

**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** : 14 December 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](http://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. A valid drivers license will be a requirement where applicable. Applicants are advised that until 31 December 2020 the current application for employment (Z83) form will be applicable, however from 1 January 2021, a new application for employment (Z83) form will be effective. Should an individual wish to apply for post on or after 1 January 2021. He or she will be required to submit the new application for employment form which can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered.
- ERRATUM:** Kindly note that the post of State Advocate with Ref No: Recruit 2020/456; Registry Clerk with Ref No Recruit 2020/468 with closing date of 02 November 2020 advertised in Public Service Vacancy Circular 24 dated 16 October 2020 has been withdrawn. The correct Centre for the post Administrative Clerk with Ref No Recruit 2020/465 is DPP: Kimberley NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs. NB! All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting

**OTHER POSTS**

- POST 27/59** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2020/477**  
National Prosecutions Service  
(Re-Advert)
- SALARY** : R983 019 - R1 536 567 per annum (Level LP-9) (Total Cost Package)
- CENTRE** : DPP: Mthatha
- REQUIREMENTS** : 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.
- DUTIES** : Manage and supervise lower level prosecutors including the allocation of work and management of performance. Study case dockets, decide on the institution

of and conduct criminal proceedings. Draft charge sheets and other court documents and represent the state in all courts. Promote partner integration, community involvement and customer satisfaction in conjunction with the partners in the criminal justice system.<sup>8</sup>

**ENQUIRIES** : Linda Mankayi Tel No: (047) 501 2607  
**APPLICATIONS** : e-mail [Recruit2020477@npa.gov.za](mailto:Recruit2020477@npa.gov.za)

**POST 27/60** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2020/478 (X8 POSTS)**  
(Three-year contract)  
Investigating Directorate  
(Re-advert)

**SALARY** : R983 019 - R1 536 567 per annum (LP-9) (Total Cost Package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : 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. Experience or knowledge in POCA legislation. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.

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

**ENQUIRIES** : Jacques du Toit Tel No: (012) 845-6263  
**APPLICATIONS** : e mail [Recruit2020478@npa.gov.za](mailto:Recruit2020478@npa.gov.za)

**POST 27/61** : **DEPUTY DIRECTOR: COURT PREPARATION**  
National Prosecution Service

**SALARY** : R869 007 per annum (Level 12) (Total Cost Package) MMS  
**CENTRE** : DPP: Pretoria Ref No: Recruit 2020/479  
DPP: Mpumalanga Ref No: Recruit 2020/480  
DPP: Grahamstown Ref No: Recruit 2020/530

**REQUIREMENTS** : A appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Work or equivalent. At least 3 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. Valid driver's license.

**DUTIES** : Oversee court the preparation programme provided by Court Preparation Officers within the NPA for the Division region. To mentor, coach, ensure effective transfer of skills to the Court Preparation Officials. Give guidance to the DPP/Governance Coordinators/Chief Prosecutors/SPP/ and Court Preparation Officers regarding the model and methodology of court preparation work. Ensure compliance with standards and guidelines for the establishment,

roll out and management of court preparation services in the region for the prevention of secondary traumatisation and enhanced prosecution. Conduct court preparation and victim impact statements in high profile matters and implement the Peace model and Victim Impact Statements for Court Preparation in courts. Act as an expert witness when called upon to do so. Lead staff towards achieving strategic goals of the NPA. Deal with representations and complaints and escalate. Contribute towards the management and implementation of the Victim's Charter. Promote partner integration, community involvement and customer satisfaction in conjunction with partners within the criminal justice system. Liaise with internal and external stakeholders and attend meetings, including National office. Perform all duties related thereto and duties assigned by the DDPP. Manage staff and other resources.

- ENQUIRIES** : DPP: Pretoria Godfrey Ramakuella Tel No: (012) 351 6808  
DPP: Mpumalanga Gift Chiloane Tel No: (013) 045 0623  
DPP: Grahamstown Nomfuneko Ntapane Tel No: (046) 602 3046
- APPLICATIONS** : DPP: Pretoria e mail [Recruit2020479@npa.gov.za](mailto:Recruit2020479@npa.gov.za)  
DPP: Mpumalanga e mail [Recruit2020480@npa.gov.za](mailto:Recruit2020480@npa.gov.za)  
DPP: Grahamstown e mail [Recruit2020530@npa.gov.za](mailto:Recruit2020530@npa.gov.za)
- POST 27/62** : **REGIONAL HEAD REF NO: RECRUIT 2020/481**  
Office for Witness Protection
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum (Level 12) (Total Cost Package) MMS  
Bloemfontein  
An appropriate B degree (NQF level 7) / Three (3) year Diploma (NQF level 6).  
Btec i Advance Certificate: VIP Protection will be an advantage. High level of understanding of and competency in people protection. Competency in at least two official languages, one of which must be English (multi-linguistic skills will be advantageous). Must have completed middle management course. Must have at least five years relevant experience. Communication skills (verbal and written). Planning, organisational and financial management skills. High level of sensitivity towards people management. Knowledge of the Witness Protection Act, 112 of 1998, the Constitution of the RSA. Sound interpersonal relations. Conflict Management and conflict resolution. Negotiating and analytical skills. High level of dedication. Ability to think logically and high level of empathy. Must be prepared to travel extensively, even after hours. Sound knowledge of the Public Service Act and Regulations. Sound knowledge of National Crime Prevention strategy. Sound knowledge of the Minimum Security Information Standards. Sound Knowledge of leading and planning operations. Valid driver's license (EB). Willing to undergo security clearance.
- DUTIES** : Provide leadership to and manage the Regional Office under the supervision and guidance of the Director. Responsible for the efficient management and administration of the Regional Office: including the effective utilisation and training of staff, maintenance of discipline, promotion of sound, labour relations and the proper use and care of government property. Manage the finances, budget of the regional office in accordance with the Public Finance Management Act, No 1 of 1999, the prescripts of the Department of State Expenditure and Treasury and comply with the Auditor-General Act, No 12 of 1995. Provide the necessary support to the Director regarding core responsibilities within the OWP. Voluntarily work outside his/her normal hours of work whenever necessary or required, devoted such portion of his/her time, attention and expertise to the affairs of the OWP, as could, in circumstances, be reasonably expected of him/her. Consult with other relevant role players likely to be affected by strategic initiatives with regard to governance, resources and service delivery. Manage the welfare of witnesses within the Province. Manage the Provincial Assets and Fleet. Ensure proper implementation of relevant prescripts and standard operation procedures. Implement Security Measures for Protection of Information as prescribed in the MISS Document. Manage the letting and leasing of properties within the Province.
- ENQUIRIES APPLICATIONS** : Girles-Kate Maletswa Tel No: (012) 845-6913  
e mail [Recruit2020481@npa.gov.za](mailto:Recruit2020481@npa.gov.za)
- POST 27/63** : **REGIONAL COURT CONTROL PROSECUTOR**  
National Prosecutions Service
- SALARY** : R847 047 - R1 384 479 per annum (Level SU-3) (Total Cost Package)

<b><u>CENTRE</u></b>	:	CPP: Mthatha Ref No: Recruit 2020/490 CPP: West Rand (Krugersdorp) Ref No: Recruit 2020/491 (Roodepoort) Ref No: Recruit 2020/492
<b><u>REQUIREMENTS</u></b>	:	A recognized four-year legal qualification. At least six years post qualification legal experience. The incumbent must have the ability to act independently or within 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	CPP: Mthatha Linda Mankayi Tel No: (047) 501 2607
<b><u>APPLICATIONS</u></b>	:	CPP: West Rand Sydwell Namuhuchu Tel No: (011) 220 4005 CPP: Mthatha e mail <a href="mailto:Recruit2020490@npa.gov.za">Recruit2020490@npa.gov.za</a> CPP: West Rand (Krugersdorp) e mail <a href="mailto:Recruit2020491@npa.gov.za">Recruit2020491@npa.gov.za</a> (Roodepoort) e mail <a href="mailto:Recruit2020492@npa.gov.za">Recruit2020492@npa.gov.za</a>
<b><u>POST 27/64</u></b>	:	<b><u>STATE ADVOCATE</u></b> National Prosecutions Service (Re-Advert)
<b><u>SALARY CENTRE</u></b>	:	R763 212 - R1 266 156 per annum (LP-7 to LP-8) (Total Cost Package)
<b><u>REQUIREMENTS</u></b>	:	DPP: Limpopo Ref No: Recruit 2020/485 (X3 Posts) DPP: Mthatha Ref No: Recruit 2020/486 (X2 Posts) A recognized four years legal qualification. At least five-year's 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. Ability to act independently or with minimum supervision. Proficiency in prosecuting. Competency in guiding investigations, drafting charged sheet, indictments and court documents and dealing with presentations. Strongly interpersonal and communication skills. General computer literacy and knowledge of programs in Microsoft Office.
<b><u>DUTIES</u></b>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents and represent the state in all courts. Prepare cases for court, including the acquisition of additional evidence and charge sheets and indictments. Present the state's cases 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 head of argument and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecutions on behalf of the state. Perform all duties including administrative duties, related thereto in accordance with the Code of Conduct, policy and directive of the National Prosecuting Authority. Promote partner integration, community involvement and customer satisfaction in conjunction with the partners in the criminal justice system.
<b><u>ENQUIRIES</u></b>	:	DPP: Limpopo Thuba Thubakgale Tel No: (015) 045 0285
<b><u>APPLICATIONS</u></b>	:	DPP: Mthatha Linda Mankayi Tel No: (047) 501 2607 DPP: Limpopo e mail <a href="mailto:Recruit2020485@npa.gov.za">Recruit2020485@npa.gov.za</a> DPP: Mthatha <a href="mailto:Recruit2020486@npa.gov.za">Recruit2020486@npa.gov.za</a>
<b><u>POST 27/65</u></b>	:	<b><u>STATE ADVOCATE REF NO: RECRUIT 2020/487 (X8 POSTS)</u></b> (Three-year Contract) Investigating Directorate (Re-advert)
<b><u>SALARY</u></b>	:	R763 212 - R1 266 156 per annum (LP-7 to LP-8) (Total Cost Package)

<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A recognized four-year legal qualification. At least five years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.
<b><u>DUTIES</u></b>	:	Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice independently without supervision and manage court and case flow management independently.
<b><u>ENQUIRIES</u></b>	:	Jacques du Toit Tel No: (012) 845-6263
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2020487@npa.gov.za">Recruit2020487@npa.gov.za</a>
<b><u>POST 27/66</u></b>	:	<b><u>STATE ADVOCATE</u></b> Specialised Commercial Crime Unit
<b><u>SALARY</u></b>	:	R763 212 - R1 266 156 per annum (LP- 7 to LP-8) (Total Cost Package)
<b><u>CENTRE</u></b>	:	Pretoria Ref No: Recruit 2020/488 (X2 Posts) (Re-advert) Mpumalanga Ref No: Recruit 2020/509 Cape Town (George) Ref No: Recruit 2020/532 (X2 Posts) (Mossel Bay) Ref No: Recruit 2020/533 (Oudshoorn) Ref No: Recruit 2020/489
<b><u>REQUIREMENTS</u></b>	:	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 prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills.
<b><u>DUTIES</u></b>	:	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, 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.
<b><u>ENQUIRIES</u></b>	:	Pretoria Vusi Skhosana Tel No: (012) 842 6952; Mthatha Linda Makayi Tel No: (047) 501 2607; Mpumalanga Khensani Lumphondo Tel No: (013) 045 0635; Cape Town Janice September Tel No: (021) 944 6700
<b><u>APPLICATIONS</u></b>	:	Pretoria e mail <a href="mailto:Recruit2020488@npa.gov.za">Recruit2020488@npa.gov.za</a> (Oudshoorn) <a href="mailto:Recruit2020489@npa.gov.za">Recruit2020489@npa.gov.za</a> Mpumalanga e mail <a href="mailto:Recruit2020509@npa.gov.za">Recruit2020509@npa.gov.za</a> Cape Town (George) e mail <a href="mailto:Recruit2020532@npa.gov.za">Recruit2020532@npa.gov.za</a> (Mossel Bay) e mail <a href="mailto:Recruit2020532@npa.gov.za">Recruit2020532@npa.gov.za</a>

<b><u>POST 27/67</u></b>	:	<b><u>SECURITY AND RISK SPECIALIST</u></b> Security Management Services
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11) (Total Cost Package) MMS
<b><u>CENTRE</u></b>	:	Port Elizabeth Ref No: Recruit 2020/482 East London Ref No: Recruit 2020/483 Pietermaritzburg Recruit 2020/484
<b><u>REQUIREMENTS</u></b>	:	A recognized B-degree (NQF level 7) or Three (3)9-year Diploma (NQF level 6) in Security Management/ Policing studies. Minimum three years relevant experience. Knowledge of the implementation of the security legislative framework including security policies as well as implementation of OHS legislation. Knowledge of security threat assessments and analysis. Good Administration Skills. People management and empowerment. Strategic capability and leadership. Planning and prioritizing skills. Customer Focus and Responsiveness. Problem Solving and Decision Making. Good report writing skills. Able to work under pressure. General computer literacy and knowledge of programs in MS Word, Excel' PowerPoint and Outlook. Willing to travel and work extended hours. Valid driver's license.
<b><u>DUTIES</u></b>	:	Manage and coordinate the security functions in the NPA sub-divisional office (including coordination for the implementation of the OHS programs in the sub-division. Monitor the services of the contracted security service providers in terms of the service level agreement for guarding and special services (close protection). Conduct preliminary investigative enquiries for security breaches and provide recommendations for security improvements to head office. Liaise regularly with the local security stakeholders for security advise. Coordinate security services for the NPA in high risk cases in the region. Conduct threat assessments to the NPA threatened officials and submit reports with recommendations to head office. Coordinate assessments for Threat and Risk Assessments for the NPA buildings in the sub-division. Conduct security awareness to the NPA staff and facilitate the establishment, administration and coordination of the security committee in the subdivision. Facilitate and coordinate personnel security, classification of information as well as vetting administration.
<b><u>ENQUIRIES</u></b>	:	Lukas Pieterse Tel No: (012) 845 6867
<b><u>APPLICATIONS</u></b>	:	Port Elizabeth <a href="mailto:Recruit2020482@npa.gov.za">Recruit2020482@npa.gov.za</a> East London <a href="mailto:Recruit 2020483@npa.gov.za">Recruit 2020483@npa.gov.za</a> Pietermaritzburg <a href="mailto:Recruit2020484@npa.gov.za">Recruit2020484@npa.gov.za</a>
<b><u>POST 27/68</u></b>	:	<b><u>HEAD COURT CONTROL PROSECUTOR 2 REF NO: RECRUIT 2020/531</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level SU-1 TO SU-2)
<b><u>CENTRE</u></b>	:	CPP: Queenstown (Cradock)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Nomfuneko Ntapane Tel No: (046) 602 3046
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2020531@npa.gov.za">Recruit2020531@npa.gov.za</a>

<b><u>POST 27/69</u></b>	:	<b><u>REGIONAL COURT PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level LP-5 to LP-6)
<b><u>CENTRE</u></b>	:	CPP: Odi (Ga-Rankuwa) Ref No: Recruit 2020/493 CPP: Butterworth Ref No: Recruit 2020/494 CPP: Witbank (Secunda) Ref No: Recruit 2020/495 (Evander) – Recruit 2020/496 (X2 Posts) CPP: Queenstown (Aliwal North) Ref No: Recruit 2020/497 CPP: Mthatha Ref No: Recruit 2020/534
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	CPP: Odi Flora Kalakgosi Tel No: (018) 381 9041 CPP: Butterworth & CPP: Mthatha Linda Mankayi Tel No: (047) 501 2607 CPP: Witbank Ndumiso Bhembe Tel No: (013) 045 0623 CPP: Queenstown Nomfuneko Ntapane Tel No: (046) 602 3046
<b><u>APPLICATIONS</u></b>	:	CPP: Odi (Ga-Rankuwa) e mail <a href="mailto:Recruit2020493@npa.gov.za">Recruit2020493@npa.gov.za</a> CPP: Butterworth e mail <a href="mailto:Recruit2020494@npa.gov.za">Recruit2020494@npa.gov.za</a> CPP: Witbank (Secunda) e mail <a href="mailto:Recruit2020495@npa.gov.za">Recruit2020495@npa.gov.za</a> (Evander) e mail <a href="mailto:Recruit2020496@npa.gov.za">Recruit2020496@npa.gov.za</a> CPP: Queenstown (Aliwal North) e mail <a href="mailto:Recruit2020497@npa.gov.za">Recruit2020497@npa.gov.za</a> CPP: Mthatha <a href="mailto:Recruit534@npa.gov.za">Recruit534@npa.gov.za</a>
<b><u>POST 27/70</u></b>	:	<b><u>DISTRICT COURT CONTROL PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level SU-1 to SU-2)
<b><u>CENTRE</u></b>	:	CPP: Butterworth (Cofimvaba) Ref No: Recruit 2020/498 (Tsomo) Ref No: Recruit 2020/499 (Re-advert)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Linda Mankayi Tel No: (047) 501 2607
<b><u>APPLICATIONS</u></b>	:	CPP: Butterworth (Cofimvaba) e mail <a href="mailto:Recruit2020498@npa.gov.za">Recruit2020498@npa.gov.za</a> (Tsomo) e mail <a href="mailto:Recruit2020499@npa.gov.za">Recruit2020499@npa.gov.za</a>

<b><u>POST 27/71</u></b>	:	<b><u>DISTRICT COURT PROSECUTOR</u></b> National Prosecutions Services
<b><u>SALARY</u></b>	:	R301 452 per annum (Excluding Benefits) to R847 047 per annum (Total Cost Package) (Level LP-3 to LP-4)
<b><u>CENTRE</u></b>	:	CPP: West Rand (Protea) Ref No: Recruit 2020/500 (X6 Posts) CPP: Nelspruit (Mhala) Ref No: Recruit 2020/501 (Mkhuhlu) Ref No: Recruit 2020/502
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court.
<b><u>ENQUIRIES</u></b>	:	CPP: West Rand Sydwell Namuhuchu Tel No: (011) 220 4005 CPP: Nelspruit Ndumiso Bhembe Tel No: (013) 045 0633
<b><u>APPLICATIONS</u></b>	:	CPP: West Rand (Protea) e mail <a href="mailto:Recruit2020500@npa.gov.za">Recruit2020500@npa.gov.za</a> CPP: Nelspruit (Mhala) e mail <a href="mailto:Recruit2020501@npa.gov.za">Recruit2020501@npa.gov.za</a> (Mkhuhlu) e mail <a href="mailto:Recruit2020502@npa.gov.za">Recruit2020502@npa.gov.za</a>
<b><u>NOTE</u></b>	:	N.B: Relevant Service Certificates Must Accompany The Application.
<b><u>POST 27/72</u></b>	:	<b><u>REGISTRY CLERK: SUPERVISOR REF NO: RECRUIT 2020/503</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum (Level 07) (Excluding Benefits)
<b><u>CENTRE</u></b>	:	DPP: Limpopo
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF level 6). Minimum of two years relevant experience. Working knowledge and understanding of the legislative framework governing the Public Service. 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.
<b><u>DUTIES</u></b>	:	Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render effective filing and record management. Supervise the operation and operate office machines in relation to the registry function.
<b><u>ENQUIRIES</u></b>	:	Thuba Thubakgale Tel No: (015) 045 0285
<b><u>APPLICATIONS</u></b>	:	e-mail: <a href="mailto:Recruit2020503@npa.gov.za">Recruit2020503@npa.gov.za</a>
<b><u>POST 27/73</u></b>	:	<b><u>COURT PREPARATION OFFICER</u></b> National Prosecutions Services
<b><u>SALARY</u></b>	:	R257 508 per annum (Level 07) (Excluding Benefits)
<b><u>CENTRE</u></b>	:	CPP: Mthatha - Recruit 2020/504 (Re-advert) CPP: Port Elizabeth Ref No: Recruit 2020/527 DPP: Grahamstown Ref No: Recruit 2020/528 CPP: Queenstown Ref No: Recruit 2020/ 529
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF level 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience in a court environment. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem-solving skills.
<b><u>DUTIES</u></b>	:	Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
<b><u>ENQUIRIES</u></b>	:	CPP: Mthatha Linda Mankayi Tel No: (047) 501 2607 CPP: Port Elizabeth Andiswa Tengile Tel No: (012) 842 1450 DPP: Grahamstown & CPP: Queenstown Nomfuneko Ntapane Tel No: (046) 602 3046
<b><u>APPLICATIONS</u></b>	:	CPP: Mthatha e mail: <a href="mailto:Recruit2020504@npa.gov.za">Recruit2020504@npa.gov.za</a>



CPP: Port Elizabeth e mail [Recruit2020527@npa.gov.za](mailto:Recruit2020527@npa.gov.za)  
DPP: Grahamstown e mail [Recruit2020528@npa.gov.za](mailto:Recruit2020528@npa.gov.za)  
CPP: Queenstown e mail [Recruit2020529@npa.gov.za](mailto:Recruit2020529@npa.gov.za)

**POST 27/74** : **PERSONAL ASSISTANT REF NO: RECRUIT 2020/476**  
National Prosecutions Service

**SALARY** : R257 508 per annum (Level 07) (Excluding Benefits)  
**CENTRE** : CPP: Mmabatho  
**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. Good grooming and presentation. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector.

**DUTIES** : Provide secretarial and administration support service in the office. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the office. Type documents for the office. Operates office equipment like fax machines and photocopiers. Provides a clerical support service to the office. Make travel arrangements; make logistical arrangements for meeting and events, process travel and subsistence claims for the office, taking minutes during meetings, draft routine correspondence, develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items such as stationery. Liaise with other offices of the NPA and corporate services with regard to all matters pertaining to the administrative functions of the office.

**ENQUIRIES** : Flora Kalakgosi Tel No: (018) 381 9041  
**APPLICATIONS** : e mail [Recruit2020476@npa.gov.za](mailto:Recruit2020476@npa.gov.za)

**POST 27/75** : **PERSONAL ASSISTANT REF NO: RECRUIT 2020/526**  
National Prosecutions Service

**SALARY** : R257 508 per annum (Level 07) (Excluding Benefits)  
**CENTRE** : DPP: Pietermaritzburg  
**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. Good grooming and presentation. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid drivers license.

**DUTIES** : Provide secretarial and administration support service to the Director of Public Prosecutions. Diary management and co-ordination of office activities for the Director of Public Prosecutions. Receiving and screening of telephone calls and referring calls to the correct role players if not meant for the Director of Public Prosecutions. Type documents for the Director of Public Prosecutions. Provide clerical support services to the Director of Public Prosecutions. Make travel and logistical arrangements for meetings and events, process travel and subsistence claims. Take minutes during meetings. Draft routine correspondence. Develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items. Such as stationary. Liaise with other offices of the NPA and external stakeholders and partners with regard to all matters pertaining to the administrative functions of the office of the Director of Public Prosecutions.

**ENQUIRIES** : Thabsile Radebe Tel No: (033) 392 8753  
**APPLICATIONS** : e mail [Recruit2020526@npa.gov.za](mailto:Recruit2020526@npa.gov.za)

**POST 27/76** : **SUPPLY CHAIN CLERK: SUPERVISOR REF NO: RECRUIT 2020/ 522**  
National Prosecutions Service

**SALARY** : R257 508 per annum (Level 07) (Excluding Benefits)  
**CENTRE** : DPP: Pietermaritzburg

<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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 advice the Assistant Director: Administration.
<b><u>ENQUIRIES</u></b>	:	Thabsile Radebe Tel No: (033) 392 8753
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2020522@npa.gov.za">Recruit2020522@npa.gov.za</a>
<b><u>POST 27/77</u></b>	:	<b><u>FINANCE CLERK</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R173 703 per annum (Level 05) (Excluding Benefits)
<b><u>CENTRE</u></b>	:	DDPP: Bisho Ref No: Recruit 2020/505 DPP: Kimberley Ref No: Recruit 2020/506
<b><u>REQUIREMENTS</u></b>	:	Grade twelve (12) or equivalent qualification. Knowledge of finance and procurement management system. Basic knowledge of PFMA and Treasury Regulations. 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.
<b><u>DUTIES</u></b>	:	Process the payments for the service providers for the unit e.g. subsistence and travelling claims in line with available budget and maintain asset register. Render support in the compilation and control budget. Carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with procurement policy. Check salary reports and check discrepancies. Distribute payslips, IRP5's and stationery to the unit. Manage petty cash and liaise with Administration regarding all matters pertaining to Finance.
<b><u>ENQUIRIES</u></b>	:	DDPP: Bisho Talita Raga Tel No: (040) 608 6800 DPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539
<b><u>APPLICATIONS</u></b>	:	DDPP: Bisho e mail <a href="mailto:Recruit2020505@npa.gov.za">Recruit2020505@npa.gov.za</a> DPP: Kimberley e mail <a href="mailto:Recruit2020506@npa.gov.za">Recruit2020506@npa.gov.za</a>
<b><u>POST 27/78</u></b>	:	<b><u>CONTROL ROOM OPERATOR RECRUIT 2020/507 (X2 POSTS)</u></b> Security Management Services
<b><u>SALARY</u></b>	:	R173 703 per annum (Level 05) (Excluding Benefits)
<b><u>CENTRE</u></b>	:	Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Two years' experience in the security industry in a control environment (CCTV, BMS and integrated electronic security systems) will be an added advantage. Registration with the Private Security Regulation Authority (PSIRA) Grade C. Reliable, tolerant and determined. Able to act independently. High level of integrity. Willing to work shifts, after hours and over weekends and/or. Good report writing skills and able to work under pressure. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and Power Point. Knowledge of security management in public sector administration (MISS & n MPSS documents). A valid driver's license.
<b><u>DUTIES</u></b>	:	Operate control room security and emergency system to ensure safety of the premises. Control cameras through CCTV system to monitor and safeguard the premises. Identify and record all suspicious incidents. Safekeeping of recorded information and back-up footage and access control records. Compile incident reports. Ensure proper use of control room systems. Identify and report faults and malfunctioning of the system. Monitor all scheduled and repair maintenance to ensure the effective working of all systems and equipment. Implement access control and key control for NPA building facilities and conduct key audits as and when required. Ensure access control of the control room. Control entry and exit of the control room. Ensure all relevant control room registers are complete. Respond to security emergencies. Activate the

emergency systems and immediately report incidents. Liaise with internal and external stake holders.

**ENQUIRIES** : Allen Prakash Tel No: (012) 845 6049  
**APPLICATIONS** : e-mail [Recruit2020507@npa.gov.za](mailto:Recruit2020507@npa.gov.za)

**POST 27/79** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 20202/510**  
National Prosecutions Service

**SALARY** : R173 703 per annum (Level 05) (Excluding Benefits)  
**CENTRE** : CPP: Port Elizabeth (Grahamstown)  
**REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

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

**ENQUIRIES** : Andiswa Tengile Tel No: (012) 842 1450  
**APPLICATIONS** : e mail [Recruit2020510@npa.gov.za](mailto:Recruit2020510@npa.gov.za)

**POST 27/80** : **ADMINISTRATIVE CLERK**  
Asset Forfeiture Unit

**SALARY** : R173 703 per annum (Level 05) (Excluding Benefits)  
**CENTRE** : Bloemfontein Ref No: Recruit 20202/511  
Mmabatho Ref No: Recruit 2020/512  
Kimberley Ref No: Recruit 2020/513  
Polokwane- Ref No: Recruit 2020/514  
Pretoria Ref No: Recruit 2020/515  
East London Ref No: Recruit 2020/516  
Nelspruit Ref No: Recruit 2020/517  
Port Elizabeth Ref No: Recruit 2020/518  
Cape Town Ref No: Recruit 2020/519  
Johannesburg Ref No: Recruit 2020/520  
Durban Ref No: Recruit 2020/521

**REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Thorough knowledge of the PFMA, Treasury Regulations, Supply Chain Management Regulations and Asset management guidelines. Ability to act independently. Basic numeracy skills. 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. Administrative skills.

**DUTIES** : Receive and open files for curator accounts. Make photocopies, send fax and emails. Capture and stamp incoming curator accounts in the register. Capture and update spreadsheets and registers. Forward curator accounts for approval. Record invoices and forward for payments. Keep and maintain the filing system. Maintain registers for incoming and outgoing correspondences. Obtain copies of court orders, schedule of asset, interim curator report and valuation of certificates of assets. Maintain a register of all seized assets. Maintain all records for unfulfilled cases. Capture and update a list of CARA and victims unfulfilled cases and ensure backlog is reduced. Capture and update a list of abandoned cases. Ensure that payment of confiscation order is not outstanding for more than 60 days. Ensure execution of forfeiture orders is not outstanding for more than 180 days. Conduct age analysis of long outstanding unfulfilled cases and report to EO.

**ENQUIRIES** : Lindie Swanepoel Tel No: (012) 845 6638  
**APPLICATIONS** : Bloemfontein e mail [Recruit20202511@npa.gov.za](mailto:Recruit20202511@npa.gov.za)  
Mmabatho e mail [Recruit2020512@npa.gov.za](mailto:Recruit2020512@npa.gov.za)  
Kimberley e mail [Recruit2020513@npa.gov.za](mailto:Recruit2020513@npa.gov.za)  
Polokwane e mail [Recruit2020514@npa.gov.za](mailto:Recruit2020514@npa.gov.za)

Pretoria e mail [Recruit2020515@npa.gov.za](mailto:Recruit2020515@npa.gov.za)  
East London e mail [Recruit2020516@npa.gov.za](mailto:Recruit2020516@npa.gov.za)  
Nelspruit e mail [Recruit2020517@npa.gov.za](mailto:Recruit2020517@npa.gov.za)  
Port Elizabeth e mail [Recruit2020518@npa.gov.za](mailto:Recruit2020518@npa.gov.za)  
Cape Town e mail [Recruit2020519@npa.gov.za](mailto:Recruit2020519@npa.gov.za)  
Johannesburg e mail [Recruit2020520@npa.gov.za](mailto:Recruit2020520@npa.gov.za)  
Durban e mail [Recruit2020521@npa.gov.za](mailto:Recruit2020521@npa.gov.za)

- POST 27/81** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 20202/523**  
National Prosecutions Service
- SALARY** : R173 703 per annum (Level 05) (Excluding Benefits)  
**CENTRE** : DPP: Pietermaritzburg  
**REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Knowledge of the PFMA, Treasury Regulations and other relevant Public Service Prescripts. Experience in working on Persal and BAS systems. Ability to act independently. 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.
- DUTIES** : Receiving, recording of all financial transactions in the region. Assist to draw weekly, monthly and quarterly reports for budget and expenditure monitoring and reporting purposes. Assist with the costing of compensation of employees, goods and services. Receive and register invoices. Check invoices for correctness. Process and capture S & T, cellphones and overtime claims. Filing of all finance related documents including updating of manual and electronic registers.
- ENQUIRIES** : Thabsile Radebe Tel No: (033) 392 8753  
**APPLICATIONS** : e mail [Recruit2020523@npa.gov.za](mailto:Recruit2020523@npa.gov.za)
- POST 27/82** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 20202/524**  
National Prosecutions Service
- SALARY** : R173 703 per annum (Level 05) (Excluding Benefits)  
**CENTRE** : DPP: Pietermaritzburg  
**REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Ability to act independently. Basic numeracy skills. 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. Valid drivers license.
- DUTIES** : Provide support to the office with regards to the Asset Management functions. Assist with the verification of assets such as furniture, equipment and IT assets. Update the asset register with the acquisitions, movements, losses and disposals. Bar-coding of new assets and recording of these assets. Compilation of asset reports. Do filing of asset reports. Assist to identify redundant, broken furniture and equipment for disposals.
- ENQUIRIES** : Thabsile Radebe Tel No: (033) 392 8753  
**APPLICATIONS** : e mail [Recruit2020524@npa.gov.za](mailto:Recruit2020524@npa.gov.za)
- POST 27/83** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 20202/525**  
National Prosecutions Service
- SALARY** : R173 703 per annum (Level 05) (Excluding Benefits)  
**CENTRE** : DPP: Pietermaritzburg  
**REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Ability to act independently. Basic numeracy skills. 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. Willing to work extended hours if need arise. Valid driver's license.
- DUTIES** : Ensure that the various Building Management Systems (gas suppression system, fire alert system, generators, water tanks, elevators, air conditioning system) are properly maintained. Conduct daily building inspections to ensure that the facilities service provider is adhering to the SLA and ensure that there are no issues or faults in the building. Ensure adherence to the SLA and contractual obligations for building systems and equipment. Conduct biweekly testing of generator and inspection of diesel and water tanks. Ensure servicing

schedules for all building equipment and systems are strictly adhered to as per DPW instructions. Liaise with DPW and the facilities company supervisor with regard to reporting faults. Keep a record of building faults, calls logged with DPW and resolutions. Maintain organized records for all building and facilities management. Manage contractors on site and ensure resolution of issues. Keep management updated on progress of fault resolution. Assist with OHS related matters.

**ENQUIRIES** : Thabsile Radebe Tel No: (033) 392 8753  
**APPLICATIONS** : e mail [Recruit2020525@npa.gov.za](mailto:Recruit2020525@npa.gov.za)

**POST 27/84** : **MESSENGER DRIVER REF NO: RECRUIT 2020/508**  
National Prosecutions Service

**SALARY** : R145 281 per annum (Level 04) (Excluding Benefits)  
**CENTRE** : DPP: Mthatha  
**REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Knowledge of Registry procedures. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver's license.

**DUTIES** : 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** : Linda Mankayi Tel No: (047) 501 2607  
**APPLICATIONS** : e mail [Recruit2020508@npa.gov.za](mailto:Recruit2020508@npa.gov.za)