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: 01 February 2021

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. Fingerprint will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. A valid driver’s license will be a requirement where applicable. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA. NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link https://www.thensg.gov.za/training-course_sms-pre-entry-programme/. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. 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 Head Court Control Prosecutor 2 Ref No: Recruit 2020/531 and Regional Court Prosecutor with Recruit 2020/497 with closing date of 14 December 2020 advertised in Public Service Vacancy Circular 27 dated 27 November 2020 have been withdrawn.

MANAGEMENT ECHELON

POST 01/02: DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (REGIONAL HEAD)
Asset Forfeiture Unit

SALARY: R1 308 345 per annum (Level 14) (Total Cost Package)
CENTRE: Bloemfontein Ref No: Recruit 2021/01
Nelspruit Ref No: Recruit 2021/02
Mmabatho Ref No: Recruit 2021/03
Durban Ref No: Recruit 2021/04
Mthatha Ref No: Recruit 2021/07

REQUIREMENTS: A recognised four-year legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. Admitted Attorney/Advocate. 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 and legal drafting skills. Knowledge of Asset Forfeiture law will be added advantage. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. Willing to travel and able to work extended hours.

DUTIES: Undertake Litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture/confiscation of property/assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Manage the regional office.

ENQUIRIES: Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS: Bloemfontein e mail Recruit202101@npa.gov.za
Nelspruit e mail Recruit202102@npa.gov.za
Mmabatho e mail Recruit202103@npa.gov.za
Durban e mail Recruit202104@npa.gov.za
Mthatha e mail Recruit202107@npa.gov.za

POST 01/03: DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS
Asset Forfeiture Unit

SALARY: R1 308 345 per annum (Level 14) (Total Cost Package)
CENTRE: Pretoria Ref No: Recruit 2021/05
Cape Town Ref No: Recruit 2021/06

REQUIREMENTS: A recognised four-year legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. Admitted Attorney/Advocate. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Will be an added advantage. Good advocacy and legal drafting skills. Good knowledge of civil and criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. The ability to act independently. Willing to travel and able to work extended hours.

DUTIES: Undertake Litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture/confiscation of property/assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Assist in managing the regional office.

ENQUIRIES: Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS: Pretoria e mail Recruit202105@npa.gov.za
Cape Town e mail Recruit202106@npa.gov.za

POST 01/04: DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS
National Prosecutions Services

SALARY: R1 308 345 per annum (Level 14) (Total Cost Package)
CENTRE: DPP: Limpopo Ref No: Recruit 2021/08 (X2 Posts)
DPP: Johannesburg Ref No: Recruit 2021/09 (X3 Posts)
DPP: Mpumalanga Ref No: Recruit 2021/10
DDPP: Middelburg Ref No: Recruit 2021/11
DPP: Bloemfontein Ref No: Recruit 2021/12
DPP: Pietermaritzburg Ref No: Recruit 2021/13
DPP: Mthatha Ref No: Recruit 2021/14
DPP: Grahamstown Ref No: Recruit 2021/15 (X2 Posts)
DDPP: Port Elizabeth Ref No: Recruit 2021/16
DPP: Cape Town Ref No: Recruit 2021/17 (X2 Posts)
REQUIREMENTS:
A recognised four-year legal qualification. At least ten years’ post qualification experience in civil and/or criminal litigation. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Good interpersonal, analytical, presentation and communication skills. Computer skills.

DUTIES:
Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state’s case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES:
DPP: Limpopo Thuba Thubakgale Tel No: (015) 045 1540
DPP: Johannesburg Charity Mpofu Tel No: (011) 220 4235
DPP: Mpumalanga & DPP: Middelburg Gift Chiloane Tel No: (013) 045 0623
DPP: Bloemfontein Lemmer Ludwig Tel No: (051) 410 6001
DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
DPP: Mthatha Linda Mankayi Tel No: (047) 501 2607
DPP: Grahamstown & DDPP: Port Elizabeth Anthony Bean Tel No: (046) 602 3000
DPP: Cape Town Angelene Jansen Tel No: (021) 487 7123

APPLICATIONS:
DPP: Limpopo e mail Recruit202108@npa.gov.za
DPP: Johannesburg e mail Recruit202109@npa.gov.za
DPP: Mpumalanga e mail Recruit202110@npa.gov.za
DDPP: Middelburg e mail Recruit202111@npa.gov.za
DPP: Bloemfontein e mail Recruit202112@npa.gov.za
DPP: Pietermaritzburg e mail Recruit202113@npa.gov.za
DPP: Mthatha e mail Recruit202114@npa.gov.za
DPP: Grahamstown e mail Recruit202115@npa.gov.za
DDPP: Port Elizabeth e mail Recruit202116@npa.gov.za
DPP: Cape Town e mail Recruit202117@npa.gov.za

POST 01/05:
DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2021/18
(X2 POSTS)
National Prosecutions Services

SALARY:
R1 308 345 per annum (Level 14) (Total Cost Package)

CENTRE:
DPP: Cape Town (OCC)

REQUIREMENTS:
A recognised four-year legal qualification. At least ten years’ post qualification experience in civil and/or criminal litigation. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Experience or knowledge in POCA legislation will be an added advantage. Good interpersonal, analytical, presentation and communication skills. General management and project management skills. Computer skills. Valid drivers license.

DUTIES:
Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in
investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state’s case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES: Angelene Jansen Tel No: (021) 487 7123
APPLICATIONS: e mail Recruit202118@npa.gov.za

POST 01/06: DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2021/46
National Prosecutions Services

SALARY: R1 308 345 per annum (Level 14) (Total Cost Package)
CENTRE: DPP: Johannesburg (STU)
REQUIREMENTS: A recognised four-year legal qualification. At least ten years’ post qualification experience in civil and/or criminal litigation. Admission as an Attorney/Advocate will be an added advantage. Extensive prosecutorial or litigation experience regarding common law offences relating to Tax evasions/avoidance, commercial crimes, fraud and related matters. Sound knowledge of income Tax Act, Vat Act, Customs and Excise Act. Sound knowledge and understanding of SARS functions and financial or accounting background. 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 and legal drafting skills. Strong organisational leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management. Valid drivers license.

DUTIES: Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Studying and research law, enquiring and dockets relating to crimes and advising and deciding thereon. Instituting and conducting criminal proceedings in any court, including drawing up charge sheets and indictment, interviewing prospective witnesses and examining and cross examining witnesses as well as presenting arguments in court and argue cases. Consult on a regular basis with all relevant stakeholders and SARS officials. Manage and keep SARS records for all criminal prosecutions and statistics. Map out strategic planning for the division and lead staff members towards achieving strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES: Charity Mpofu Tel No: (011) 220 4235
APPLICATIONS: e mail Recruit202146@npa.gov.za

POST 01/07: DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2021/19
Specialised Commercial Crime Unit

SALARY: R1 308 345 per annum (Level 14) (Total Cost Package)
CENTRE: Cape Town (George)
REQUIREMENTS: A recognised four-year legal qualification. At least ten years’ post qualification experience in civil and/or criminal litigation. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance under any of the applicable
DUTIES

Manage and direct activities and portfolios assigned by the Regional Head. Manage and direct the activities of the office. Provide guidance and training to stakeholders and staff members. Ensure appropriate performance management and development is implemented. Conduct prosecution of complex commercial crime cases. Advise police on the investigation of complex commercial crime cases. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts present the State in all courts. 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 the State in all courts.

ENQUIRIES

Janice September Tel No: (021) 944 6700
APPLICATIONS

e mail Recruit202119@npa.gov.za

POST 01/08

CHIEF PROSECUTOR REF NO: RECRUIT 2021/20
National Prosecutions Service

SALARY

R1 308 345 per annum (Level 14) (Total Cost Package)
CENTRE

CPP: Butterworth
REQUIREMENTS

A four-year legal qualification. At least ten years post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Organisational and leadership skills. Ability to think strategically and innovatively. Ability to manage the performance of the Cluster. Strong interpersonal and communication skills. General computer literacy and knowledge of programs in Microsoft Office. Decision making ability. A valid driver’s license is a requirement.

DUTIES

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

ENQUIRIES

Linda Mankayi Tel No: (047) 501 2607
APPLICATIONS

e mail Recruit202120@npa.gov.za

POST 01/09

DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2021/21
National Prosecutions Services (Re-Advert)

SALARY

R1 057 326 per annum (Level 13) (Total Cost Package) (SMS)
CENTRE

DPP: Mpumalanga
REQUIREMENTS

A recognized B-degree or Advanced Diploma (NQF level 7). At least five (5) years management experience at Middle Management or Senior Management level. Excellent verbal and written communication skills. Computer literacy in MS Word, Excel, PowerPoint and Outlook. Knowledge and understanding of Labour Relations Act, BCEA, Public Service Act, Employment Equity Act, COIDA, PFMA and Treasury Regulations. Valid driver’s license.

DUTIES

Provide administrative leadership on the finances of the region through development of the budget for the region. Manage and monitor expenditure of the region and report thereon as periodically required. Monitor suppliers/ vendors to ensure Service Level Agreement (SLA) is adhered to and the performance and
compliance by suppliers/ vendors. Ensure the maintenance of a sound asset management system and conduct periodic asset returns in accordance with the relevant prescripts. Ensure the maintenance of an up to date inventory register and submit periodic returns as prescribed. Facilitate and ensure the development or review of an HR plan for the region in conjunction with the National Human Resources Division. Take ownership of skills development programme by chairing the Local Training Forum and coordinating the activities thereof. Ensure the provision of an effective HR administration and management. Ensure the management and coordination of IT services and identify priority areas for resourcing with appropriate IT infrastructure to improve connectivity. Ensure effective document management services. Ensure efficient security services in the DPP office and all NPA offices in the region. Ensure overall compliance of the region with all applicable legislation. Assist the region in the development of the operational plans and monitoring and evaluation of performance thereof. Assist in managing the performance information. Assist in coordinating the development and maintenance of appropriate management information systems pertaining to Enterprise Performance Management.

**ENQUIRIES**: Gift Chiloane Tel No: (013) 045 0623
**APPLICATIONS**: e-mail Recruit202121@npa.gov.za

**OTHER POSTS**

**POST 01/10**: SENIOR STATE ADVOCATE
Specialised Commercial Crime Unit

**SALARY**: R983 019 - R1 536 567 per annum (Level LP-9) (Total Cost Package)
**CENTRE**: Mmabatho Ref No: Recruit 2021/22
Cape Town (George) Ref No: Recruit 2021/23

**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.

**ENQUIRIES**: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041
Cape Town Janice September Tel No: (021) 944 6700
**APPLICATIONS**: Mmabatho e mail Recruit202122@npa.gov.za
Cape Town – Recruit202123@npa.gov.za

**POST 01/11**: DEPUTY DIRECTOR: COURT PREPARATION REF NO: RECRUIT 2021/24
National Prosecution Service

**SALARY**: R869 007 per annum (Level 12) (Total Cost Package) (MMS)
**CENTRE**: DPP: Mmabatho

**DUTIES**

Oversee the court preparation programme provided by Court Preparation Officers within the NPA for the Division. 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**

Flora Kalakgosi Tel No: (018) 381 9041

**APPLICATIONS**

e mail: Recruit202124@npa.gov.za

**POST 01/12**

STATE ADVOCATE REF NO: RECRUIT 2021/42 (X4 POSTS)

National Prosecutions Service

**SALARY**

R763 212 – R1 266 156 per annum (LP-7 to LP-8) (Total Cost Package)

**CENTRE**

DPP: Cape Town

**REQUIREMENTS**

A recognized four-year legal qualification. At least five years’ post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. 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.

**DUTIES**

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.

**ENQUIRIES**

Angelene Jansen Tel No: (021) 487 7123

**APPLICATIONS**

e-mail Recruit202142@npa.gov.za

**POST 01/13**

DEPUTY DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: RECRUIT 2021/25

Human Resources Development

**SALARY**

R733 257 per annum (Level 11) (Total Cost Package) (MMS)

**CENTRE**

Pretoria: Head Office

**REQUIREMENTS**

An appropriate B-degree (NQF level 7) or Three (3) year Diploma (NQF level 6) or equivalent. Minimum 5 years’ experience in Human Resources of which 3 must be specific experience in Human Resource Development. Knowledge of legislation and regulations pertaining to public service administration, specifically the Public Service Act and Regulations. BCEA, Skills Development Act, Public Finance Management Act, Employment Equity Act and Access to Information act. Understanding of the Public Service generally and Human Resources. Sound

DUTIES: Manage and monitor the implementation of Skills Development in the organization. Develop a workplace Skills Plan (WSP) and Annual training Report. Facilitate the implementation of all skills development interventions. Design, develop, implement and review the quality assurance system in accordance to the relevant legislation. Maintain the statistical database to capture learning presented. Facilitate the implementation of the approved training plan. Manage internships, bursaries and induction programmes in the NPA. Ensure and maintain the bursary administration process. Facilitate the implementation of the Induction Programme. Facilitate the implementation of the internship programme. Ensure implementation of career awareness programmes. Manage the implementation of individual’s performance management. Facilitate the signing of performance agreements. Monitor the reports of quarterly reviews. Co-ordinate final performance assessment process. Facilitate awareness session/training on performance Management Policy and Procedure. Manage staff and resources.

ENQUIRIES: Robert Mampana Tel No: (012) 845 6466
APPLICATIONS: e mail: Recruit202125@npa.gov.za

POST 01/14: RESEARCHER REF NO: RECRUIT 2021/26
Strategy Management

SALARY: R470 040 per annum (Level 10) (Excluding Benefits)
CENTRE: Pretoria: Head Office
REQUIREMENTS: An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in the field of social sciences or related field. A minimum of three years’ experience in conducting research and/or evaluation. Working knowledge of the public sector in general and criminal justice system in particular. A valid driver's licence. Excellent report writing skills and attention to detail. Sound analytical and interpretive skills. Good communication, liaison and presentation skills. A good command of computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Willingness to travel and work away from home. Ability to work independently and in a team.

DUTIES: Develop research and/or evaluation proposals. Design research and/or evaluation methodologies (including sampling procedures). Develop research and/or evaluation plans. Conduct literature and/or document review. Develop data collection instruments. Manage and conduct data collection process including fieldwork activities such as interviews, focus group sessions and field observations. Analyse and interpret data. Compile research and/or evaluation reports. Manage and coordinate research and/or evaluation projects.

ENQUIRIES: Kefilwe Ramatsekane Tel No: (012) 845 7034
APPLICATIONS: e mail: Recruit202126@npa.gov.za

POST 01/15: DISTRICT COURT PROSECUTOR REF NO: RECRUIT 2021/45 (X7 POSTS)
National Prosecutions Service

SALARY: R301 452 per annum (Excluding Benefits) to R847 047 per annum (Total Cost Package) (Level LP-3 to LP-4)
CENTRE: CPP: East Rand
REQUIREMENTS: A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Criminal court litigation experience will be an advantage. A valid driver’s license will be a requirement where applicable.

DUTIES: Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court.
POST 01/16

COURT PREPARATION OFFICER
National Prosecutions Services

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

CENTRE:
- DPP: Mmabatho Ref No: Recruit 2021/27
- CPP: Mmabatho (Taung) Ref No: Recruit 2021/28
  (Lichtenburg) Ref No: Recruit 2021/29
- CPP: Klerksdorp (Potchefstroom) Ref No: Recruit 2021/30
  (Schweizer Reneke) Ref No: Recruit 2021/31
  (Wolmaranstad) Ref No: Recruit 2021/32
- CPP: Odi (Mankwe) Ref No: Recruit 2021/33
  (Mogwase) Ref No: Recruit 2021/41
- CPP: East London (Peddie) Ref No: Recruit 2021/34
  (Middledrift) Ref No: Recruit 2021/35
  (Alice) Ref No: Recruit 2021/36
- CPP: East Rand Ref No: Recruit 2021/43
- CPP: Johannesburg Ref No: Recruit 2021/44
- CPP: West Rand Ref No: Recruit 2021/47
- DPP: Johannesburg Ref No: Recruit 2021/48

REQUIREMENTS:
An appropriate B Degree (NQF level 7) or 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.

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

ENQUIRIES:
- DPP: Mmabatho; CPP: Mmabatho; CPP: Odi & CPP: Klerksdorp Flora Kalakgosi
  Tel No: (018) 381 9041
- CPP: East London Talita Raga Tel No: (040) 608 6800
- CPP: East Rand & CPP: Johannesburg Sydwell Namuhuchu Tel No: (011) 220 4005
- CPP: West Rand & DPP: Johannesburg Khensane Manganye Tel No: (011) 220 4266

APPLICATIONS:
- CPP: Mmabatho e mail: Recruit202127@npa.gov.za
- CPP: Mmabatho (Taung) e mail Recruit202128@npa.gov.za
  (Lichtenburg) e mail Recruit202129@npa.gov.za
- CPP: Klerksdorp (Potchefstroom) e mail Recruit202130@npa.gov.za
  (Schweizer Reneke) e mail Recruit202131@npa.gov.za
  (Wolmaranstad) e mail Recruit202132@npa.gov.za
- CPP: Odi (Mankwe) e mail Recruit202133@npa.gov.za
  (Mogwase) e mail Recruit202141@npa.gov.za
- CPP: East London (Peddie) e mail Recruit202134@npa.gov.za
  (Middledrift) e mail Recruit202135@npa.gov.za
  (Alice) e mail Recruit202136@npa.gov.za
- CPP: East Rand e mail Recruit202143@npa.gov.za
- CPP: Johannesburg e mail Recruit202144@npa.gov.za
- CPP: West Rand e mail Recruit202147@npa.gov.za
- DPP: Johannesburg e mail Recruit202148@npa.gov.za
POST 01/17: HUMAN RESOURCES DEVELOPMENT PRACTITIONER REF NO: RECRUIT 2021/37

Human Resource Development

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

CENTRE: Pretoria: Head Office

REQUIREMENTS: An appropriate B Degree (NQF 7) or 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. 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.


ENQUIRIES: Robert Mampana Tel No: (012) 845 6466

APPLICATIONS: e mail Recruit202137@npa.gov.za

POST 01/18: HUMAN RESOURCES CLERK REF NO: RECRUIT 2021/38

National Prosecutions Service

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

CENTRE: DDPP: Durban

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

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

ENQUIRIES: Sifiso Ntombela Tel No: (031) 334 5084

APPLICATIONS: e mail Recruit202138@npa.gov.za

POST 01/19: LIBRARY ASSISTANT REF NO: RECRUIT 2021/39

National Prosecutions Service

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

CENTRE: DDPP: Durban

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


ENQUIRIES: Sifiso Ntombela Tel No: (031) 334 5084

APPLICATIONS: e mail: Recruit202139@npa.gov.za
<table>
<thead>
<tr>
<th>POST 01/20</th>
<th>ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/40</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Specialised Commercial Crime Unit</td>
</tr>
<tr>
<td>SALARY</td>
<td>R173 703 per annum (Level 05) (Excluding Benefits)</td>
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<tr>
<td>CENTRE</td>
<td>Cape Town (George)</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>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.</td>
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<tr>
<td>DUTIES</td>
<td>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.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Janice September Tel No: (021) 944 6700</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>e mail <a href="mailto:Recruit202140@npa.gov.za">Recruit202140@npa.gov.za</a></td>
</tr>
</tbody>
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