

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 as stated below.
- CLOSING DATE** : 25 August 2020
- 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. 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 correct number of posts for the following positions as advertised in Public Service Vacancy Circular 18 of 2020 Regional Court Prosecutor (Goodwood) Ref No: Recruit 2020/ 172 the correct number of posts is 1 not 17; District Court Control Prosecutor CPP: Johannesburg Ref No: Recruit 2020/198 the correct number of posts is 4 not 14; District Court Prosecutor CPP: George (Prince Alpert) Ref No: Recruit 2020/231 the correct number of posts is 1 not 2; CPP: Wynberg Ref No: Recruit 2020/268 the correct number of posts is 8 not 9(Montagu) Ref No: Recruit 2020/269 the correct number of posts 1 not 2 and State Accountant Ref No: Recruit 2020/292 the correct number of posts is 2 not 20. District Court Prosecutor CPP: Pietermaritzburg the correct Ref No: is Recruit 2020/271 not Recruit 2020/27 Assistant Director: HR DPP: Cape Town with Ref No: Recruit 2020/ 286 and Supply Chain Clerk: Supervisor with Ref No: Recruit 2020/298 advertised in Public Service Vacancy Circular 18 dated 28 July 2020 with closing date of 11 August 2020 have been withdrawn. A valid driver's license will be a requirement where applicable.

OTHER POSTS

- POST 19/78** : **SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2020/319**
National Prosecutions Service
- SALARY** : R983 019 - R1 536 567 per annum (Total Cost Package) (Level CM-1)
- CENTRE** : Pretoria: Head Office
- REQUIREMENTS** : A recognised four-year legal qualification. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Extensive experience of matters connected thereto, arguing of appeals, reviews, challenges brought in the Civil Courts. Experience of the presentation of digital evidence, mutual legal assistance and trans-national crimes. Be prepared to travel when required and conduct prosecutions and attend to other matters outside Pretoria. Valid drivers license.

- DUTIES** : Assist with the coordination of training and related duties in the NPS; provide strategic advice to the Co-ordinator for training, assist with the implementation of training initiatives in the NPS, tutor, train, mentor and manage Aspirant Prosecutors. Institute and conduct criminal proceedings on behalf of the state. Perform any act incident thereto and carry out the duties and functions assigned to the prosecution under any Act and/or the policy manual and/or directives. Study case dockets. Decide on the institution of and conduct criminal proceedings. Attend to maintenance matters and inquest in the lower courts. Oversee the preparation of cases for court. Guide investigations. Consult with witnesses where applicable. Oversee the drafting of charge sheets and other court documents. Oversee or present State's case in court. Present evidence, cross examine and address the court inter alia, conviction and sentence. Perform all duties including administrative duties assigned by the Chief Prosecutor and/or the Director of Public Prosecutions in accordance with the code of conduct, policy and directives of the NPA. Manage performance of Aspirant Prosecutors. Lead Aspirant Prosecutors towards achieving strategic objectives of the NPA. Deal with representations and complaints. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.
- ENQUIRIES** : Gija Maswanganyi Tel No: (012) 845 6944
APPLICATIONS : e mail Recruit2020319@npa.gov.za
- POST 19/79** : **SENIOR PUBLIC PROSECUTOR**
National Prosecutions Service
- SALARY** : R983 019 - R1 536 567 per annum (Total Cost Package) (Level CM-1)
CENTRE : CPP: Polokwane (Phalaborwa) Ref No: Recruit 2020/320
Middelburg (Carolina) Ref No: Recruit 2020/380
- REQUIREMENTS** : A recognised four-year legal qualification. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
- DUTIES** : Manage and supervise lower level prosecutors including the allocation of work and management of performance. Study case dockets and decide on the institution and conduct criminal proceedings of a general and more advanced nature. Prepare cases for court and draft charge sheet and other proceedings of the court. Represent the State in all Courts. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
- ENQUIRIES** : Thuba Thubakgale Tel No: (015) 045 0285
CPP: Middelburg Gift Chiloane Tel No: (013) 045 0623
- APPLICATIONS** : e mail Recruit2020320@npa.gov.za
CPP: Middelburg (Carolina) e mail Recruit2020380@npa.gov.za
- POST 19/80** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2020/321 (X2 POSTS)**
Priority Crime Litigation Unit
- SALARY** : R983 019 - R1 536 567 per annum (Total Cost Package) (Level LP-9)
CENTRE : Pretoria: Head Office
- REQUIREMENTS** : A recognized four-year legal qualification. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required.
- DUTIES** : Conduct prosecution and matters arising therefrom, falling within the PCLU mandate. Give guidance to the DPP's on the management of investigations and prosecutions referred to them. Develop and guide investigative plans in conjunction with the DPCI and/or the DPP's. Give guidance to the DPCI on

		specific investigations. Conduct research on legal matters falling within the PCLU mandate. And compile opinions. Present training to the NPA and other stakeholders. Represent PCLU in inter-departmental working groups. Represent the NPA in legal challenges brought in the Civil Courts. Perform other ad hoc assignments as required by the senior management of the PCLU.
<u>ENQUIRIES</u>	:	Gija Maswnganyi Tel No: (012) 845 6944
<u>APPLICATIONS</u>	:	e mail Recruit2020321@npa.gov.za
<u>POST 19/81</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2020/322</u>
		National Prosecutions Service
<u>SALARY</u>	:	R983 019 - R1 536 567 per annum (Total Cost Package) (Level LP-9)
<u>CENTRE</u>	:	DPP: Nelspruit
<u>REQUIREMENTS</u>	:	A recognized four-year legal qualification. At least eight 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. Five years' experience in legal practice will be an added advantage. Ability to act independently. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.
<u>DUTIES</u>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other courts documents. Represent the state in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored. Guide project investigations.
<u>ENQUIRIES</u>	:	Gift Chiloane Tel No: (013) 045 0623
<u>APPLICATIONS</u>	:	e mail Recruit2020322@npa.gov.za
<u>POST 19/82</u>	:	<u>HEAD COURT CONTROL PROSECUTOR 3 REF NO: RECRUIT 2020/324</u>
		National Prosecutions Service
<u>SALARY</u>	:	R847 047 - R1 384 479 per annum (Total Cost Package) (Level SU-3)
<u>CENTRE</u>	:	CPP: Polokwane (Mankweng)
<u>REQUIREMENTS</u>	:	A four-year Legal qualification. At least six years' post qualification legal experience. Good management skills. Proficiency in prosecuting, guiding investigation and giving instructions in complex of more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision. Excellent administrative skills. Valid driver's license is recommended.
<u>DUTIES</u>	:	Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	Thuba Thubakgale Tel No: (015) 045 0285
<u>APPLICATIONS</u>	:	e mail Recruit2020324@npa.gov.za
<u>POST 19/83</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2020/323</u>
		National Prosecutions Service
<u>SALARY</u>	:	R763 212 - R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	DDPP: Port Elizabeth
<u>REQUIREMENTS</u>	:	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. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecuting, guiding investigations, drafting charge sheets, including indictments and court documents, dealing with representations. General computer literacy and knowledge of programs in

- DUTIES** : MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently.
- : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
- ENQUIRIES APPLICATIONS** : Andiswa Tengile Tel No: (012) 842 1450
: e-mail Recruit2020323@npa.gov.za
- POST 19/84** : **DEPUTY DIRECTOR: PROJECT MANAGER REF NO: RECRUIT 2020/356**
Information and Systems Management
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Total Cost Package) (MMS Level 11)
: Pretoria: Head Office
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in information Technology. Industry related qualification, MS SQL and ITIL. Minimum three years relevant experience in IT environment. Experience in System Development and Maintenance; business analysis and Project management. Management of Service Level Agreements, architectural Designs. Working knowledge of MS SharePoint, MS Dynamics, and MS SQL. Knowledge of Public Service Regulations; Public Service Act; PFMA; Access to Information Act; Electronic Communication and Technology Act. Strategic capability and leadership. General financial and management skills. People management and empowerment. Good administration skills. Good written and verbal communication skills. Planning and Prioritizing. Problem Solving and Decision Making. Valid Driver's license.
- DUTIES** : Provide business and system analysis. Manage systems development projects including IJS projects. Drive user adoption of systems deployed. Administration of applications including licence management. Provide service management. Responsible for systems administration, training and support. Ensure Systems databases and information are available, accessible and secure. Ensure change management through systems life cycle.
- ENQUIRIES APPLICATIONS** : Obert Masango Tel No: (012) 845 7058
: e mail Recruit2020356@npa.gov.za
- POST 19/85** : **DEPUTY DIRECTOR: PAYMENTS REF NO: RECRUIT 2020/357**
Financial Management-Financial Accounting
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Total Cost Package) (MMS Level 11)
: Pretoria: Head Office
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Financial Management or equivalent. Minimum three years relevant experience in Financial Management. Three (3) years' experience in managing subordinates. Knowledge of legislation and regulations pertaining to Public service administration, including but not limited to PFMA, Treasury Regulations, Public Service Regulations & Performance Management and Monitoring. Computer skills: MS Word, Excel, Outlook, Power point. Experience in processing payments on the public service financial systems: PERSAL, BAS and LOGIS Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Excellent written and verbal communication skills. Planning and prioritizing. Customer focus and responsiveness.
- DUTIES** : Provide effective and efficient management of payments in the NPA. Manage creditors payments and cellphone claims. Manage subsistence and travel advances and claims processed on BAS and PERSAL. Monitor timeous processing of all payments. Manage donor funding. Conduct awareness sessions at regional offices. Manage staff and other resources within the sub-

directorate. Ensure internal and external monthly reports are submitted on time.

ENQUIRIES : Matshidiso Morakile Tel No: (012) 845 6543
APPLICATIONS : e mail: Recruit2020357@npa.gov.za

POST 19/86 : **DEPUTY DIRECTOR: ASSETS; FLEET AND FACILITIES REF NO: RECRUIT 2020/358**
Assets, Fleet and Facilities Management

SALARY : R733 257 per annum (Total Cost Package) (MMS Level 11)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience in fleet, travel and facilities/buildings management environment. Extensive knowledge of facilities environment and national building regulations. Knowledge in the field of Fleet and Travel management. Knowledge of Government Immovable Asset Management Act. Public Finance Management Act and Treasury Regulations; Occupational Health and safety Act and Energy Efficiency directives. Project Management. Reliable and willingness to work in a team. Willing to travel extensively and able to work extended hours. Excellent communication and administrative skills. Valid drivers license. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Able to do performance and training management of staff. Planning and organizing.

DUTIES : Provide effective and efficient facilities and office accommodation management. Manage day to day maintenance of buildings and liaise extensively with provinces. Manage procurement of office accommodation in Head office and Provincial offices. Manage office space planning and allocation of parking facilities. Monitor implementation of energy efficiency measures. Ensure quality of workmanship during construction and renovations through inspections. Manage lease agreements and other service contracts and service level agreements. Monitor office accommodation budgets. Coordination and take responsibility for managing the travel management office and payments to service providers. Act as liaison person with the service provider and ensure that services are aligned with the service level agreement. Coordinate and take responsibility for fleet management in the entire NPA. Monitor fleet utilisation against the service level agreement and conduct inspections. Coordinate and provide assistance with the NPA Asset Management Strategy.

ENQUIRIES : Andre Malan Tel No: (012) 845 6024
APPLICATIONS : e mail: Recruit2020358@npa.gov.za

POST 19/87 : **DISTRICT COURT CONTROL PROSECUTOR**
National Prosecutions Service

SALARY : R510 432 - R1 192 947 per annum (Total Cost Package) (Level SU-1 to SU-2) (Excluding Benefits)

CENTRE : CPP: Butterworth (Centani) – Ref No: Recruit 2020/325
CPP: Mthatha (Tsolo) – Ref No: Recruit 2020/326

REQUIREMENTS : A recognized four-year legal qualification. At least four years post qualification legal experience. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.

DUTIES : Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal; proceedings of a general and more advanced nature in the both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.

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

- APPLICATIONS** : CPP: Butterworth (Centani) e mail Recruit2020325@npa.gov.za
 CPP: Mthatha e mail Recruit2020326@npa.gov.za
- POST 19/88** : **REGIONAL COURT PROSECUTOR**
 National Prosecutions Service
- SALARY** : R510 432 - R1 192 947 per annum (Total Cost Package) (Level LP-5 to LP-6)
 (Excluding Benefits)
- CENTRE** : CPP: Port Elizabeth – Ref No: Recruit 2020/327
 CPP: Witbank - Ref No: Recruit 2020/328
 CPP: Middelburg - Ref No: Recruit 2020/329
 CPP: Empangeni - Ref No: Recruit 2020/330
 (Inkanyezi) - Ref No: Recruit 2020/331
 CPP: Odi (Moretele) - Ref No: Recruit 2020/332
 CPP: Welkom (Bethlehem) – Ref No: Recruit 2020/333
 CPP: Bellville – Ref No: Recruit 2020/334
 (Blue Downs) – Ref No: Recruit 2020/335
 CPP: Cape Town (Atlantis) – Ref No: Recruit 2020/336
 CPP: Mitchell's Plain – Ref No: Recruit 2020/337
- REQUIREMENTS** : A recognized four-year legal qualification. At least four years post qualification legal experience. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Litigation in the regional court and management experience will be an added advantage.
- DUTIES** : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
- ENQUIRIES** : CPP: Port Elizabeth Andiswa Tengile Tel No: (012) 842 1450
 CPP: Witbank & CPP: Middelburg: Khensani Lumphondo Tel No: (013) 045 0623
 CPP: Empangeni & CPP: Ntuzuma Sifiso Ntombela Tel No: (031) 334 5084
 CPP: Welkom Lemmer Ludwick Tel No: (051) 410 6001
 CPP: Odi Flora Kalakgosi Tel No: (018) 381 9041
 CPP: Bellville; CPP: Cape Town & CPP: Mitchell's Plain Angelene Jansen Tel No: (021) 487 7123
- APPLICATIONS** : CPP: Port Elizabeth e mail Recruit2020327@npa.gov.za
 CPP: Witbank e mail Recruit2020328@npa.gov.za
 CPP: Middelburg e mail Recruit2020329@npa.gov.za
 CPP: Empangeni e mail Recruit2020330@npa.gov.za
 (Inkanyezi) e mail Recruit2020331@npa.gov.za
 CPP: Odi (Moretele) e mail Recruit2020332@npa.gov.za
 CPP: Welkom (Bethlehem) e mail Recruit2020333@npa.gov.za
 CPP: Bellville e mail Recruit2020334@npa.gov.za
 (Blue Downs) e mail Recruit2020335@npa.gov.za
 CPP: Cape Town (Atlantis) e mail Recruit2020336@npa.gov.za
 CPP: Mitchell's Plain e mail Recruit337@npa.gov.za
- POST 19/89** : **INFORMATION SECURITY OFFICER REF NO: RECRUIT 2020/359**
 Security Management Unit
- SALARY** : R470 040 per annum (Level 10) (Excluding Benefits)
- CENTRE** : Pretoria: Head Office
- REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Security Management or equivalent. Minimum three years' relevant experience in public sector; ICT and security management. Good communication skills, written and verbal. Planning and prioritizing. Problem solving and decision making. Reliable, tolerant and determined. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Willing to travel and able to work after hours. Valid driver's license.
- DUTIES** : Manage the protection of sensitive information within the NPA. Facilitate the TSCM services conducted by SSA. Conduct information security awareness sessions including cyber security for all NPA employees. Provide assistance to Business Units regarding the classification of information. Conduct

information security audits in all NPA offices. Facilitate vulnerability tests on all NPA IT Systems. Keep up to date with development in IT security standards and threats. Monitor NPA network usage and ensure compliance with security policies. Conduct information security breach investigation. Analyse security breaches patterns.

ENQUIRIES : Makobe Mokhine Tel No: (012) 845 7044
APPLICATIONS : e mail: Recruit2020359@npa.gov.za

POST 19/90 : **VETTING OFFICER REF NO: RECRUIT 2020/360**
Security Management Unit

SALARY : R470 040 per annum (Level 10) (Excluding Benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Social Sciences or equivalent. Minimum three years' relevant experience. Completed Vetting course with State Security Agency/SANDF. Sound knowledge of Minimum Information Security Standards; Criminal Procedure Act; Interception and Monitoring Act; Protection of Information Act; National Strategic Intelligence Act and other relevant acts regulating personnel security. Good communication skills, written and verbal. Planning and prioritizing. Project Management skills. Problem solving and decision making. Reliable, tolerant and determined. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Able to work under pressure and meet strict deadlines. Willing to travel and able to work after hours. Valid driver's license.

DUTIES : Conduct vetting fieldwork investigations of NPA employees. Conduct Personnel Suitability Checks and Company screening. Capture files on SVIS. Keep and monitor vetting database. Conduct vetting awareness sessions. Conduct research and advice Security Management Service on vetting matters. Liaise with all relevant stakeholders on all vetting matters. General administration within the Vetting unit.

ENQUIRIES : Kgotlelelo Kobue Tel No: (012) 845 6173
APPLICATIONS : e mail: Recruit2020360@npa.gov.za

POST 19/91 : **ICT ADMINISTRATOR REF NO: RECRUIT 2020/361**
Information Systems and Management Unit

SALARY : R376 596 per annum (Level 09) (Excluding Benefits)
CENTRE : DPP: Pretoria
REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Information Technology or equivalent. 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. . Must have good interpersonal skills. 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 : Imraan Khan Tel No: (012) 845 7867
APPLICATIONS : e mail Recruit2020361@npa.gov.za

- POST 19/92** : **ASSISTANT DIRECTOR: ASSETS; FLEET AND FACILITIES REF NO: RECRUIT 2020/362**
Assets, Fleet and Facilities Management
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09) (Excluding Benefits)
: Pretoria: Head Office
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience in fleet and travel environment. Good communication skills, written and verbal. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Willing to travel and able to work after hours. High level of reliability and able to work independently. Knowledge of PFMA and National Treasury Regulations. Valid drivers license.
- DUTIES** : Coordinate and manage the travel management office and payments to service providers. Managing the fleet vehicles for the entire NPA. Monitor fleet utilisation against the service level agreement and conduct inspections. Reconciliation of accounts. Assist and ensure effective and efficient facilities and office accommodation management. Assist with day to day maintenance of buildings and liaise extensively with provinces. Manage procurement of office accommodation in Head Office and provincial offices. Manage office space planning and allocation of parking.
- ENQUIRIES APPLICATIONS** : Elias Lukwareni Tel No: (012) 845 6095
: e mail: Recruit2020362@npa.gov.za
- POST 19/93** : **ASSISTANT DIRECTOR: INTERGRITY MANAGEMENT REF NO: RECRUIT 2020/363**
Integrity Management Unit
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09) (Excluding Benefits)
: Pretoria: Head Office
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience in the field of Integrity Management. Certification as Ethics Officer will be an added advantage. No previous convictions or pending cases. Interpersonal and communication skills. Report writing, presentation and development skills. Valid drivers license.
- DUTIES** : Manage and ensure the maintenance of an effective Case Management System. Manage and ensure the investigation of reported cases of unethical conduct and conflict of interest of members in the NPA. Manage and ensure resolution of unethical behaviour cases. Assist with the unit's budget.
- ENQUIRIES APPLICATIONS** : Thomas Mkhathshane Tel No: (012) 845 6863
: e mail: Recruit2020363@npa.gov.za
- POST 19/94** : **ASSISTANT DIRECTOR: EDUCATION AND AWARENESS REF NO: RECRUIT 2020/364**
Integrity Management Unit
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09) (Excluding Benefits)
: Pretoria: Head Office
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience in the field of Ethics Management. Certification as Ethics Officer will be an added advantage. Knowledge of Public Service legislation and Regulations; Integrity Management framework. Conceptual and analytical thinking. Good report writing skills. Verbal communication skills. Interpretation of policy. Creative presentation skills. Problem solving ability. Planning and organizing skills. Research capability, methodology skills. Honesty and integrity. Time management. Ability to work under pressure for extended periods. Computer literacy in MS Word, Excel and PowerPoint. Willing to travel extensively. Valid driver's license.
- DUTIES** : Promote values and ethical conduct in the NPA. Facilitate of integrity education, awareness and stakeholder management. Develop programmes aimed at facilitating education on NPA values and NPA Code of Ethics. Identify trends and patterns on issues compromising the integrity of the NPA. Increase engagement with internal and external stakeholders on ethics and integrity issues. Assess and enhance awareness about corruption and fraud and the causes thereof. Provide expert advice to Deputy Director: Education and Awareness on integrity management issues. Provide administrative support to the unit.
- ENQUIRIES** : Petunia Moagi Tel No: (012) 845 6204

- APPLICATIONS** : e mail: Recruit2020364@npa.gov.za
- POST 19/95** : **ASSISTANT DIRECTOR: ETHICS MANAGEMENT RECRUIT 2020/365 (X2 POSTS)**
Integrity Management Unit
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09) (Excluding Benefits)
: Pretoria: Head Office
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience in the field of Ethics Management field. Certification as Ethics Officer will be an added advantage. Knowledge of Public Service legislation and Regulations; Integrity Management framework. Conceptual and analytical thinking. Good report writing skills. Verbal communication skills. Interpretation of policy. Creative presentation skills. Problem solving ability. Planning and organizing skills. Research capability, methodology skills. Honesty and integrity. Time management. Ability to work under pressure for extended periods. Computer literacy in MS Word, Excel and PowerPoint. Willing to travel extensively. Valid driver's license.
- DUTIES** : Administration and coordination of the financial declarations by NPA officials. Identification of ethics gaps by conducting integrity assessment within the NPA. Monitor, evaluate and report on remunerative work performed outside the Public Service for the NPA. Monitor and report on the ethics performance of the organisation. Monitor and report on integrity systems and processes within the NPA. Manage and monitor compliance to policies.
- ENQUIRIES APPLICATIONS** : Petunia Moagi Tel No: (012) 845 6204
: e mail: Recruit2020365@npa.gov.za
- POST 19/96** : **ASSISTANT DIRECTOR: LIBRARY REF NO: RECRUIT 2020/366**
Information Systems and Management Unit
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09) (Excluding Benefits)
: Pretoria: Head Office
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Library Science. Minimum three years relevant experience in a law library. Proven experience in online research e.g. Jutastat; LexisNexis; Sabinet Online and the open internet. Interlibrary loan and Request experience. Electronic library management system experience. DDC experience. MARC21 and WorldCat experience. Excellent computer literacy skills in MS Word; Excel; Outlook and PowerPoint. Willing to travel. Report writing skills. Management skills. Excellent communication and administrative skills. Ability to work as part of a team as well as independently. Able to work under pressure. Analytical thinking. Negotiating and problem solving skills. Project and operational management skills. Accuracy and attention to detail. Valid driver's license.
- DUTIES** : Provide information services to the NPA. Assist users visiting the library. Conduct information needs surveys. Provide current awareness service. Conduct interlibrary loans and monitor the usage of borrowed publications. Create interim records on the library management system. Supervise staff reporting to the position. Provide assistance to regional libraries and librarians. Compile monthly reports. Co-ordinate and conduct marketing and training of the library products and services. Assist the Deputy Director: Library.
- ENQUIRIES APPLICATIONS** : Nozuko Mdingi Tel No: (012) 845 6868
: e mail: Recruit2020366@npa.gov.za
- POST 19/97** : **ASSISTANT DIRECTOR: HR REF NO: RECRUIT 2020/367**
National Prosecutions Service
(Re-Advert)
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09) (Excluding Benefits)
: DPP: Cape Town
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum of three years relevant experience as an HR generalist of which one year should be at supervisory level. Extensive knowledge of the recruitment process and procedure; performance management system. Extensive experience in working on PERSAL. In-depth knowledge of the Public Service Act and Regulations and its application. Knowledge of legislation and regulations pertaining to Public Service Administration specifically the Public Service Act, Labour Relations Act, EEA, Skills Development Act. Knowledge of Human

Resources in general and information management. Excellent written and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong organisational skills. Computer skills in MS Word, Excel and Outlook. Proven experience to supervise/manage staff in the HR unit.

DUTIES : Provide HR administration services to the region. Capture personal information on the payroll system. Monitor the implementation of recruitment and selection of human resource services. Monitor implementation of service benefits. Facilitate the administration of human resource development services in the region. Compile and submit monthly reports and statistics to management/Director Administration. Manage staff and provide guidance on HR related matters. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Maintain and administer PERSAL information including leave applications. PERSAL administration, staff procurement, training and development, service conditions, staff exits and transfers. Manage the processing of all contract appointments in the Division.

ENQUIRIES APPLICATIONS : Angelene Jansen Tel No: (021) 487 7123
: DPP: Cape Town e mail: Recruit2020367@npa.gov.za

POST 19/98 : **SECURITY SCREENING OFFICER REF NO: RECRUIT 2020/368**
Security Management Unit

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08) (Excluding Benefits)
: Pretoria: Head Office
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Social Sciences or equivalent. Minimum three years' relevant experience. Completion of vetting course offered by SSA; SAPS or SANDF will be an added advantage. Sound knowledge of Minimum Information Security Standards; Criminal Procedure Act; Interception and Monitoring Act; Protection of Information Act; National Strategic Intelligence Act and other relevant acts regulating personnel security. Good communication skills, written and verbal. Planning and prioritizing. Project Management skills. Problem solving and decision making. Reliable, tolerant and determined. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Able to work under pressure and meet strict deadlines. Willing to travel and able to work after hours. Valid driver's license.

DUTIES : Conduct personnel screening checks. Conduct company screening. Conduct vetting of the allocated vetting files. Conduct research and advise Security Management Services on vetting matters. Liaise with other law enforcement agencies. Capturing of vetting files on SVIS. General administration within the Vetting unit. Liaise with all relevant stakeholders on all vetting matters. Write reports.

ENQUIRIES APPLICATIONS : Kgotlelele Kobue Tel No: (012) 845 6173
: e mail: Recruit2020368@npa.gov.za

POST 19/99 : **SENIOR ASSET OFFICER REF NO: RECRUIT 2020/369**
Assets, Fleet and Facilities Management

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08) (Excluding Benefits)
: Pretoria: Head Office
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience in Asset Management. Good communication skills, written and verbal. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Willing to travel and able to work after hours. High level of reliability and able to work independently. Knowledge of PFMA and National Treasury Regulations. Valid drivers license.

DUTIES : Provide support to the office with regards to Asset Management functions. Assist with the verification of assets such as furniture, equipment and IT assets. Update the asset register with acquisitions, movements, losses and disposals. Check discrepancies on the asset register and correction of such. Check accuracy of information from regions and assist to have accurate information. Do filing, retrieve invoices/payment batches from Document Centre.

ENQUIRIES APPLICATIONS : Mpho Motsepe Tel No: (012) 845 6019
: e-mail: Recruit2020369@npa.gov.za

<u>POST 19/100</u>	:	<u>DISTRICT COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R301 452 - R847 047 per annum (Total Cost Package) (Level LP-3 to LP-4) (Excluding Benefits)
<u>CENTRE</u>	:	CPP: Ntuzuma (Pinetown) - Ref No: Recruit 2020/338 (X3 Posts) CPP: Empangeni (Manguzi) - Ref No: Recruit 2020/339 CPP: Kimberley - Ref No: Recruit 2020/340 (Galeshewe) - Ref No: Recruit 2020/341(X2 Posts) CPP: Upington – Ref No: Recruit 2020/342 (Postmansburg) - Ref No: Recruit 2020/343 (Kakamas) – Ref No: Recruit 2020/379 PP: Queenstown (Tarkastad) - Ref No: Recruit 2020/344 CPP: Bellville - Ref No: Recruit 2020/345 (Blue Downs) - Ref No: Recruit 2020/346 (X2 Posts) (Kuilis River) - Ref No: Recruit 2020/347 (Malmesbury) - Ref No: Recruit 2020/348 (X2 Posts) (Vredendal) - Ref No: Recruit 2020/349 CPP: George - Ref No: Recruit 2020/350 (Bonnievale) – Ref No: Recruit 2020/351 Riversdale) - Ref No: Recruit 2020/352 CPP: Wynberg (Worcester) - Ref No: Recruit 2020/353 CPP: Mitchells Plain (Khayelitsha) – Ref No: Recruit 2020/354 (X2 Posts)
<u>REQUIREMENTS</u>	:	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 license will be a requirement where applicable.
<u>DUTIES</u>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court.
<u>ENQUIRIES</u>	:	CPP: Ntuzuma & CPP: Empangeni Sifiso Ntombela Tel No: (031) 334 5084 CPP: Kimberley & CPP: Upington Nicholas Mogongwa Tel No: (053) 807 4539 CPP: Queenstown Mzikayise Toni Tel No: (046) 602 3050 CPP: Bellville; CPP: George; CPP: Mitchell's Plain & CPP: Wynberg Angelene Jansen Tel No: (021) 487 7123
<u>APPLICATIONS</u>	:	CPP: Ntuzuma (Pinetown) e mail Recruit2020338@npa.gov.za CPP: Empangeni (Manguzi) e mail Recruit2020339@npa.gov.za CPP: Kimberley e mail Recruit2020340@npa.gov.za (Galeshewe) e mail Recruit2020341@npa.gov.za CPP: Upington e mail Recruit2020342@npa.gov.za (Postmansburg) e mail Recruit2020343@npa.gov.za (Kakamas) e mail Recruit2020379@npa.gov.za CPP: Queenstown (Tarkastad) e mail Recruit2020344@npa.gov.za CPP: Bellville e mail Recruit2020345@npa.gov.za (Blue Downs) e mail Recruit2020346@npa.gov.za (Kuilis River) e mail Recruit2020347@npa.gov.za (Malmesbury) e mail Recruit2020348@npa.gov.za (Vredendal) e mail Recruit2020349@npa.gov.za CPP: George e mail Recruit2020350@npa.gov.za (Bonnievale) e mail Recruit2020351@npa.gov.za (Riversdale) e mail Recruit2020352@npa.gov.za CPP: Wynberg (Worcester) e mail Recruit2020353@npa.gov.za CPP: Mitchells Plain (Khayelitsha) e mail Recruit2020354@npa.gov.za N.B: Relevant Service Certificates Must Accompany The Application.
<u>NOTE</u>	:	
<u>POST 19/101</u>	:	<u>DISTRICT COURT PROSECUTOR (ONE MAN STATION) REF NO: RECRUIT 2020/355</u> National Prosecutions Service
<u>SALARY</u>	:	R301 452 - per annum (Total Cost Package) (Level LP-3 to LP-4) (Excluding Benefits)
<u>CENTRE</u>	:	CPP: Empangeni (Babanango)
<u>REQUIREMENTS</u>	:	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.
- 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** : Sifiso Ntombela Tel No: (031) 334 5084
- APPLICATIONS** : e mail Recruit2020355@npa.gov.za
- NOTE** : N.B: Relevant Service Certificates Must Accompany The Application.
- POST 19/102** : **ASSET OFFICER: ASSETS, FLEET & FACILITIES REF NO: RECRUIT 2020/370 (X3 POSTS)**
Assets, Fleet and Facilities Management
- SALARY** : R257 508 per annum (Level 07) (Excluding Benefits)
- CENTRE** : Pretoria: Head Office
- REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience in Fleet, Facilities and Travel environment. Good communication skills, written and verbal. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Willing to travel and able to work after hours. High level of reliability and able to work independently. Knowledge of PFMA and National Treasury Regulations. Valid drivers license.
- DUTIES** : Travel bookings management and administration. Ensure that vehicles are properly used and maintained. Ensure that buildings are properly maintained. Compile payments to service providers.
- ENQUIRIES** : Elias Lukwareni Tel No: (012) 845 6095
- APPLICATIONS** : E-mail: Recruit2020370@npa.gov.za
- POST 19/103** : **LIBRARIAN**
National Prosecutions Service
- SALARY** : R257 508 per annum (Level 07) (Excluding Benefits)
- CENTRE** : DPP: Bloemfontein Ref No: (Recruit 2020/371) (Re-Advert)
DPP: Johannesburg Ref No: (Recruit 2020/372)
- REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least two years relevant experience. Knowledge of AACR2 and Dewey decimal classification Systems. Ability to work on an electronic library management system. Experience in utilization of search tools such as internet, LexisNexis, Jutastat and Sabinet online. Experience in information services. Library and information management skills. General computer literacy in MS Word, Excel, and PowerPoint. Willingness to travel. Good verbal and written communication and administrative skills. Report writing skills. Ability to work independently with minimum supervision.
- DUTIES** : Conduct information searches and monitor information. Cataloguing and classification of library material. Loose-leaf administration including updating. Responsible for library stock taking and keeping of statistics. Training of users on online databases. Procure new material. Shelving and shelf-reading of library material. Assist with the information projects of the NPA.
- ENQUIRIES** : DPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001
- APPLICATIONS** : DPP: Johannesburg Reuben Palai Tel No: (011) 4124
DPP: Bloemfontein e mail Recruit2020371@npa.gov.za
DPP: Johannesburg e mail Recruit2020372@npa.gov.za
- POST 19/104** : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2020/373**
- SALARY** : R257 508 per annum (Level 07) (Excluding Benefits)
- CENTRE** : DPP: Johannesburg
- REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Administrative Management. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.
- DUTIES** : Manage and/or supervise the Legal Admin and Document Management Sections. Manage court rolls. Check and sign off closed files. Check and sign off electronic registers (Appeals, Police dockets, e.t.c). Perform monthly

inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Manage and/or supervise human resource functions of staff in the Legal Admin and Document Management Sections. Perform any other duties as deemed necessary by the supervisor. Draw up and manage the court roll. Draw up performance management contracts of staff and be responsible for performance assessment of staff.

ENQUIRIES : Reuben Palai Tel No: (011) 220 4124
APPLICATIONS : e mail Recruit2020373@npa.gov.za

POST 19/105 : **ADMINISTRATIVE CLERK: ASSET MANAGEMENT REF NO: RECRUIT 2020/374 (X2 POSTS)**
 Assets, Fleet and Facilities Management

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : Pretoria: Head Office
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. Basic numeracy skills.

DUTIES : Provide support to the office with regards to the Asset Management function. Assist with the verification of assets such as furniture, equipment and IT assets. Update the assets register with acquisitions, movements, losses and disposals. Bar-coding of new assets and recording of these assets. Compilation of asset reports. Do filing, retrieve invoices/payment batches.

ENQUIRIES : Lindokuhle Makaula-Nkosi Tel No: (012) 845 6566
APPLICATIONS : e mail Recruit2020374@npa.gov.za

POST 19/106 : **FINANCE CLERK REF NO: RECRUIT 2020/375**
 Financial Management-Financial Accounting

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : Pretoria: Head Office
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. Basic numeracy skills.

DUTIES : Provide support to Financial Accounting-Payments section. Render financial accounting transactions. Receive and register invoices. Check invoices for correctness. Process and capture payments. Scanning of payment batches. Filing of all documents including payment batches. Assist with queries

ENQUIRIES : Matshidiso Morakile Tel No: (012) 845 6543
APPLICATIONS : e mail Recruit2020375@npa.gov.za

POST 19/107 : **HUMAN RESOURCES CLERK REF NO: RECRUIT 2020/376**
 National Prosecutions Service

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : DPP: Mpumalanga
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 : Khensani Lumphondo Tel No: (013) 045 0623
APPLICATIONS : e mail Recruit2020376@npa.gov.za

POST 19/108 : **RECEPTIONIST REF NO: RECRUIT 2020/377**
National Prosecutions Service

SALARY : R145 281 per annum (Level 04) (Excluding Benefits)
CENTRE : DPP: Mthatha
REQUIREMENTS : Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Client orientation and customer focus. Knowledge of public service legislation.

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 : Linda Mankayi Tel No: (047) 507 2607
APPLICATIONS : e mail Recruit2020377@npa.gov.za

POST 19/109 : **MESSANGER DRIVER REF NO: RECRUIT 2020/378**
National Prosecutions Service

SALARY : R145 281 per annum (Level 04) (Excluding Benefits)
CENTRE : DPP: Limpopo
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 : Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : e mail Recruit2020378@npa.gov.za