No: (013) 045 0623

APPLICATIONS: e-mail: Recruit2019500@npa.gov.za or Fax 012 843 1980

POST 44/28: HUMAN RESOURCES CLERK
National Prosecutions Service

SALARY: R173 703 per annum (Level 05) (Excluding Benefits)

CENTRE: DPP: North Gauteng (Pretoria) Ref No: Recruit 2019/501
DPP: Mthatha Ref No: Recruit 2019/502
DDPP: Bhisho Ref No: Recruit 2019/503
DPP: Cape Town Ref No: Recruit 2019/504 (X3 Posts)

REQUIREMENTS: Grade twelve (12) or equivalent qualification. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.

DUTIES: Provide high level human resources duties to the region. Facilitate the recruitment process. Process applications for service benefits and exit in the region. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Liaise with customers and stakeholders regarding all HR Functions. Assist in the training and development programs in the region. Assist in the performance assessment process.

ENQUIRIES: DPP: North Gauteng (Pretoria) Godfrey Ramakuela Tel No: (012) 351 6808
DPP: Mthatha Linda Mankayi Tel No: (047) 501 2607
DDPP: Bhisho Talita Tel No: (040) 680 6800
DPP: Cape Town Angelene Jansen Tel No: (021) 487 7123

APPLICATIONS: DPP: North Gauteng (Pretoria) Recruit2019501@npa.gov.za or Fax 012 843 1981
DPP: Mthatha Recruit2019502@npa.gov.za or Fax 012 843 1982
DDPP: Bhisho Recruit2019503@npa.gov.za or Fax 012 843 1983
DPP: Cape Town Recruit2019504@npa.gov.za or Fax 012 843 1984

POST 44/29: MESSENGER DRIVER
National Prosecutions Service

SALARY: R145 281 per annum (Level 4) (Excluding Benefits)

CENTRE: DDPP: Middelburg Ref No: Recruit 2019/505
DDPP: Durban Ref No: Recruit 2019/506
DPP: Grahamstown Ref No: Recruit 2019/507

REQUIREMENTS: Grade twelve (12) or equivalent qualification. Knowledge of Registry procedures. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver’s license.

DUTIES: Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the DPP office. Delivery and collection of mail at
the post office. Open and register parcels and mail. Collect, record and distribute correspondence using the approved file plan for the office.

ENQUIRIES:
- DDPP: Middelburg Gift Chiloane Tel No: (013) 045 0623
- DDPP: Durban Sifiso Ntombela Tel No: (031) 334 5084
- DPP: Grahamstown Nomfuneko Ntapane Tel No: (046) 622 3046

APPLICATIONS:
- DDPP: Middelburg e-mail: Recruit2019505@npa.gov.za or Fax 012 843 1985
- DDPP: Durban e-mail: Recruit2019506@npa.gov.za or Fax 012 843 1986
- DPP: Grahamstown e-mail: Recruit2019507@npa.gov.za or Fax 012 843 1987

POST 44/30:
**SENIOR MESSENGER REF NO: RECRUIT 2019/508**
National Prosecutions Service

**SALARY**:
R145 281 per annum (Level 04) (Excluding Benefits)

**CENTRE**:
DPP: Mthatha

**REQUIREMENTS**:
Grade twelve (12) or equivalent qualification. Knowledge of Registry procedures. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver's license.

**DUTIES**:

ENQUIRIES:
Linda Mankayi Tel No: (047) 501 2607

APPLICATIONS:
e-mail: Recruit2019508@npa.gov.za or Fax 012 843 1988

POST 44/31:
**SWITCHBOARD OPERATOR**
National Prosecutions Service
Communications

**SALARY**:
R145 281 per annum (Level 04) (Excluding Benefits)

**CENTRE**:
DPP: Bloemfontein Ref No: Recruit 2019/509
Pretoria Head Office Ref No: Recruit 2019/510

**REQUIREMENTS**:
Grade twelve (12) or equivalent qualification. Knowledge of public service legislation. Good written and verbal communication skills. Knowledge in programs MS Word, Excel, PowerPoint and Outlook. Planning and organizing skills. Client orientation and customer focus.

**DUTIES**:
Answer incoming calls. Keep staff extension number register up-to-date and change register when staff changes offices. Registration of daily incoming enquiries in the section. Report faulty machines when out of order. Attend to public reception. Sort out incoming faxes and distribute to relevant officials. Assist with registration of daily incoming work when requested. Maintain register of outgoing mail. Maintain telephone list.

ENQUIRIES:
DPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001; Pretoria Head Office Nomilo Mpondo Tel No: (012) 845 6524

APPLICATIONS:
DPP: Bloemfontein e-mail: Recruit2019509@npa.gov.za or Fax 012 843 1989
Pretoria Head Office: e-mail: Recruit2019510@npa.gov.za or Fax 012 843 1990