ANNEXURE E

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)(l) 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: 22 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. Fingerprints 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. NB! Applicants Who Are Successful Must Please Note That the NPA Is Not In a Position to Pay Resettlement Costs

OTHER POSTS

POST 04/50

SENIOR PUBLIC PROSECUTOR

REF NO: RECRUIT 2021/50

National Prosecutions Service

(Re-advert)

SALARY: R983 019 per annum (Level CM-1) (Total Cost Package) to R1 536 567 per annum (Total Cost Package)

CENTRE: CPP: Pietermaritzburg

REQUIREMENTS: A recognised four-year legal qualification. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.

DUTIES: Manage and supervise lower level prosecutors including the allocation of work and management of performance. Study case dockets and decide on the institution and conduct criminal proceedings of a general and more advanced nature. Prepare cases for court and draft charge sheet and other proceedings of the court. Represent the State in all Courts. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES: Thabsile Radebe Tel No: (033) 392 8753

APPLICATIONS: e mail Recruit202150@npa.gov.za
POST 04/51 : SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2021/51
National Prosecutions Service

SALARY : R983 019 per annum (Level CM-1) (Total Cost Package) to R1 536 567 per annum (Total Cost Package)

CENTRE : CPP: Welkom (Odendaalsrus)

REQUIREMENTS : A recognised four-year legal qualification. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills. Valid drivers license.

DUTIES : Manage, train and give guidance to prosecutors. Study case dockets and decide on the institution of and conduct criminal proceedings; maintenance and inquest matters of a general and more advanced nature. Prepare cases for court and draft charge sheets, 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. Perform all duties related thereto in accordance with the Code of Conduct, Policy Directives of the NPA. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : Lemmer Ludwick Tel No: (051) 410 6001
APPLICATIONS : e mail Recruit202151@npa.gov.za

POST 04/52 : SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/52
National Prosecution Service

SALARY : R983 019 per annum (Level LP-9) (Total Cost Package) to R1 536 567 per annum (Total Cost Package)

CENTRE : Pretoria: Head Office (STU)

REQUIREMENTS : A recognised four-year legal qualification. At least eight years post qualification legal experience in civil and/or criminal litigation. Six years relevant criminal court work experience in advocacy and drafting. 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 regarding commercial crimes, fraud, theft and other common law/ statutory offences relating to tax evasion is essential. Knowledge of legislation relating to Income Tax, PAYE as well as the Tax Administration Act and the Customs and Excise Act required. Knowledge of Company Law required. Proficiency in prosecuting, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, indictments and court documents dealing with representations and conducting motion proceedings. Good advocacy, well-developed skills in legal research and legal drafting skills. General computer literacy. The ability to act independently without supervision. Excellent administrative skills.

DUTIES : Deal with Tax related representations submitted to the NDPP and/or DNDPP and advise him/her by making recommendations on the outcome thereof. Attend to other general prosecutions related representations submitted to the NDPP or DNDPP where necessary. Perform other tax related duties, including administrative duties and specific tasks assigned by the supervisor related thereto in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority. Mentor and guide Advocates and stakeholders on tax related matters. Assist in the keeping of proper records in relation to the STU matters and assist the Head NPS in compiling tax related reports where necessary. Assist with all MOU related queries. Mentor, train and quality check the memoranda submitted by the DPP Offices to the Head NPS. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in relation to Tax matters.

ENQUIRIES : Phuti Mahanyele Tel No: (012) 845 6945
APPLICATIONS : e mail Recruit202152@npa.gov.za
<table>
<thead>
<tr>
<th>POST 04/53</th>
<th>SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/53 (X2 POSTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Prosecutions Service</td>
<td></td>
</tr>
<tr>
<td>SALARY</td>
<td>R983 019 per annum (Level LP-9) (Total Cost Package) to R1 536 567 per annum (Total Cost Package)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Pretoria: Head Office</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>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. Admission as advocate or attorney will be an added advantage. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Willing to travel. Able to work extended hours. Proficiency in prosecuting, competency in guiding investigation, drafting charge sheets, indictments and court documents 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.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Attend to representations submitted to the NDPP and/ or DNDPP and advise her/ him by making recommendations on the outcome thereof. These representations mainly relate to all general prosecutorial decisions from all sections within the NPS business unit but also includes facilitation of representation pertaining to SOCA, SCCU and PCLU matters. Attend to requests for Presidential pardons, authorisations in terms of applicable legislation i.e centralization requests, processing of applications for appointment of outside counsel in terms of section 38 of the NPA Act as well as coordination of certain cases with IPID. Assist with Memorandums of Understanding where components of the NPS are involved e.g. FIC, SARS, SIU etc. Participation in stakeholder engagements to proactively strategies on effective and efficient management and resolution of complaints. Where necessary, liaise with the police to obtain more information and provide guidance on further investigation. Conduct legal research, draft reports and or legal opinins and keep up to date with legal developments.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Phuti Mahanyele Tel No: (012) 845 6945</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>e mail <a href="mailto:Recruit202153@npa.gov.za">Recruit202153@npa.gov.za</a></td>
</tr>
</tbody>
</table>

<p>| POST 04/54 | SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/54 | Specialised Commercial Crime Unit |
|-----------|-------------------------------------------------|
| SALARY | R983 019 per annum (Level LP-9) (Total Cost Package) to R1 536 567 per annum (Total Cost Package) |
| CENTRE | Pretoria: Head Office |
| 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 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 and corruption cases. Advise the DPCI on the investigation of serious, complex and organised commercial crime and corruption cases. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State, and perform all duties related thereto, including administrative duties; Deal with representations and complaints; Mentor, guide and/or conduct training of prosecutors and stakeholders. Engage with stakeholders on commercial crime related issues. |
| ENQUIRIES | Bonakele Jali Tel No: (012) 845 6395 |
| APPLICATIONS | e mail <a href="mailto:Recruit202154@npa.gov.za">Recruit202154@npa.gov.za</a> |</p>
<table>
<thead>
<tr>
<th>POST 04/55</th>
<th>SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/55 (X2 POSTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level LP-9)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>DPP: Pretoria</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>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.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>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.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Godfrey Ramakuela Tel No: (012) 351 6808</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>e mail <a href="mailto:Recruit202155@npa.gov.za">Recruit202155@npa.gov.za</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 04/56</th>
<th>SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/56</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (LP-9)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>DPP: Pietermaritzburg</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>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.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Study case dockets, decide in the institution of and conduct criminal proceedings. Draft charge sheets and other courts documents. Represent the state in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Thabisile Radebe Tel No: (033) 392 8753</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>e mail <a href="mailto:Recruit202156@npa.gov.za">Recruit202156@npa.gov.za</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 04/57</th>
<th>REGIONAL COURT CONTROL PROSECUTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R847 047 per annum (Total Cost Package) to R1 384 479 per annum (Total Cost Package) (Level SU-3)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>CPP: Pietermaritzburg – Ref No: Recruit 2020/62</td>
</tr>
<tr>
<td></td>
<td>CPP: Ntuzuma - Ref No: Recruit 2020/63</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>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.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>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</td>
</tr>
</tbody>
</table>
ENQUIRIES:
CPP: Pietermaritzburg Thabisile Radebe Tel No: (033) 392 8753
CPP: Ntuzuma Ntokozo Dlamini Tel No: (031) 334 5274
APPLICATIONS:
CPP: Pietermaritzburg e-mail Recruit202162@npa.gov.za
CPP: Ntuzuma Recruit202163@npa.gov.za

POST 04/58
STATE ADVOCATE
National Prosecutions Service

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

CENTRE:
DPP: Pietermaritzburg – Ref No: Recruit 2021/57 (X7 Posts)
DPP: Pretoria - Ref No: Recruit 2021/58 (X4 Posts)

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. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State’s case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES:
DPP: Pietermaritzburg Thabisile Radebe Tel No: (033) 392 8753
DPP: Pretoria Tumisang Basiretsi Tel No: (012) 351 6821
APPLICATIONS:
DPP: Pietermaritzburg e-mail Recruit202157@npa.gov.za
DPP: Pretoria e-mail Recruit202158@npa.gov.za

POST 04/59
STATE ADVOCATE REF NO: RECRUIT 2021/59 (X2 POSTS)
Specialised Commercial Crime Unit

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

CENTRE:
Durban

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, 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. Ability to act independently or with minimum supervision.

DUTIES:
Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State’s case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study 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. Perform all
duties related thereto in accordance with the code of conduct policy and directives of the NPA.

ENQUIRIES: Bongiwe Mlaba Tel No: (031) 335 6617
APPLICATIONS: e mail Recruit202159@npa.gov.za

POST 04/60: STATE ADVOCATE
Asset Forfeiture Unit

SALARY: R763 212 per annum (Total Cost Package) – R1 266 156 per annum (Total Cost Package) (LP-7 to LP-8)
CENTRE: Cape Town - Recruit 2021/60 (Re- advert)
Johannesburg - Recruit 2021/61 (Re- advert)

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

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

ENQUIRIES: Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS: Cape Town e mail Recruit202160@npa.gov.za
Johannesburg e mail Recruit202161@npa.gov.za

POST 04/61: STATE ADVOCATE REF NO: RECRUIT 2021/117
National Prosecutions Service

SALARY: R763 212 per annum (Total Cost Package) – R1 266 156 per annum (Total Cost Package) (LP-7 to LP-8)
CENTRE: CPP: Pretoria (Pretoria North)

REQUIREMENTS: A recognised four-year Legal qualification. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least five years’ post qualification legal experience in the prosecution of Sexual Offences; Criminal Procedure, Civil litigation and management of Gender based violence matters.

DUTIES: To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the Dedicated Sexual Offences Courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State’s case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure Criminal and Civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of Gender based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at Dedicated Sexual Offences Courts. Securing the attendance of witnesses, investigating officer’s and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.

ENQUIRIES: Godfrey Ramakuela Tel No: (012) 851 6808
APPLICATIONS : e mail Recruit2021117@npa.gov.za

POST 04/62 : HEAD COURT CONTROL PROSECUTOR 2
National Prosecutions Service

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

CENTRE : CPP: Empangeni – Ref No: Recruit 2021/64 (X2 Posts)
CPP: Pietermaritzburg (New Hanover) – Ref No: Recruit 2021/65

REQUIREMENTS : A recognized 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.

DUTIES : 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.

ENQUIRIES : CPP: Empangeni Ntokozo Dlamini Tel No: (031) 334 5274
CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753

APPLICATIONS : CPP: Empangeni e mail Recruit202164@npa.gov.za;
CPP: Pietermaritzburg e mail Recruit202165@npa.gov.za

POST 04/63 : REGIONAL COURT PROSECUTOR
National Prosecutions Service

SALARY : R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level LP-5 to LP-6)

CENTRE : CPP: Pietermaritzburg – Ref No: Recruit 2021/66
CPP: Kimberly – Ref No: Recruit 2021/67
CPP: Pretoria – Ref No: Recruit 2021/68 (X7 Posts)
CPP: Vaal Rand (Benoni) – Ref No: Recruit 2021/69 (X2 Posts)
(Vanderbijlpark) – Ref No: Recruit 2021/70
CPP: Middelburg (Elukwatini) - Ref No: Recruit 2021/71
CPP: Welkom - Ref No: Recruit 2021/72
(Sasolburg) – Ref No: Recruit 2021/73
CPP: Empangeni – Ref No: Recruit 2021/74 (X7 Posts)
CPP: Ntuzuma – Ref No: Recruit 2021/75

REQUIREMENTS : A recognized four-year legal qualification. At least four years post qualification legal experience. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Litigation in the regional court and management experience will be an added advantage.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.

ENQUIRIES : CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
CPP: Kimberly Nicholas Mogongwa Tel No: (053) 807 4539
CPP: Pretoria Confidence Mutshinyalo Tel No: (012) 351 6760
CPP: Vaal Rand Tumisang Basiretsi Tel No: (012) 351 6821
CPP: Middelburg Tebogo Mashile Tel No (013) 045 0686
CPP: Welkom Lemmer Ludwick Tel No: (051) 410 6001
APPLICATIONS:
CPP: Empangeni & CPP: Ntizuma Ntokozo Dlamini Tel No: (031) 334 5274
CPP: Pietermaritzburg e mail Recruit202166@npa.gov.za
CPP: Kimberley e mail Recruit202167@npa.gov.za
CPP: Pretoria e mail Recruit202168@npa.gov.za
CPP: Vaal Rand (Benoni) e mail Recruit202169@npa.gov.za
(Vanderbijlpark) e mail Recruit202170@npa.gov.za
CPP: Middelburg (Elukwatini) e mail Recruit202171@npa.gov.za
CPP: Welkom e mail Recruit202172@npa.gov.za
(Sasolburg) e mail Recruit202173@npa.gov.za
CPP: Empangeni e mail Recruit202174@npa.gov.za
CPP: Ntizuma e mail Recruit202175@npa.gov.za

POST 04/64
REGIONAL COURT PROSECUTOR
National Prosecutions Service
SALARY:
R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level LP-5 to LP-6)
CENTRE:
CPP: Mmabatho (Molopo) - Ref No: Recruit 2021/76
CPP: Odi (Bafokeng) – Ref No: Recruit 2021/77
CPP: Klerksdorp (Potchefstroom) – Ref No: Recruit 2021/78
REQUIREMENTS:
A recognized four-year legal qualification. At least four years post qualification legal experience. Right of appearance under any of the applicable laws will be an added advantage. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting, experience in guiding investigations and giving instructions in common law and statutory offences in the Regional Court.
DUTIES:
Manage, train and give guidance to prosecutors. Study case dockets. Decide on the institution of and conduct criminal proceedings. Attend to maintenance matters and inquest 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. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Chief Prosecutor with the performance assessment of staff. Give account to the Chief Prosecutor and the Director of Public Prosecutions as head of the prosecutorial office of the district. 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.

ENQUIRIES:
Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS:
CPP: Mmabatho (Molopo) e mail Recruit202176@npa.gov.za
CPP: Odi (Bafokeng) e mail Recruit202177@npa.gov.za
CPP: Klerksdorp (Potchefstroom) e mail Recruit202178@npa.gov.za

POST 04/65
REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2020/79
National Prosecutions Service
SALARY:
R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level LP-5 to LP-6)
CENTRE:
DDPP: Durban
REQUIREMENTS:
A recognized four-year legal qualification. At least four years post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences. Experience or knowledge in POCA legislation.
DUTIES:
Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Prepare cases for court. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.

ENQUIRIES: Ntokozo Dlamini Tel No: (031) 334 5274
APPLICATIONS: e mail Recruit202179@npa.gov.za

POST 04/66: DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2021/80
National Prosecutions Service

SALARY: R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level SU-1 to SU-2)
CENTRE: CPP: Pretoria (Pretoria North)
REQUIREMENTS: A recognized four-year legal qualification. At least four years post qualification legal experience. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organizational skills. Ability to work independently.

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

ENQUIRIES: Godfrey Ramakuela Tel No: (012) 351 6808
APPLICATIONS: e mail Recruit202180@npa.gov.za

POST 04/67: DISTRICT COURT PROSECUTOR
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: Ladysmith – Ref No: Recruit 2021/82 (X3 Posts)
CPP: Mmabatho (Lichtenburg) – Ref No: Recruit 2021/83
CPP: Welkom – Ref No: Recruit 2021/84 (X2 Posts)
CPP: Pretoria – Ref No: Recruit 2021/85
CPP: Mmabatho (Lichtenburg) – Ref No: Recruit 2021/86
CPP: Bethlehem – Ref No: Recruit 2021/87
CPP: Sasolburg – Ref No: Recruit 2021/88
CPP: Vrede – Ref No: Recruit 2021/89
CPP: Pretoria – Ref No: Recruit 2021/90 (X7 Posts)
CPP: Bloemfontein – Ref No: Recruit 2021/91 (X3 Posts)
CPP: Harrismith – Ref No: Recruit 2021/92
CPP: Empangeni – Ref No: Recruit 2021/93 (X6 Posts)
CPP: Ntuzuma (Verulam) – Ref No: Recruit 2021/94 (X2 Posts)
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.

ENQUIRIES: CPP: Ladysmith Thabsile Radebe Tel No: (033) 392 8753
CPP: Mmabatho Flora Kalakgosi Tel No: (018) 391 9041
CPP: Welkom & CPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001
CPP: Pretoria Godfrey Ramakuela Tel No: (012) 351 6808
CPP: Durban; CPP: Empangeni & CPP: Ntuzuma Ntokozo Dlamini Tel No: (031) 334 5274
APPLICATIONS: CPP: Ladysmith e mail Recruit202182@npa.gov.za
CPP: Mmabatho (Lichtenburg) e mail Recruit202183@npa.gov.za
CPP: Welkom e mail Recruit202184@npa.gov.za
POST 04/68 : DISTRICT COURT PROSECUTOR (ONE MAN STATION)
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: Upington (Groblershop) - Ref No: Recruit 2021/95
CPP: Kimberley (Warrenton) - Ref No: Recruit 2021/96
Jankempdorp - Ref No: Recruit 2021/97

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.

ENQUIRIES : Nicholas Mogongwa Tel No: (053) 807 4539

APPLICATIONS :
CPP: Upington (Groblershop) e mail Recruit202195@npa.gov.za
CPP: Kimberley (Warrenton) e mail Recruit202196@npa.gov.za
Jankempdorp e mail Recruit202197@npa.gov.za

POST 04/69 : COURT PREPARATION OFFICER
National Prosecutions Services

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

CENTRE :
CPP: Pretoria - Recruit 2021/98
CPP: Welkom (Heilbron) - Ref No: Recruit 2021/101
CPP: Bloemfontein - Ref No: Recruit 2021/49
(Thaba Nchu) - Ref No: Recruit 2021/102
(Phuthaditjhaba) - Ref No: Recruit 2021/103
(Botshabelo) - Ref No: Recruit 2021/81

CPP: Durban (Umlazi) - Ref No: Recruit 2021/104

REQUIREMENTS : 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.

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

ENQUIRIES : CPP: Pretoria Godfrey Ramakuela Tel No: (012) 351 6808
CPP: Welkom & CPP: Bloemfontein Lemmer Ludwig Tel No: (051) 410 6001
CPP: Durban Ntokozo Dlamini Tel No: (031) 334 5274

APPLICATIONS :
CPP Pretoria e mail Recruit202198@npa.gov.za
CPP: Welkom (Heilbron) e mail Recruit2021101@npa.gov.za
CPP: Bloemfontein e mail Recruit202149@npa.gov.za
(Thaba Nchu) e mail Recruit2021102@npa.gov.za
(Phuthaditjhaba) e mail Recruit2021103@npa.gov.za
(Botshabelo) e mail Recruit202181@npa.gov.za
CPP: Durban (Umlazi) e mail Recruit2021104@npa.gov.za
POST 04/70: LIBRARIAN REF NO: RECRUIT 2021/105
National Prosecutions Service

SALARY: R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE: DPP: Mmabatho
REQUIREMENTS: An appropriate B Degree (NQF 7) Three (3) year Diploma (NQF 6). At least two years relevant experience. Knowledge of AACR2 and Dewey decimal classification Systems. Ability to work on an electronic library management system. Experience in utilization of search tools such as internet, LexisNexis, Jutastat and Sabinet online. Experience in information services. Library and information management skills. General computer literacy in MS Word, Excel, and PowerPoint. Willingness to travel. Good verbal and written communication and administrative skills. Report writing skills. Ability to work independently with minimum supervision.

DUTIES: Conduct information searches and monitor information. Cataloguing and classification of library material. Loose-leaf administration including updating. Responsible for library stock taking and keeping of statistics. Training of users on online databases. Procure new material. Shelving and shelf-reading of library material. Assist with the information projects of the NPA.

ENQUIRIES: Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS: e mail Recruit2021105@npa.gov.za

POST 04/71: PERSONAL ASSISTANT REF NO: RECRUIT 2021/107
National Prosecutions Service

SALARY: R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE: CPP: Witbank
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 and personal assistant service to the Deputy Director of Public Prosecutions. Record incoming documents. Check documents for correct referencing before filing. Facilitate leave management and performance management. Coordinate application for access to electronic register. Receive dockets from relevant legislative prescripts. Ensure incoming correspondence are processed and relevant case files are opened and cross referenced. Operational support. Ensure that document production is done making photocopies facsimile and e-mails iro case administered. Document management. Ensure implementation of case registers. Ensure efficient case data capturing.

ENQUIRIES: Ndumiso Bhembe Tel No: (013) 045 0633
APPLICATIONS: e mail Recruit2021107@npa.gov.za

POST 04/72: PERSONAL ASSISTANT REF NO: RECRUIT 2021/108
Communications Unit

SALARY: R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE: Pretoria: Head Office
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 driver’s license.

DUTIES: Provide secretarial and administration support in the office. Receiving and screening of telephone calls and referring calls to the correct role players if not meant for the manager. Type documents for the office. Operate office equipment like fax machines and photocopiers. Provide clerical support
services to the office. 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 stationery. Liaise with other offices of the NPA and Administration with regard to all matters pertaining to the administrative functions of the office.

**ENQUIRIES**: John Solomon Tel No: (012) 845 6770
**APPLICATIONS**: e mail Recruit2021108@npa.gov.za

**POST 04/73**
**PERSONAL ASSISTANT REF NO: RECRUIT 2021/109**
Asset Forfeiture Unit

**SALARY**: R257 508 per annum (Level 07) (Excluding Benefits)
**CENTRE**: Pretoria: Head Office

**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**: Receive telephone calls and refer the calls to the correct role player if not meant for the relevant manager. Record appointments and events in the diary of the Special Director. Type documents for the Special Director and other staff within the unit. Arrange meetings for the Special Director and the staff in the unit and taking minutes thereof. Provide high level secretarial support and perform a variety of tasks for the Special Director and unit. Identify venues, invite role players and organize refreshments. Set up schedules for meetings and events in the office. Receive, record and distribute all incoming and outgoing correspondence. Draft routine correspondences and reports. Liaise with travel agency to make travel and accommodation arrangements and process S & T claims. Operate office equipment and ensure that they are in good working condition. Handle the procurement of standard items like stationery, refreshments for the manager and office.

**ENQUIRIES**: Lindie Swanepoel Tel No: (012) 845 6638
**APPLICATIONS**: e mail Recruit2021109@npa.gov.za

**POST 04/74**
**PRINCIPAL HUMAN RESOURCES OFFICER REF NO: RECRUIT 2021/110**
(2 POSTS)
Organisational Development

**SALARY**: R257 508 per annum (Level 07) (Excluding Benefits)
**CENTRE**: Pretoria: Head Office

**REQUIREMENTS**: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least two years’ experience in post establishment environment. Persal Establishment Certificate obtained from SITA. In depth knowledge of legislation and regulations pertaining to Public Service administration specifically the Public Service Act, Knowledge of Human Resources in general and Information management. Strong organizational skills. Excellent written and verbal communication skills, innovative and proactive. Willing to travel and work extended hours. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint, Visio and Equate. Experience in working on PERSAL. Valid driver’s license.

**DUTIES**: Implement post establishment transactions on PERSAL. Change of job title, movement with the post, abolishment of posts, create permanent or contract posts, amend post levels, etc. Align post establishment to the organisational structure. Allocate vacant posts for advertisement, interview reports, transfer and acting allowance. Render post establishment administrative support. File approved memoranda and maintain records. Maintain post establishment electronic records. Provide guidance on post establishment processes and procedures.

**ENQUIRIES**: Shirley Nhlapo Tel No: (012) 845 6092
**APPLICATIONS**: e mail Recruit2021110@npa.gov.za

54
POST 04/75
ADMINISTRATIVE OFFICER: ASSETS, FLEET & FACILITIES
REF NO: RECRUIT 2021/111
National Prosecutions Service

SALARY: R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE: DDPP: Bhisho
REQUIREMENTS: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years relevant experience in Fleet, Facilities/Buildings Management and Travel environment. Good communication skills, written and verbal. Strong interpersonal skills. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Willing to travel and able to work after hours. High level of reliability and able to work independently. Knowledge of PFMA and National Treasury Regulations. Valid driver's license.

DUTIES: Ensure that buildings within the NPA are fully utilised and are properly maintained. Ensure that vehicles are properly utilised and maintained. Ensure that buildings are properly maintained. Compile payments to service providers. Perform reconciliation of accounts and statements on payments made to service providers.

ENQUIRIES: Talita Raga Tel No: (040) 608 6800
APPLICATIONS: e mail: Recruit2021111@npa.gov.za

POST 04/76
ADMINISTRATIVE CLERK
National Prosecutions Service

SALARY: R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE: DPP: Pretoria - Ref No: Recruit 2021/112
CPP: East London – Ref No: Recruit 2021/113
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. 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, logistical and human resources. Good office practice.

ENQUIRIES: DPP: Pretoria Tumisang Basiretsi Tel No: (012) 351 6824
CPP: East London Viola Alexander Tel No: (040) 608 6800
APPLICATIONS: DPP: Pretoria e mail Recruit2021112@npa.gov.za
CPP: East London e mail Recruit2021113@npa.gov.za

POST 04/77
ADMINISTRATIVE CLERK
National Prosecutions Service

SALARY: R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE: DPP: Mpumalanga - Ref No: Recruit 2021/114
CPP: Nelspruit (Kabokweni) – Ref No: Recruit 2021/115
DDPP Middelburg – Ref No: Recruit 2021/116
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. 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, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching of documents.

ENQUIRIES: Ndumiso Bhembe Tel No: (013) 045 0633
APPLICATIONS: DPP: Mpumalanga e mail Recruit2021114@npa.gov.za
CPP: Nelspruit (Kabokweni) e mail Recruit2021115@npa.gov.za
DPP: Middelburg e mail Recruit2021116@npa.gov.za
**POST 04/78**: FINANCE CLERK REF NO: RECRUIT 2021/99 (X2 POSTS)
National Prosecutions Service

**SALARY**: R173 703 per annum (Level 5) (Excluding Benefits)

**CENTRE**: DPP: Pretoria

**REQUIREMENTS**: 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 work independently. Basic numeracy skills.

**DUTIES**: 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’ and stationary to the unit. Manage petty cash and liaise with Administration regarding all matters pertaining to Finance.

**ENQUIRIES**: Godfrey Ramakuela Tel No: (012) 351 6808

**APPLICATIONS**: e-mail Recruit202199@npa.gov.za

**POST 04/79**: REGISTRY CLERK REF NO: RECRUIT 2021/100
National Prosecutions Services

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

**CENTRE**: DDPP: Bisho

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

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

**ENQUIRIES**: Viola Alexander Tel No: (040) 608 6800

**APPLICATIONS**: e-mail Recruit2021100@npa.gov.za

**POST 04/80**: MESSENGER DRIVER REF NO: RECRUIT 2021/106
National Prosecutions Service

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

**CENTRE**: DPP: Grahamstown

**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**: Mzikayise Toni Tel No: (046) 602 3000

**APPLICATIONS**: e-mail Recruit2021106@npa.gov.za