

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** : 06 October 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! All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting. 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 Supply Chain Supervisor with Ref No; Recruit 2020/298; Regional Court Control Prosecutor Ref No: Recruit 2020/152; Regional Court Prosecutor with Ref No: Recruit 2020/181 and Administrative Clerk Recruit 2020/304 advertised in Vacancy Circular 7 dated 28 July 2020 with closing date of 11 August 2020 advertised in Public Service has been withdrawn.

OTHER POSTS

- POST 22/49** : **SENIOR PUBLIC PROSECUTOR**
Specialised Commercial Crime Unit
- SALARY** : R983 019 - R1 536 567 per annum (Level LP-9) (Total Cost Package)
- CENTRE** : Head Office: Pretoria - Recruit 2020/379
- REQUIREMENTS** : A recognised 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 of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. 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. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.
<u>ENQUIRIES</u>	:	Gija Maswanganyi Tel No: (012) 845 6944
<u>APPLICATIONS</u>	:	e mail Recruit2020379@npa.gov.za
<u>POST 22/50</u>	:	<u>SENIOR PUBLIC PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R983 019 - R1 536 567 per annum (Level CM-1) (Total Cost Package)
<u>CENTRE</u>	:	CPP: Pietermaritzburg Ref No: Recruit 2020/380
	:	CPP: Mmabatho (Molopo) Ref No: Recruit 2020/381
	:	CPP: Bloemfontein Ref No: Recruit 2020/448 (X2 Posts)
<u>REQUIREMENTS</u>	:	A recognised four-year legal qualification. At least eight years post qualification legal experience. Five years' 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
	:	CPP: Bloemfontein Tel No: (051) 410 6001
	:	CPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	CPP: Pietermaritzburg e mail Recruit2020380@npa.gov.za
	:	CPP: Mmabatho (Molopo) e mail Recruit2020381@npa.gov.za
	:	CPP: Bloemfontein e mail Recruit2020448@npa.gov.za
<u>POST 22/51</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2020/382</u> National Prosecutions Service
<u>SALARY</u>	:	R983 019 - R1 536 567 per annum (LP-9) (Total Cost Package)
<u>CENTRE</u>	:	DPP: Pietermaritzburg
<u>REQUIREMENTS</u>	:	A recognised 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. Experience or knowledge in POCA legislation.
<u>DUTIES</u>	:	Study case dockets, decide in 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.
<u>ENQUIRIES</u>	:	Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	e mail Recruit2020382@npa.gov.za
<u>POST 22/52</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2020/383</u> National Prosecutions Service
<u>SALARY</u>	:	R983 019 - R1 536 567 per annum (LP-9) (Total Cost Package)
<u>CENTRE</u>	:	DPP: Pietermaritzburg
<u>REQUIREMENTS</u>	:	A recognised 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.
<u>DUTIES</u>	:	Study case dockets, decide in 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.
<u>ENQUIRIES</u>	:	Thabsile Radebe Tel No: (033) 392 8753

APPLICATIONS : e mail Recruit2020383@npa.gov.za

POST 22/53 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2020/384**
Specialised Commercial Crime Unit

SALARY CENTRE REQUIREMENTS : R983 019 - R1 536 567 per annum (Level LP-9) (Total Cost Package)
: Johannesburg
: A recognised 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 of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. 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. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.

ENQUIRIES APPLICATIONS : Loretta Chiloane/ Takalani Mfuni Tel No: (011) 224 4843/4827
: e mail Recruit2020384@npa.gov.za

POST 22/54 : **SENIOR STATE ADVOCATE**
Asset Forfeiture Unit
Re-Advert

SALARY CENTRE REQUIREMENTS : R983 019 - R1 536 567 per annum (LP-9) (Total cost package)
: Polokwane Ref No: Recruit 2020/385
: Pretoria Ref No: Recruit 2020/386
: A recognised four-year legal qualification. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least eight years' post qualification experience in civil and/or criminal litigation. Well-developed skills in advocacy and legal drafting. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage; Good interpersonal, analytical, presentation and communication skills. The ability to act independently. Valid driver's licence recommended.

DUTIES : Litigation and supervising litigation. Conduct civil litigation regarding all aspects of the freezing and forfeiture/confiscation of property/assets derived from criminal activity, drafting applications, preparing heads of argument and presenting cases in court Training of NPA staff in the use of asset forfeiture procedures. Legal research and keeping up to date with legal developments. Assist with the general management of the unit, including developing the systems, receiving and analyzing reports and making recommendations to the unit.

ENQUIRIES APPLICATIONS : Lindie Swanepoel Tel. No: (012) 845 6638
: Polokwane e mail Recruit2020385@npa.gov.za
: Pretoria e mail Recruit2020386@npa.gov.za

POST 22/55 : **DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: RECRUIT 2020/421**
Strategy Management Office

SALARY CENTRE REQUIREMENTS : R869 007 per annum (MMS Level 12) (Total Cost Package)
: Pretoria: Head Office
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in commerce (Risk management, Auditing, Business Management) or equivalent. At least three years working experience in the business or performance monitoring. Knowledge of Barn-Owl risk management system will be an added advantage. Strategic capability and leadership. General management skills. Communication and administration skills. Customer focus and responsiveness.

Planning and prioritizing. Problem solving and decision making. Willing to travel and able to work extended hours. Able to understand profit and loss calculations and basic business finance. Knowledge of legislation and regulations pertaining to public service administration, specifically the public sector risk management framework. Ability to work independently and well under pressure. Knowledge of the prosecutorial environment or sound knowledge of the Criminal Justice Systems will be an added advantage. Work independently and well under pressure. Ability to work well in a team. Analytical and strategic thinking skills. Problem solving skills. Good interpersonal and customer relations skills.

DUTIES : Support the Directorate and business unit heads in the management and execution of enterprise risk management. Support the business unit in developing plans and controls for enterprise risk management. Support management in the identification, evaluation and managing risks and risk control strategies. Enhance action plans for the identification and alignment of risks. Monitor the head office and provincial offices progress in the mitigation of risks for improvement Coordinate the collection, analysis, interpretation and presentation of information regarding risk management for the business and provide reports. Initiate awareness sessions on risk and provide training to educate internal clients on the ERM principles. Drive and facilitate the embedding of risk management into the respective business unit's activities processes and systems. Conduct research and benchmark on best practices with recognised institutions pertaining to risk assessment methodologies. Serve as a link between employees and management in the ongoing management, administration and communication of the Enterprise Risk Management system and its components. Provide reports on the impact of envisaged mitigation plans for implementation. Participate in Risk Management Committee meetings.

ENQUIRIES : Salome Baloyi Tel No: (012) 845 6020
APPLICATIONS : e mail: Recruit2020421@npa.gov.za

POST 22/56 : **REGIONAL COURT CONTROL PROSECUTOR**
 National Prosecutions Service

SALARY : R847 047 - R1 384 479 per annum (Level SU-3) (Total Cost Package)
CENTRE : CPP: Pietermaritzburg Ref No: Recruit 2020/397
 CPP: Bloemfontein Ref No: Recruit 2020/398
 CPP: Nelspruit Ref No: Recruit 2020/399

REQUIREMENTS : A recognised four-year legal qualification. At least six years post qualification legal experience. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills.

DUTIES : Manage, train and give guidance to and train 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 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 NPA. 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 system.

ENQUIRIES : CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
 CPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001
 CPP: Nelspruit Khensani Lumphondo Tel No: (013) 045 0635

APPLICATIONS : CPP: Pietermaritzburg e mail Recruit2020397@npa.gov.za
 CPP: Bloemfontein e mail Recruit2020398@npa.gov.za
 CPP: Nelspruit e mail Recruit2020399@npa.gov.za

<u>POST 22/57</u>	:	<u>STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R763 212 – R1 266 156 per annum (LP-7 to LP-8) (Total Cost Package) CPP: Pietermaritzburg Ref No: Recruit 2020/387 CPP: Bloemfontein (Phuthaditjhaba) Ref No: Recruit 2020/388 CPP: Mmabatho (Molopo) - Recruit 2020/389
<u>REQUIREMENTS</u>	:	A recognised four-year legal qualification. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least five years' post qualification legal experience in the prosecution of Sexual Offences; Criminal Procedure, Civil litigation and management of Gender based violence matters.
<u>DUTIES</u>	:	To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the Dedicated Sexual Offences Courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure Criminal and Civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of Gender based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at Dedicated Sexual Offences Courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.
<u>ENQUIRIES</u>	:	CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753 CPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001 CPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	CPP: Pietermaritzburg e mail Recruit2020387@npa.gov.za ; CPP: Bloemfontein (Phuthaditjhaba) e mail Recruit2020388@npa.gov.za ; CPP: Mmabatho (Molopo) e mail Recruit2020389@npa.gov.za
<u>POST 22/58</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2020/390 (X2 POSTS)</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R763 212 – R1 266 156 per annum (LP-7 to LP-8) (Total Cost Package) DPP: Pietermaritzburg
<u>REQUIREMENTS</u>	:	A recognised four-year Legal qualification. At least five years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Extensive prosecutorial or litigation experience with regards to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills. Experience or knowledge in POCA legislation.
<u>DUTIES</u>	:	Study case dockets, make assessments thereof and decide on the institution prosecution. Deal with any representations. Guide investigation in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of

argument for complex matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Thabsile Radebe Tel No: (033) 392 8753
APPLICATIONS : e mail Recruit2020390@npa.gov.za

POST 22/59 : **STATE ADVOCATE**
Specialised Commercial Crime Unit

SALARY : R763 212 - R1 266 156 per annum (LP-7 to LP-8) (Total Cost Package)
CENTRE : Kimberley Ref No: Recruit 2020/391
Mthatha Ref No: Recruit 2020/392

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

DUTIES : Study case dockets. Decide on the institution of prosecution and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state.

ENQUIRIES : Kimberley Nicholas Mogongwa Tel No: (053) 807 4539; Mthatha Linda Mankayi Tel No: (047) 501 2607
APPLICATIONS : Kimberley e mail Recruit2020391@npa.gov.za
Mthatha e mail Recruit2020392@npa.gov.za

POST 22/60 : **STATE ADVOCATE**
Asset Forfeiture Unit

SALARY : R763 212 - R1 266 156 per annum (LP-7 to LP-8) (Total Cost Package)
CENTRE : Port Elizabeth Ref No: - Recruit 2020/393
Durban Ref No: Recruit 2020/394 (X2 Posts)

REQUIREMENTS : A recognised four-year legal qualification. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least 5 years post qualification legal experience in civil and/or criminal litigation. Well-developed skills in legal research and legal drafting and advocacy. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, presentation and communication skills. Valid driver's license is recommended. Strong computer skills.

DUTIES : Civil litigation on behalf of the State regarding all aspects of freezing of property and obtaining final forfeiture/ confiscation orders. Draft and present asset forfeiture applications in all courts. Liaise with prosecutors on cases with asset forfeiture potential. Train prosecutors and investigators in the use of asset forfeiture law. Conduct research on identified areas of the law. Draft legal opinions on aspects of asset forfeiture, civil and criminal law. Draft heads of argument and policy documents on behalf of the unit. Write articles for internal newsletter on developing areas of asset forfeiture law. Keep up to date with legal developments.

ENQUIRIES : Lindie Swanepoel Tel. No: (012) 845 6638
APPLICATIONS : Port Elizabeth e mail Recruit2020393@npa.gov.za
Durban e mail Recruit2020394@npa.gov.za

<u>POST 22/61</u>	:	<u>STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY</u>	:	R763 212 - R1 266 156 per annum (Level LP- 7 to LP-8) (Total Cost Package)
<u>CENTRE</u>	:	DPP: Nelspruit Ref No: Recruit 2020/395 (X2 Posts) DDPP: Middelburg Ref No: Recruit 2020/396 (X2 Posts)
<u>REQUIREMENTS</u>	:	A recognised 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 MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently.
<u>DUTIES</u>	:	Study case dockets, make assessments thereof and decide on the institution prosecution. Draft charge sheets and other court documents. Prepare cases for court, including the acquisition of additional evidence. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. 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.
<u>ENQUIRIES</u>	:	Gift Chiloane Tel No: (013) 045 0623
<u>APPLICATIONS</u>	:	DPP: Nelspruit e-mail Recruit2020395@npa.gov.za DDPP: Middelburg e-mail Recruit2020396@npa.gov.za
<u>POST 22/62</u>	:	<u>DEPUTY DIRECTOR: COURT PREPARATION COORDINATOR REF NO: RECRUIT 2020/420</u> National Prosecution Service
<u>SALARY</u>	:	R733 257 per annum (MMS Level 11) (Total Cost Package)
<u>CENTRE</u>	:	DPP: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Social Science /Behavioural Studies or equivalent. At least three years proven managerial working experience. Good Administration Skills. People management and empowerment. Strategic capability and leadership. Planning and Prioritising Skills. Customer focus and responsiveness. Problem Solving and decision making.
<u>DUTIES</u>	:	Oversee the court preparation programme provided by Court Preparation Managers/Coordinators and Court preparation officers within the NPA. To mentor, coach, ensure effective transfer of skills to the Court Preparation Component. Give guidance to the DPP/Governance Coordinators/DPP/Chief Prosecutors/SPP/Court Preparation Managers and Court Preparation Officers. Ensure compliance with standards and guidelines for the establishment, roll out and management of court preparation services for the prevention of secondary traumatising and enhanced prosecution. Develop policy and guidelines for good governance of the component. Develop and oversee implementation of the PEACE model and Victim Impact Statements for Court Preparation in all courts. Lead staff towards achieving strategic goals of the NPA. Deal with representations and complaints. Oversee the training component of the Court Preparation Programme. Contribute towards the management and implementation of the Victim's Charter and Victim Impact Statements. Promote partner integration, community involvement and customer satisfaction in conjunction with partners within the criminal justice system. Liaise with internal and external stakeholders. Perform all duties related thereto and duties assigned by the DDPP. Manage staff and other resources.
<u>ENQUIRIES</u>	:	Godfrey Ramakuela Tel No: (012) 351 6808
<u>APPLICATIONS</u>	:	e mail Recruit2020420@npa.gov.za

<u>POST 22/63</u>	:	<u>HEAD COURT CONTROL PROSECUTOR 2 REF NO: RECRUIT 2020/400</u> National Prosecutions Service
<u>SALARY</u>	:	R510 432 - R1 192 947 per annum (Level SU-1 to SU-2) Excluding benefits(Total Cost Package)
<u>CENTRE REQUIREMENTS</u>	:	CPP: Ladysmith (Msinga) A recognised four-year legal qualification. At least four years post qualification legal experience. Proficiency in prosecuting, guiding investigations and giving instructions in complex and more difficult common law and statutory offences in the lower courts, drafting charge sheets and complex court documents. Management skills. Must be able to work independently. Must have good administrative skills.
<u>DUTIES</u>	:	Manage, train and give guidance to Prosecutors. Study case dockets and decide on the institution and conduct criminal proceedings. Maintenance of matters and inquest of a general and more advanced nature in the lower courts. 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 in general conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, policy and directive of the National Prosecuting Authority. Assist the Senior Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Thabsile Radebe Tel No: (033) 392 8753 e-mail Recruit2020400@npa.gov.za
<u>POST 22/64</u>	:	<u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2020/401</u> National Prosecutions Service
<u>SALARY</u>	:	R510 432 - R1 192 947 per annum (Level LP-5 to LP-6) (Total Cost Package) (Excluding Benefits)
<u>CENTRE REQUIREMENTS</u>	:	DPP: Kimberley A recognized four-year legal qualification. At least four 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. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences. Experience or knowledge in POCA legislation.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Prepare cases for court. 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Nicholas Mogongwa Tel No: (053) 807 4539 e mail Recruit2020401@npa.gov.za
<u>POST 22/65</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R510 432 - R1 192 947 per annum (Level LP-5 to LP-6) (Excluding Benefits) (Total Cost Package)
<u>CENTRE</u>	:	CPP: Port Shepstone (Scottburgh) Ref No: Recruit 2020/402 CPP: Ladysmith Ref No: Recruit 2020/403 (04 Posts) CPP: Pietermaritzburg Ref No: Recruit 2020/404 CPP: Welkom (Bethlehem) Ref No: Recruit 2020/405 (X2 Posts) (Heilbron) Ref No: Recruit 2020/406 CPP: Klerksdorp (Potchefstroom) Ref No: Recruit 2020/407 CPP: Mthatha Ref No: Recruit 2020/408 CPP: Nelspruit (Tonga) Ref No: Recruit 2020/409 (Kabokweni) Ref No: Recruit 2020/410

<u>REQUIREMENTS</u>	:	CPP: Upington (Kuruman) Ref No: Recruit 2020/411 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	CPP: Port Shepstone Sifiso Ntombela Tel No: (031) 334 5084 CPP: Ladysmith & CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753 CPP: Welkom Lemmer Ludwick Tel No: (051) 410 6001 CPP: Klerksdorp Flora Kalakgosi Tel No: (018) 381 9041 CPP: Mthatha Linda Mankayi Tel No: (047) 501 2607 CPP: Nelspruit Khensani Lumphondo Tel No: (013) 045 0635 CPP: Upington Nicholas Mogongwa Tel No: (053) 807 4539
<u>APPLICATIONS</u>	:	CPP: Port Shepstone (Scottburgh) e mail Recruit2020402@npa.gov.za CPP: Ladysmith e mail Recruit2020403@npa.gov.za CPP: Pietermaritzburg e mail Recruit2020404@npa.gov.za CPP: Welkom (Bethlehem) e mail Recruit2020405@npa.gov.za (Heilbron) e mail Recruit2020406@npa.gov.za CPP: Klerksdorp (Potchefstroom) e mail Recruit2020407@npa.gov.za CPP: Mthatha e mail Recruit2020408@npa.gov.za CPP: Nelspruit (Tonga) e mail Recruit2020409@npa.gov.za (Kabokweni) e mail Recruit2020410@npa.gov.za CPP: Upington (Kuruman) e mail Recruit2020411@npa.gov.za
<u>POST 22/66</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R510 432 - R1 192 947 per annum (Level SU-1 to SU-2) (Excluding Benefits) (Total Cost Package)
<u>CENTRE</u>	:	CPP: Pietermaritzburg Ref No: Recruit 2020/412 CPP: Mthatha (Lusikisiki) Ref No: Recruit 2020/413
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753 CPP: Mthatha Linda Mankayi Tel No: (047) 501 2607
<u>APPLICATIONS</u>	:	CPP: Pietermaritzburg e mail Recruit2020412@npa.gov.za CPP: Mthatha (Lusikisiki) e mail Recruit2020413@npa.gov.za
<u>POST 22/67</u>	:	<u>ENFORCEMENT OFFICER REF NO: RECRUIT 2020/422</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R376 596 per annum (Level 09) (Excluding Benefits)

<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein
	:	An appropriate B degree (NQF 7) / Three (3) year Diploma (NQF 6) in Finance or equivalent. Three years relevant working experience. Good interpersonal, analytical, presentation and communication skills. The ability to work independently. Strong computer skills is required such as MS Word, Excel, Outlook and PowerPoint. Willing to work extended hours. Reliable, tolerant and determined. Able to act independently. Willing to travel, able to work extended hours. Problem solving and decision making skills. Planning and prioritizing skills.
<u>DUTIES</u>	:	Enforcement Orders. Account reconciliation and disposal of assets. Stakeholder relations. Curator, Master's office and CARU relationships. Case strategy and curator monitoring. Asset management. Inventory of assets according to curator reports. Maintaining of inventory register. Determine discrepancies and queries thereof. Compile reports. Performance information and report on business improvement. Statistical support. Provisions and contingent liabilities. Continuous business improvement.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel.No: (012) 845 6638
	:	e mail Recruit2020422@npa.gov.za
<u>POST 22/68</u>	:	<u>ASSISTANT DIRECTOR LOGISTICS REF NO: RECRUIT 2020/423</u> Supply Chain Management- Logistics
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Excluding Benefits) (Level 09)
	:	Pretoria: Head Office
	:	An appropriate B degree (NQF 7) / Three (3) year Diploma (NQF 6) in Finance or equivalent. Three years relevant experience. Sound knowledge of PFMA; PPPFA; Supply Chain Management Framework and all relevant SCM practice note and regulations. Reliable, integrity, tolerant and determined. Able to act independently. Willing to travel, able to work extended hours and under pressure. Excellent communication skills. Strong organizational and leadership skills. Analysis and problem-solving skills. Able to plan and organize work. Report writing skills. Able to draft submissions. Able to perform calculations and basic understanding of business finance. General computer literacy and knowledge of programs in MD Word, Excel; Outlook; PowerPoint and understanding of LOGIS and BAS systems. Valid driver's license.
<u>DUTIES</u>	:	Manage the payments, Order, and warehouse process. Assist in drafting and implementing of controls. Participate in drafting and review of relevant policies and procedures. Facilitate the generation of orders and payment of invoices. Verify payment orders. Monitor the process of expediting of orders. Ensure that commitments register is maintained. Advising managers on provisioning administration issues at Head Office and Regional Offices. Develop, review and implement provisioning policies and procedures. Departmental Sub-system Controller for LOGIS. Oversee LOGIS process and reconciliation of all accounts. Manage warehouse functions, turnaround times and service delivery with in Logistics. Establish and manage service levels of service providers. Compile inputs for interim and annual financial statements. Draft and submit monthly reports. Provide advisory support to all NPA business units.
<u>ENQUIRIES APPLICATIONS</u>	:	Tebogo Sethabela Tel No: (012) 845 6014
	:	e mail Recruit2020423@npa.gov.za
<u>POST 22/69</u>	:	<u>CHIEF HUMAN RESOURCES OFFICER REF NO: RECRUIT 2020/ 424</u> HRM & D: Organisational Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Excluding Benefits) (Level 08)
	:	Pretoria: Head Office
	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years' relevant experience. Ability to work well in a team. Willing to travel, able to work extended hours. Excellent communication and administrative skills. Valid driver's license. General computer literacy skills and ability to work on MS Word, Excel, MS Outlook and PowerPoint. Ability to work independently and well under pressure. Problem solving skills and negotiating skills. Good interpersonal and customer relations. PERSAL Establishment Certificate obtained from SITA is a requirement.
<u>DUTIES</u>	:	Facilitate the alignment of the post establishment (PERSAL) to the organisational structure. Comparing establishment turn over reports received from the regions/ business units with the information on PERSAL. Provide feedback on availability of vacant posts to regions/ business units. Authorise

		relevant PERSAL transactions. Provide statistics with regard to the post establishment of the entire NPA. Update the maintenance sheet according to approved reports. Align the maintenance sheet to PERSAL. Implement the approved recommendations on PERSAL. Supervise staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Doreen Maphisa Tel No: (012) 845 6141
	:	e mail Recruit2020424@npa.gov.za
<u>POST 22/70</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: RECRUIT 2020/425</u>
		Financial Management-Financial Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	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 processing suppliers and officials' payments. Minimum two years' experience in management of subordinates. Good written and verbal communication skills. General computer literacy skills and ability to work on MS Word, Excel, MS Outlook and PowerPoint. Good communication skills, written and verbal. High level of reliability and able to work independently. Knowledge of PFMA and Treasury Regulations. Knowledge of and experience in processing payments on the public service financial systems: PERSAL, BAS and LOGIS. Ability to organize and prioritize work. Willing to travel. Excellent communication and administrative skills.
<u>DUTIES</u>	:	Provide support to the office with regards to processing of payments functions. Authorize payments of service providers and staff on time in line with the relevant prescripts. Ensure that suspense accounts are cleared on time. Provide assistance to the auditors. Ensure proper control and management of payment batches. Ensure monthly reconciliation of service providers are done. Supervise staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Matshidiso Morakile Tel No: (012) 845 6345
	:	e mail Recruit2020425@npa.gov.za
<u>POST 22/71</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: ENTERPRISE RISK MANAGEMENT REF NO: RECRUIT 2020/426 (X2 POSTS)</u>
		Strategy Management Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	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. Minimum one-year experience in risk management. Ability to perform administrative tasks efficiently and effectively. Able to plan and organize work, and distinguish between urgent and important tasks. Able to identify and solve problems by analyzing situations and apply critical thinking. Knowledge of prosecutorial environment or sound knowledge of Criminal Justice System will be an added advantage. Knowledge of Barn-Owl Risk management system will be an added advantage. Knowledge of legislation and regulations pertaining to public service administration, particularly public sector risk management framework. Understanding of risk management process. General computer literacy skills and ability to work on MS Word, Excel, MS Outlook and PowerPoint. Ability to work independently and well under pressure. Ability to work well in a team. Problem solving and negotiating skills. Good interpersonal and customer relations.
<u>DUTIES</u>	:	Support Deputy Directors: ERM in planning and conducting risk assessment for the organisation. Coordinate and set up risk assessment workshops in collaboration with business units. Populate risk registers and capture data on the risk management system. Coordinate and compile reports on the business unit's performance in mitigating risks identified. Process client feedback with regard to their risk profile. Monitor their risk profile. Liaise with the business units and schedule risk assessment sessions. Taking of meeting minutes during planning and risk assessment sessions.
<u>ENQUIRIES APPLICATIONS</u>	:	Salome Baloyi Tel No: (012) 845 6020
	:	e mail Recruit2020426@npa.gov.za
<u>POST 22/72</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: RECRUIT 2020/427</u>
		Supply Chain Management – Disposals
<u>SALARY CENTRE</u>	:	R316 791 per annum (Level 08) (Excluding Benefits)
	:	Pretoria: Head Office

- REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years' relevant experience in Supply Chain Management. Sound Knowledge of the PFMA, PPPFA, Treasury Regulations, SCM policy, Central Supplier Database (CSD) and related legislation. Willing to work extended hours where necessary. Excellent communication and administrative skills. Ability to work in a team and under pressure. Good written and verbal communication skills. Computer literacy - Excel (intermediate or advanced) and general computer literacy and knowledge of programs in MS Word, Outlook and PowerPoint. Knowledge of MS Dynamics CRM will be an added advantage. Report writing, good verbal and written communication skills. Good problem solving and analytical skills. Ability to work in a team and under pressure. Valid driver's license.
- DUTIES** : Supervise the acquisition or procurement of goods and services. Supervise staff within the section. Assist with bids where necessary. End-to-end management of the sourcing process including market analysis and specifications. Check compliance with all SCM processes and procedures. Respond to audit queries. Perform any other duties deemed necessary by your supervisor.
- ENQUIRIES APPLICATIONS** : James Patterson Tel No: (012) 845 6451
: e mail Recruit2020427@npa.gov.za
- POST 22/73** : **SENIOR ADMINISTRATIVE OFFICER REF NO: RECRUIT 2020/428**
Supply Chain Management – Logistics
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Excluding Benefits) (Level 08)
: Pretoria: Head Office
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years' relevant experience in Supply Chain Management. Extensive knowledge of the PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and other relevant public service prescripts. Willing to work extended hours where necessary. Good interpersonal skills. Excellent communication and administrative skills. Ability to work in a team and under pressure. Good written and verbal communication skills. Advanced computer literacy in MS Excel, MS Word, Outlook and PowerPoint. Presentation skills. Good verbal and written communication skills. Good problem solving and decision making. Able to work independently under pressure. Be reliable, creative thinker, tolerant and determined. Valid driver's license.
- DUTIES** : Administration of all bid transactions, capturing of all bid requests, opening of the bid box, opening of envelopes/responses after closing date for bids. Check bids for administrative compliance according to responsive criteria. Compile and update bids register. Respond to bid related queries. Provide administrative and secretarial support to bid specification, evaluation and adjudication committees. Evaluation of closed bids. Compile and present bid specification and evaluation recommendation reports to the Bid Adjudication Committee for approval. Communicate outcomes of BAC to end user. Conduct the bid briefing sessions and site visits to potential bidders. Compile memoranda for all bid related matters. Take and keep records of all minutes of committee meetings. Monitor bid validity periods and request extension when necessary. Compile monthly reports on bids evaluated. Check the company status of the recommended company and its Directors with the National Treasury. Check the status on Central Supplier Database (CSD) status and ownership. Prepare and issue letters of acceptance of bids awarded including unsuccessful responses to non-responsive bidders. Support the supervisor with other administrative related matters including performing supervisory duties. Perform any other duties as deemed necessary by your supervisor.
- ENQUIRIES APPLICATIONS** : Boitumelo Molopyane Tel No: (012) 845 6037
: e mail Recruit2020428@npa.gov.za
- POST 22/74** : **DISTRICT COURT PROSECUTOR**
National Prosecutions Service
- SALARY** : R301 452 - R847 047 per annum (Level LP-3 to LP-4) (Excluding Benefits) (Total Cost Package)
- CENTRE** : CPP: Bloemfontein (Botshabelo) Ref No: Recruit 2020/414
: CPP: Welkom (Sasolburg) Ref No: Recruit 2020/415
: CPP: Nelspruit (Lydenburg) Ref No: Recruit 2020/416
: (Kabokweni) (02 Posts) Ref No: Recruit 2020/417

<u>REQUIREMENTS</u>	:	CPP: Odi (Moretele) Ref No: Recruit 2020/418 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.
<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. N.B: Relevant Service Certificates Must Accompany The Application.
<u>ENQUIRIES</u>	:	CPP: Bloemfontein & CPP: Welkom Lemmer Ludwick Tel No: (051) 410 600 CPP: Nelspruit Ndumiso Bhembe Tel No: (013) 045 0633 CPP: Odi Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	CPP: Bloemfontein (Botshabelo) e mail Recruit2020414@npa.gov.za CPP: Welkom(Sasolburg) e mail Recruit2020415@npa.gov.za CPP: Nelspruit (Lydenburg) e mail Recruit2020416@npa.gov.za (Kabokweni) e mail Recruit2020417@npa.gov.za CPP: Odi (Moretele) e mail Recruit2020418@npa.gov.za
<u>POST 22/75</u>	:	<u>DISTRICT COURT PROSECUTOR (ONE MAN STATION) REF NO: RECRUIT 2020/419</u> National Prosecutions Service
<u>SALARY</u>	:	R301 452 - R847 047 per annum (Total Cost Package) (Excluding Benefits) (Level LP-3 to LP-4)
<u>CENTRE REQUIREMENTS</u>	:	CPP: Bloemfontein (Bethulie)
<u>DUTIES</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. Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court. N.B: Relevant Service Certificates Must Accompany The Application.
<u>ENQUIRIES</u>	:	CPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001
<u>APPLICATIONS</u>	:	CPP: Bloemfontein (Bethulie) e mail Recruit2020419@npa.gov.za
<u>POST 22/76</u>	:	<u>HUMAN RESOURCES CLERK: SUPERVISOR</u> National Prosecutions Service
<u>SALARY</u>	:	R257 508 per annum (Level 07) (Excluding Benefits)
<u>CENTRE REQUIREMENTS</u>	:	DPP: Pietermaritzburg Ref No: Recruit 2020/429
<u>DUTIES</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least two years relevant experience. In depth knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act, Labour Relations Act, EEA and Skills Development Act. Knowledge of Human Resources in general and Information management. Knowledge of PMDS and CORE. Strong organizational and management skills. Excellent written and verbal communication skills, innovative and proactive. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint. Experience in working on PERSAL. Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Provide operation management services. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts, by subordinates and self. HR Provisioning (Recruitment and selection, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc). Implement conditions of service and service benefits. Termination of service. Ensure administration of training. Record and approve transactions on PERSAL according to delegations. Performance management. Prepare reports on human resources administration issues and statistics. Supervise staff. Allocate and ensure quality of work. Personnel development.
<u>ENQUIRIES</u>	:	Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	e mail Recruit2020429@npa.gov.za

POST 22/77 : **FINANCE CLERK: SUPERVISOR REF NO: RECRUIT 2020/431**
National Prosecutions Service

SALARY : R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE : DPP: Pietermaritzburg
REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum of two years relevant experience. Knowledge of the PFMA, Treasury Regulations and other relevant Public Service Prescripts. Experience in working on PERSAL and BAS systems. Computer literacy in MS Office suite and accounting system. Good interpersonal skills. Good Planning and organizing skills. Ability to work under pressure and independently. Ability to think strategically. Good communication and problem solving skills. Ability to work in a team. Loyal and honest. General office management skills.

DUTIES : Receiving, recording and processing of all financial transactions in the region. Develop a system where all documents and transactions with financial implications in the region will be received, captured, processed and monitored till such time they are approved and finalised. Verifying correctness of all S & T claims, overtime and other transactions with financial implications before approval on the PERSAL and BAS systems. Draw a weekly, monthly and quarterly report for budget and expenditure monitoring and reporting purposes. Manage use of petty cash in the region. Report all discrepancies and irregularities to the Deputy Director: Finance. Develop systems and mechanisms to ensure and maintain a clean audit in the region.

ENQUIRIES : Thabsile Radebe Tel No: (033) 392 8753
APPLICATIONS : e-mail Recruit2020431@npa.gov.za

POST 22/78 : **ADMINISTRATIVE OFFICER: LOGISTICS REF NO: RECRUIT 2020/432**
Supply Chain Management- Logistics

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) in Logistics Management, Supply Chain Management or equivalent. Minimum of two years relevant experience. Knowledge of the PFMA, Treasury Regulations and other relevant SCM prescripts. Experience in working on LOGIS and BAS systems. Computer literacy in MS Word; Excel and Outlook. Good interpersonal skills. Good Planning and organizing skills. Ability to work under pressure and independently. Ability to think strategically and innovatively. Good communication and problem-solving skills. Ability to work in a team. Loyal and honest. General office management skills.

DUTIES : Process invoices for payments. Attend to queries from service providers and business units relating to payments. Reconcile supplier accounts. Compile weekly and monthly reports to Senior Admin Officer: Logistics. Provide administrative and provisioning support to the NPA. Track invoices on the invoice tracking system. Conduct stock taking. Receive and issue warehouse stock. Update bin cards. Follow up on outstanding commitments.

ENQUIRIES : Sindiswa Mbontsi Tel No: (012) 845 6066
APPLICATIONS : e mail Recruit2020432@npa.gov.za

POST 22/79 : **SUPPLY CHAIN CLERK: SUPERVISOR REF NO: RECRUIT 2020/ 433**
National Prosecutions Service

SALARY : R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE : DPP: Nelspruit
REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' experience in fleet, travel and facilities environment. Good written and verbal communication skills. Ability to organize and prioritize work. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint. Knowledge of PFMA and Treasury Regulations. Willing to travel. Excellent communication and administrative skills.

DUTIES : Ensure that NPA buildings are fully utilized and are properly maintained. Perform site visits and act as liaison person with the DPW and other stakeholders. Ensure that fleet vehicles are properly utilized and maintained. Compile daily invoice payments to service providers. Perform reconciliation of invoice statements and payments made to the service providers. Provide assistance to regional staff when needed. Compile and submit monthly reports.

Assist the manager in ensuring compliance. Assist and advise the Assistant Director: Administration.

ENQUIRIES : Gift Chiloane Tel No: (013) 045 0623
APPLICATIONS : e mail Recruit2020433@npa.gov.za

POST 22/80 : **PERSONAL ASSISTANT REF NO: RECRUIT 2020/434**
Asset Forfeiture Unit

SALARY : R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE : Port Elizabeth
REQUIREMENTS : Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license will be an added advantage.

DUTIES : Provide secretarial, administration support and personal assistant service to the Deputy Director of Public Prosecutions. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the DDPP. Draft routine correspondences and reports. Operates office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings for international travel for all AFU staff. Take minutes during meetings and prepare same for signature in advance. Develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items such as stationary and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative functions. Set up schedules for meetings and events. Provide general administration support to the manager and operation staff.

ENQUIRIES : Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS : e mail Recruit2020434@npa.gov.za

POST 22/81 : **ADMINISTRATIVE OFFICER REF NO: RECRUIT 2020/436**
(Three Year Contract)
Investigating Directorate

SALARY : R257 508 per annum (Level 07) plus 37% in lieu of benefits
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least two years relevant experience performing general administrative functions. Good planning and organizing skills, written and verbal communication skills. Proven supervisory experience. Problem solving skills, knowledge and skill of administrative and secretarial services. General computer literacy skills in programs such as MS Word, Excel, PowerPoint, SharePoint etc. Strong interpersonal and communication skills.

DUTIES : Provide high quality administrative support to the unit, budget administration, logistical support, fleet management and human resources administration. Keep a well-organized administrative system for the office. Manage communication with internal and external stakeholders. Manage petty cash. Liaise with Administration on all matters pertaining to Administrative function of the office. Draft correspondence to members of the public, other organisations and state departments. Manage subordinates. Any other duties as requested by the Head of the unit or delegated official.

ENQUIRIES : Deborah Kgatle Tel No: (012) 845 6949
APPLICATIONS : e mail Recruit2020436@npa.gov.za

POST 22/82 : **ADMINISTRATIVE OFFICER REF NO: RECRUIT 2020/437**
Specialised Commercial Crime Unit

SALARY : R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE : Mthatha
REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' relevant experience. Strong interpersonal skills. Good written and

- verbal communication skills. Computer literacy (MS packages). Ability to collect and interpret stats. Good planning and organizing skills. Team work. Knowledge and understanding of the legislative framework governing the Public Service.
- DUTIES** : Provide secretarial, administration support and personal assistant service to the Deputy Director of Public Prosecutions: SCCU and Advocates. Record incoming documents. Check documents for correct referencing before filing. Facilitate leave management and performance management. Coordinate application for access to electronic register. Receive dockets from relevant legislative prescripts. Ensure incoming correspondence are processed and relevant case files are opened and cross referenced. Operational support. Ensure that document production is done-making photocopies and binding of documents. Ensure sending, receipt, recording and processing facsimile and e-mails iro case administered. Document management. Ensure implementation of case registers. Ensure efficient case data capturing.
- ENQUIRIES APPLICATIONS** : Linda Mankayi Tel No: (047) 501 2607
: e-mail: Recruit2020437@npa.gov.za
- POST 22/83** : **HUMAN RESOURCES CLERK REF NO: RECRUIT 2020/438 (X2 POSTS)**
National Prosecutions Service
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05) (Excluding Benefits)
: DPP: Pietermaritzburg
: Grade twelve (12) or equivalent qualification. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organising. 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. Working knowledge of PERSAL.
- 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 APPLICATIONS** : Thabsile Radebe Tel No: (033) 392 8753
: e mail Recruit2020438@npa.gov.za
- POST 22/84** : **ADMINISTRATIVE CLERK**
National Prosecutions Service
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05) (Excluding Benefits)
: CPP: Port Shepstone (Scottburgh) Ref No: Recruit 20202/439
(Kokstad) Ref No: Recruit 2020/440
: 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 Administration 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 APPLICATIONS** : Sifiso Ntombela Tel No: (031) 334 5084
: CPP: Port Shepstone (Scottburgh) e mail Recruit2020439@npa.gov.za
(Kokstad) e mail Recruit2020440@npa.gov.za
- POST 22/85** : **FINANCE CLERK REF NO: RECRUIT 2020/441**
Financial Management-Financial Accounting
- SALARY** : R173 703 per annum (Level 05) (Excluding Benefits)

CENTRE REQUIREMENTS : Pretoria: Head Office
 : Grade twelve (12) or equivalent qualification. Sound planning and organising 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 work independently. Basic numeracy skills. Valid driver's license.

DUTIES : Provide support to the office with regards to the Payroll Administration functions. Receive and register payroll certificates. Process advices, check for correctness, capture payroll related transactions. File all documents. Collect and deliver salaries and banking related documents outside the NPA. Assist with queries.

ENQUIRIES APPLICATIONS : Jenny Coertzen Tel No: (012) 845 6073
 : e mail Recruit2020441@npa.gov.za

POST 22/86 : **SECRETARY REF NO: RECRUIT 2020/442**
 Asset Forfeiture Unit

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 5) (Excluding Benefits)
 : Nelspruit
 : 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 : Receive telephone calls and refer the calls to the correct role player if not meant for the relevant manager. Record appointments and events in the diary of the manager. Type documents for the manager and other staff within the unit. Arrange meetings for the manager and the staff in the unit and taking minutes thereof. Provide high level secretarial support and perform a variety of administrative tasks for the Manager and unit. Identify venues, invite role players and organize refreshments. Set up schedules for meeting and events. Draft routine correspondences and reports. Liaise with travel agency to make travel and accommodation arrangements and process S & T claims. Operate office equipment and ensure that they are in good working condition. Handle the procurement of standard items like stationary, refreshments for the manager and office.

ENQUIRIES APPLICATIONS : Lindie Swanepoel Tel No: (012) 845 6638
 : e mail Recruit2020442@npa.gov.za

POST 22/87 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2020/443**
 (Three Year Contract)
 Investigating Directorate

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05) plus 37% in lieu of benefits
 : Pretoria: Head Office
 : 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 work extended hours. Excellent administration skills. Ability to identify and handle highly confidential matters.

DUTIES : Prepare documents for scanning (by removing anything holding individual sheets like paper or staples). Scan documents by performing actual conversion to digital copies. Produce digital copies of documents. Check quality of scanned documents. Compile scanned documents into a logical folder, for quick reference. Ensure the safekeeping of all documentation produced in line with relevant legislation and policies. File and retrieve documents as required. Communicate concerns to Technicians and maintain co-ordination of movement of file boxes. Type documents for the manager and other staff within the unit. Operate office equipment like fax machines, photocopiers and scanners. Collects all relevant documents to enable the managers to perform their duties. Ensure the effective flow of information and documents to and from the office of the manager. Provide reception desk duties, receive calls and direct customers. Handle routine enquiries.

ENQUIRIES APPLICATIONS : Deborah Kgatle Tel No: (012) 845 6949
 : e mail Recruit2020443@npa.gov.za

POST 22/88 : **SUPPLY CHAIN CLERK REF NO: RECRUIT 2020/444**
Supply Chain Management- Disposal

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade twelve (12) or equivalent qualification. Experience in Supply Chain/Procurement environment will be an added advantage. Sound knowledge of the PFMA, Treasury Regulations and Supply Chain Management. Able to work extended hours. Excellent communication and administrative skills. Good written and verbal communication skills. Good interpersonal skills. Good administration skills. Computer literacy - MS Excel (intermediate) and general computer literacy and knowledge of programs in MS Word and Outlook. Able to work under pressure. Be reliable and determined.

DUTIES : Provide administrative and specialized and procurement support to the NPA. Capture and compile requests for procurement for approval. Request quotations for goods and services. Liaise with internal and external clients. Maintain comprehensive databases to ensure capturing of accurate and relevant information for work within your area of responsibility. Ensure compliance to treasury regulations, PFMA and internal prescripts. Respond to all queries. Perform any other duties deemed necessary by your supervisor. Staff may be rotated to other sections within Supply Chain Management.

ENQUIRIES : James Patterson Tel No: (012) 845 6541
APPLICATIONS : e-mail Recruit2020444@npa.gov.za

POST 22/89 : **SUPPLY CHAIN CLERK REF NO: RECRUIT 2020/445**
Supply Chain Management- Logistics

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade twelve (12) or equivalent qualification. Experience in Supply Chain/Procurement environment will be an added advantage. Sound knowledge of the PFMA, LOGIS system Treasury Regulations and Supply Chain Management. Able to work extended hours. Excellent communication and administrative skills. Good written and verbal communication skills. Good interpersonal skills. Good administration skills. Able to work under pressure. Be reliable and determined. Computer literacy in MS Excel; Word; and Outlook.

DUTIES : Provide administrative and specialized and procurement support to the NPA. Receive and register all incoming invoices for payments. Distribute received invoices to Admin Officers for processing. Update the invoice tracking system. Register and submit captured invoices to Finance. Attend to internal and external queries relating to invoices. Compile monthly reports for all invoices received. Ensure compliance with prescripts and internal circulars. Perform any other duties deemed necessary by your supervisor.

ENQUIRIES : Sindiswa Mbontsi Tel No: (012) 845 6066
APPLICATIONS : e-mail Recruit2020445@npa.gov.za

POST 22/90 : **SUPPLY CHAIN CLERK REF NO: RECRUIT 2020/446**
Supply Chain Management- Logistics

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade twelve (12) or equivalent qualification. Experience in Supply Chain/Procurement environment will be an added advantage. Sound knowledge of the PFMA, Treasury Regulations and Supply Chain Management. Able to work extended hours. Excellent communication and administrative skills. Good written and verbal communication skills. Good interpersonal skills. Good administration skills. Able to work under pressure. Be reliable and determined. Computer literacy in MS Excel; Word; and Outlook.

DUTIES : Provide administrative and specialized and procurement support to the NPA. Capture procurement requisitions on LOGIS system. Process petty cash the e end user. Attend to internal and external queries relating to requisitions and purchase orders. Update requisition tracking system. Place orders with service providers. Liaise with service providers and business units regarding deliveries. Ensure compliance with prescripts and internal circulars. Perform any other duties deemed necessary by your supervisor.

ENQUIRIES : Sindiswa Mbontsi Tel No: (012) 845 6066

APPLICATIONS : e-mail Recruit2020446@npa.gov.za

POST 22/91 : **MESSENGER DRIVER REF NO: RECRUIT 2020/447**
National Prosecutions Service

SALARY : R145 281 per annum (Level 04) (Excluding Benefits)
CENTRE : DPP: Kimberley
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 : Nicholas Mogongwa Tel No: (053) 807 4539
APPLICATIONS : e mail Recruit2020447@npa.gov.za