ANNEXURE H

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2016, will take highest preference in selection of suitable candidates.

APPLICATIONS

All applications must be submitted to the relevant Recruitment Response E-mail as stated below.

CLOSING DATE

30 March 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 drivers license will be a requirement where applicable. 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. NBI Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.

ERRATUM: The post of Regional Court Control Prosecutor with Recruit No 2020/62 advertised in Public Service Vacancy Circular 04 dated 05 February 2021, has been withdrawn.

OTHER POSTS

POST 09/43

SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2021/118

National Prosecutions Service

SALARY

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

CENTRE

CPP: Thohoyandou (Morebeng)

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

ENQUIRIES

Thuba Thubakgale Tel No: (015) 045 0285

APPLICATIONS

e mail Recruit2021118@npa.gov.za
POST 09/44

SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/119
National Prosecutions Service

SALARY
R983 019 per annum (Total Cost Package) to R 1 536 567 per annum (Total Cost Package) (Level LP-9)

CENTRE
DPP: Johannesburg (STU)

REQUIREMENTS
A recognized four-year legal qualification. At least eight years post qualification legal experience. Five years' experience in legal practice will be added advantage. 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 common law offences relating to Tax evasion/avoidance, commercial crimes, fraud and related matters. Knowledge of Tax Act, VAT Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint.

DUTIES
Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including acquisition of additional evidence and draft charge sheets, indictments and court documents. Represent the state in all courts, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case-flow management of cases independently. Study and deal with appeals and reviews. Assist SARS in keeping proper records of all criminal proceedings. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES
Reuben Palai Tel No: (011) 220 4124

APPLICATIONS
e mail Recruit2021119@npa.gov.za

POST 09/45

REGIONAL COURT CONTROL PROSECUTOR
National Prosecutions Service

SALARY
R847 047 per annum (Total Cost Package) to R1 384 479 per annum (Total Cost Package) (Level SU-3)

CENTRE
CPP: Modimolle (Burgersfort) Ref No: Recruit 2021/121
(Groblersdal) Ref No: Recruit 2021/122
(Sekhukhune) Ref No: Recruit 2021/123
CPP: Pretoria Ref No: Recruit 2021/184 (X3 Posts)

REQUIREMENTS
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.

DUTIES
Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State’s case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES
Thuba Thubakgale Tel No: (015) 045 0285
CPP: Pretoria Godfrey Ramakuela Tel No: (012) 351 6808

APPLICATIONS
CPP: Modimolle (Burgersfort) e mail Recruit2021121@npa.gov.za
(Groblersdal) e mail Recruit2021122@npa.gov.za
(Sekhukhune) e mail Recruit2021123@npa.gov.za
CPP: Pretoria e mail Recruit2021184@npa.gov.za
POST 09/46  :  STATE ADVOCATE REF NO: RECRUIT 2021/120 (X2 POSTS)
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  :  DPP: Johannesburg (STU)

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. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasion/avoidance, commercial crimes, fraud and related matters. Knowledge of Tax Act, Vat Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint.

DUTIES  :  Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including acquisition of additional evidence and draft charge sheets, indictments and court documents. Represent the State in all courts, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews. Assist SARS in keeping proper records of all the criminal prosecutions and supply them with accurate statistics.

ENQUIRIES  :  Reuben Palai Tel No: (011) 220 4124
APPLICATIONS  :  e-mail Recruit2021120@npa.gov.za

POST 09/47  :  STATE ADVOCATE (CASE MANAGER)
Sexual Offences and Community Affairs
(Re-advert)

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

CENTRE  :  Cradock - Recruit 2021/186
Empangeni Ref No: Recruit 2021/187
Ingwavuma Ref No: Recruit 2021/188
Rustenburg Ref No: Recruit 2021/189
Lenasia Ref No: Recruit 2021/190

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. In depth and extensive knowledge of the law and management in respect of Sexual offences, Domestic Violence, Child Offenders and Trafficking in Person, Maintenance matters. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Extensive computer skills will be an advantage. Positive security clearance.

DUTIES  :  Assist in prosecuting complex sexual offences in the Sexual Offences Court. Tracking, monitoring and facilitation of cases through the Criminal Justice System. Assist in managing the court rolls at specialist hybrid court for Thuthuzela Care Centre reported cases and other sexual offences. Secure the attendance of witnesses, investigating officers and accused in custody at court. Ensure a reduction of turnaround time in the finalisation of cases to nine (9) months as per unit’s strategy. Responsible for prosecutor guided investigators of Thuthuzela Care Centre reported cases and other related sexual offences matters. Help improve functional relationships. Constant follow-up with the relevant stake holders. Help increase the conviction rate. Perform other duties and activities as requested by Provincial Manager or Head of Unit. Assist in the setting up of Thuthuzela Care Centre and maintain the functioning thereof. Supervise, train and develop relevant role players including prosecutors and police. Institute and conduct criminal proceedings on behalf of the State. Perform any act incidental thereto and carry out the duties and functions assigned to the prosecutor under any act and/or Policy Manual. Study case dockets, make assessments thereof and decide on the institution prosecution. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State’s case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence.

ENQUIRIES  :  Sandra Reddy Tel No: (012) 845 6670
APPLICATIONS  :  Cradock - e-mail Recruit2021186@npa.gov.za
Empangeni - e-mail Recruit2021187@npa.gov.za
Ingwavuma - e-mail Recruit2021188@npa.gov.za
Rustenburg - e-mail Recruit2021189@npa.gov.za
Lenasia e-mail Recruit2021190@npa.gov.za
POST 09/48 : DISTRICT COURT CONTROL PROSECUTOR  
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: Mthatha (Ngqeleni) Ref No: Recruit 2021/124 (Re-advert)  
CPP: Butterworth (Idutywa) Ref No: Recruit 2021/125) (Re-advert)  
CPP: Polokwane Ref No: Recruit 2021/126  

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

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

ENQUIRIES : CPP: Mthatha & CPP: Butterworth Linda Mankayi 047 501 2607  
APPLICATIONS : CPP: Mthatha Thubakgale Thubakgale Tel No: (015) 045 0285  
CPP: Polokwane Thubakgale Thubakgale e mail Recruit2021124@npa.gov.za  
CPP: Butterworth (Idutywa) e mail Recruit2021125@npa.gov.za  
CPP: Polokwane e mail Recruit2021126@npa.gov.za  

POST 09/49 : 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:Thohoyandou (Giyani) Ref No: Recruit 2021/127, (Malamulele) Ref No: Recruit 2021/128, (Musina) Ref No:Recruit 2021/129  
CPP: Modimolle (Burgersfort) Ref No: Recruit 2021/130 (X2 Posts); (Groblersdal) Ref No: Recruit 2021/131 (X2 Posts)  

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 : Thuba Thubakgale Tel No: (015) 045 0285  
APPLICATIONS : CPP:Thohoyandou (Giyani) e mail Recruit2021127@npa.gov.za  
(Malamulele) e mail Recruit2021128@npa.gov.za  
(Musina) e mail Recruit2021129@npa.gov.za  
CPP: Modimolle (Burgersfort) e mail Recruit2021130@npa.gov.za  
(Groblersdal) e mail Recruit2021131@npa.gov.za  

POST 09/50 : ICT ADMINISTRATOR  
National Prosecutions Service  

SALARY : R376 596 per annum (Level 09) (Excluding Benefits)  
CENTRE : DPP: Johannesburg Ref No: Recruit 2021/143  
DDPP: Thohoyandou Ref No: Recruit 2021/144  

REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Industry related qualification such as MCSE, MS SQL will be an added advantage. Three years working experience in an IT environment.
Knowledge of Microsoft Windows server 2012, Wide Area Network and User
Administration, Active Directory 2012, Exchange 2010, Information Technology
Infrastructure Library, LAN Administration. Knowledge of administering backup and
security systems. Must have the ability to work under pressure. Reliable, organized
and be able to work in a team and independently. Knowledge of Microsoft Office.
Administration and communication skills. IT technical knowledge and application.
Willing to work extended hours and willing to travel. Reliable, tolerant and
determined. Valid driver’s license required.

DUTIES

Manage and monitor network connectivity and servers. Provide support on Window
Operating Systems and servers 2012 and MS Exchange client 2010. Ensure data
is backed up on a regular basis as per schedule. Provide ICT support to computer
users within the office. Log and troubleshoot all ICT problems and resolution. Keep
website and intranet updated. Keep abreast of ICT and maintain library of
information. Provide general end-user and VIP support. Liaise with third parties
towards resolution of technical issues. Manage network security and performance.
Ensure computer security and anti-virus updates. Control and approve access to
server rooms. Monitor servers, racks and cooling systems. Oversee file
management on centralized resource or on individual workstations. Monitor
network and system performance. Provide administrative support to all ICT related
issues. Prepare technical reports on the operation of systems. Keep inventory of
hardware and maintenance records. Ensure all software are properly licensed.

ENQUIRIES

DPP: Johannesburg Reuben Palai Tel No: (011) 220 4142
DDPP: Thohoyandou Thuba Thubakgale Tel No: (015) 045 0285

APPLICATIONS

DPP: Johannesburg e mail Recruit2021143@npa.gov.za
DDPP: Thohoyandou e mail Recruit2021144@npa.gov.za

POST 09/51

ASSISTANT DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2021/145
Sexual Offences and Community Affairs

SALARY
R376 596 per annum (Level 09) (Excluding Benefits)

CENTRE
Head office: Pretoria

REQUIREMENTS
An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum of
three years relevant experience in Administration. In-depth knowledge of the Public
Service Act and Regulations and its application. Knowledge of legislation and
regulations pertaining to Public Service Administration specifically the Public
Service Act, Labour Relations Act, EEA, Skills Development Act. Excellent written
and verbal communication skills, innovative and proactive. Decisive under pressure
and solution orientated. Ability to meet strict deadlines. Strong organisational and
management skills. Computer skills in MS Word, Excel and Outlook. Willing to work
extended hours and willing to travel. Reliable, organized and able to work in a team.

DUTIES

Supervise and direct the administration of finance and supply chain services. Monitor
the provision of administration support and document management services. Facilitate
the administration of human resource development services in the region. Compile
monthly reports and statistics. Manage staff and provide guidance on HR related
matters. Implement and ensure compliance with policies and procedures. Liaise
with customers and stakeholders. Monitor implementation support in analysing
budget and expenditure, compile monthly report and statistics. Manage staff and
provide guidance on corporate services matters. Liaise with customers and
stakeholders. Maintain and administer systems and leave applications.

ENQUIRIES
Phuthi Mahanyele Tel No: (012) 845 6945

APPLICATIONS
e mail Recruit2021145@npa.gov.za

POST 09/52

ASSISTANT DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2021/146
Specialised Commercial Crime Unit

SALARY
R376 596 per annum (Level 09) (Excluding Benefits)

CENTRE
Head office: Pretoria

REQUIREMENTS
An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum of
three years relevant experience in Administration. In-depth knowledge of the Public
Service Act and Regulations and its application. Knowledge of legislation and
regulations pertaining to Public Service Administration specifically the Public
Service Act, Labour Relations Act, EEA, Skills Development Act. Excellent written
and verbal communication skills, innovative and proactive. Decisive under pressure
and solution orientated. Ability to meet strict deadlines. Strong organisational and
management skills. Computer skills in MS Word, Excel and Outlook. Willing to work
extended hours and willing to travel. Reliable, organized and able to work in a team.

DUTIES

Supervise and direct the administration of finance and supply chain services. Provide human resource management and development services. Monitor the provision of administration support and document management services. Facilitate
the administration of human resource development services in the region. Compile monthly reports and statistics. Manage staff and provide guidance on HR related matters. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Monitor implementation support in analysing budget and expenditure, compile monthly report and statistics. Manage staff and provide guidance on corporate services matters. Liaise with customers and stakeholders. Maintain and administer systems and leave applications.

ENQUIRIES: Phuthi Mahanyele Tel No: (012) 845 6945
APPLICATIONS: e mail Recruit2021146@npa.gov.za

POST 09/53: 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: Queenstown Ref No: Recruit 2021/133 (X2 Posts)
(Graaff-Reinet) Ref No: Recruit 2021/134
(Elliot) Ref No: Recruit 2021/135
CPP: Thohoyandou (Morebeng) – Recruit 2021/139
(Senwabarwana) Ref No: Recruit 2021/140
(Musina) Ref No: Recruit 2021/141
CPP: Modimolle (Phalala) Ref No: Recruit 2021/142 (X2 Posts)
CPP: Kimberley Ref No: Recruit 2021/183
CPP: East London Ref No: Recruit 2021/192
(King Williams Town) Ref No: Recruit 2021/193

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. Perform all duties related thereto in accordance with the code of conduct, Policy and directives of the National Prosecuting Authority.

ENQUIRIES:
CPP: Queenstown Nomfuneko Ntapane Tel No: (046) 602 3000
CPP: Thohoyandou & CPP: Modimolle Thuba Thubakgale Tel No: (015) 045 0285
CPP: Kimberley Nicolas Mogongwa Tel No: (053) 807 4539
East London Talita Raga Tel No: (040) 608 6812

APPLICATIONS:
CPP: Queenstown e mail Recruit2021133@npa.gov.za
(Graaff-Reinet) e mail Recruit2021134@npa.gov.za
(Elliot) e mail Recruit2021135@npa.gov.za
CPP: Thohoyandou (Morebeng) e mail Recruit2021139@npa.gov.za
(Senwabarwana) e mail Recruit2021140@npa.gov.za
(Musina) e mail Recruit2021141@npa.gov.za
CPP: Modimolle (Phalala) (2 Posts) e mail Recruit2021142@npa.gov.za
CPP: Kimberley e mail Recruit2021183@npa.gov.za
CPP: East London e mail Recruit2021192@npa.gov.za
(King Williams Town) e mail Recruit2021193@npa.gov.za

POST 09/54: 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: Butterworth Ref No: Recruit 2021/136
(Ngobo) Ref No: Recruit 2021/137
(Sterkspruit) Ref No: Recruit 2021/182
CPP: Mthatha (Port St Johns) Ref No: Recruit 2021/138
(Bizana) Ref No: Recruit 2021/180
(Mqanduli) Ref No: Recruit 2021/181

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. Extensive experience in maintenance and such experience as in the opinion of the NDPP, render him/her suitable for appointment as Maintenance Prosecutor. Extensive knowledge of Maintenance Act. Knowledge of Civil and Family Law related to maintenance. Good planning skills general computer literacy in MS Office. A valid driver’s license.

DUTIES: Criminal and civil litigation in compliance with the requirements legally imposed upon the state regarding all aspects of criminal and civil activities relevant to
maintenance matter. Attend to formal and informal enquiries. Attend to maintenance related prosecutions. Render advice on issues family law relating to maintenance. Direct and oversee maintenance investigators. Exercise or perform any power, duty or function conferred upon or assigned on the maintenance prosecutor by or under Maintenance Act 99 of 1998. This will include aspects of prevention, research and recommendations for policy development, pertaining heads of arguments and where requires presenting case in court. Supervise, train and develop role players including maintenance investigators and police.

ENQUIRIES: Linda Mankayi Tel No: (047) 501 2607
APPLICATIONS: CPP: Butterworth e mail Recruit2021136@npa.gov.za
(Ngcobo) e mail Recruit2021137@npa.gov.za
(Sterkspruit) e mail Recruit2021138@npa.gov.za
CPP: Mthatha (Port St Johns) e mail Recruit2021138@npa.gov.za
(Bizana) e mail Recruit2021180@npa.gov.za
(Mqanduli) e mail Recruit2021181@npa.gov.za

POST 09/55: COURT PREPARATION OFFICER
National Prosecutions Service

SALARY: R257 508 per annum (Level 07) (Excluding Benefits)
CENTRE: CPP: Polokwane (Tzaneen) Ref No: Recruit 2021/147
(Phalaborwa) Ref No: Recruit 2021/148
(Lenyenye) Ref No: Recruit 2021/149
(Nkowankowa) Ref No: Recruit 2021/150
CPP: Thohoyandou (Morebeng) Ref No: Recruit 2021/151
(Musina) Ref No: Recruit 2021/152
(Malamulele) Ref No: Recruit 2021/153
CPP: Mthatha Ref No: Recruit 2021/154
(Tsolo) Ref No: Recruit 2021/155
(Bizana) Ref No: Recruit 2021/156
(Lusikisiki) Ref No: Recruit 2021/157
(Port St. Johns) Ref No: Recruit - 2021/158
(Mt.Frere) Ref No: Recruit 2021/159
(Libode) Ref No: Recruit 2021/160
CPP: Modimolle Ref No: Recruit 2021/161
(Mokopane) Ref No: Recruit 2021/162
(Bugersfort) Ref No: Recruit 2021/163
(Nebo) Ref No: Recruit 2021/164
(Mookgopong) Ref No: - Recruit 2021/165
(Sekhukhune) Ref No: Recruit 2021/166
(Bela-Bela) Ref No: Recruit 2021/167
(Lephaleale) Ref No: Recruit 2021/168
(Phalala) Ref No: Recruit 2021/169
(Northam) Ref No: Recruit 2021/170
(Thabazimbi) Ref No: Recruit 2021/171
(Groblersdal) Ref No: Recruit 2021/172

REQUIREMENTS: An appropriate B Degree (NQF level 7) / Three (3) year Diploma (NQF 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: Polokwane; CPP: Thohoyandou & CPP: Modimolle Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS: CPP: Polokwane (Tzaneen) e mail: Recruit2021147@npa.gov.za
(Phalaborwa) e mail: Recruit2021148@npa.gov.za
(Lenyenye) e mail: Recruit2021149@npa.gov.za
(Nkowankowa) e mail: Recruit2021150@npa.gov.za
CPP: Thohoyandou (Morebeng) e mail: Recruit2021151@npa.gov.za
(Musina) e mail: Recruit2021152@npa.gov.za
(Malamulele) e mail: Recruit2021153@npa.gov.za
CPP:Mthatha e mail: Recruit2021154@npa.gov.za
(Tsolo) e mail: Recruit2021155@npa.gov.za
POST 09/56 : PERSONAL ASSISTANT REF NO: RECRUIT 2021/173

National Prosecutions Service

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

CENTRE : DDPP: Thohoyandou

REQUIREMENTS : Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average. Planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver’s license.

DUTIES : Provide secretarial, administration support and personal assistant service in the office. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the office. Type documents for the office. Operate office equipment like fax machines and photo copiers. Make travel and logistical arrangements for meetings and events. Process travel and subsistence claims for the office. Take minutes during meetings, draft routine correspondence. Develop and maintain an accessible and user friendly filing system. Handle procurement of standard items such as stationary. Liaise with other offices of the NPA and Administration with regard to all matters pertaining to the administrative functions of the office.

ENQUIRIES : Thuba Thubakgale Tel No: (015) 045 0285

APPLICATIONS : e mail Recruit2021173@npa.gov.za

POST 09/57 : ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2021/132

National Prosecutions Service

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

CENTRE : Head Office: Pretoria

REQUIREMENTS : An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF 6). Minimum two years relevant experience performing general administrative function. Good planning and organizing skills. Good verbal and written communication. Problem solving skills. Good people skills. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislation, policies and procedures applicable in the public sector. Good telephone etiquette and above average planning and organizing skills. secretarial experience and or related administrative experience. General computer literacy. Good people skills. A valid driver’s license.

DUTIES : Provide high quality administrative support to the unit, budget administration, logistical support, fleet management and Human Resource Administration. Keep a well-organised administrative system for the office. Manage communication with the internal and external stakeholders. Liaise with corporate services on all matters pertaining to administrative function of the office. Document management. Manage and supervise the admin staff. Draw up performance management contracts of staff and be responsible for performance assessments. Compile and submit statistics monthly reports.

ENQUIRIES : Gija Maswanganyi Tel No: (012) 845 6944

APPLICATIONS : e mail Recruit2021132@npa.gov.za

(Bizana) e mail: Recruit2021156@npa.gov.za
(Lusikisiki) e mail: Recruit2021157@npa.gov.za
(Port St. Johns) e mail: Recruit2021158@npa.gov.za
(Mt.Frere) e mail: Recruit2021159@npa.gov.za
(Libode) e mail: Recruit2021160@npa.gov.za
(CPP: Modimolle e mail: Recruit2021161@npa.gov.za
(Mokopane) e mail: Recruit2021162@npa.gov.za
(Bugersfort) e mail: Recruit2021163@npa.gov.za
(Booysens) e mail: Recruit2021164@npa.gov.za
(Mookopong) e mail: Recruit2021165@npa.gov.za
(Sekhukhune) e mail: Recruit2021166@npa.gov.za
(Bela-Bela) e mail: Recruit2021167@npa.gov.za
(Lephalale) e mail: Recruit2021168@npa.gov.za
(Phalalane) e mail: Recruit2021169@npa.gov.za
(St.Nicolas) e mail: Recruit2021170@npa.gov.za
(Thabazimbi) e mail: Recruit2021171@npa.gov.za
(Groblerdale) e mail: Recruit2021172@npa.gov.za

POST 09/58 : HUMAN RESOURCES CLERK REF NO: RECRUIT 2021/174
National Prosecutions Service

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : DPP: Mthatha
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 : DPP- Mthatha: Linda Mankayi Tel No: (047) 501 2607
APPLICATIONS : e mail Recruit2021174@npa.gov.za

POST 09/59 : DATA CAPTURER REF NO: RECRUIT 2021/175
National Prosecutions Service

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : DPP: Limpopo (Polokwane)
REQUIREMENTS : Grade 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. Strong interpersonal and communication skills. Ability to work independently and as part of a team. Able to work under pressure.

DUTIES : Provide efficient data capturing and data administration services in the DPP Limpopo. Perform general administrative task in the information management section. Provide data reports. Liaise with customers and stake holders.

ENQUIRIES : Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : e mail Recruit2021175@npa.gov.za

POST 09/60 : SUPPLY CHAIN CLERK REF NO: RECRUIT 2021/176
National Prosecutions Service

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : DPP: Limpopo (Polokwane)
REQUIREMENTS : Grade 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. Strong interpersonal and communication skills. Ability to work independently and as part of a team. Able to work under pressure. A valid drivers license.

DUTIES : Monitor and control the usage of contract/government vehicles. Record all trips in accordance with guidelines. Ensure accidents are fully reported and all claims in regards thereto are appropriately administered, investigated and processed with relevant authorities. Ensure that all invoices for flights, accommodation and rental vehicles are certified and sent to head office for timeous payment. Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services. Update and maintain a supplier database. Liaise with customers and stakeholders. Conduct asset verification.

ENQUIRIES : Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : e mail Recruit2021176@npa.gov.za

POST 09/61 : ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/177
Specialised Commercial Crime Unit

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : Head Office: Pretoria
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. Liaise with Administration with all
matters pertaining to the administrative function of the office. Provide administrative
support to the legal staff and administration support to the unit. Deliver mails and
faxes within the office and render general administrative support such as filing,
photocopying, faxing receiving and dispatching documents.

ENQUIRIES : Bonakele Jali Tel No: (012) 845 6395
APPLICATIONS : e mail Recruit2021177@npa.gov.za

POST 09/62 : ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/178
Specialised Commercial Crime Unit

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : Head Office: Pretoria
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 administrative support to the office. Record incoming and outgoing
documents. Check documents for correct referencing before filing. Receive
doctors from relevant stakeholders. Ensure compliance with NPA policies and
guidelines and all other relevant legislative prescripts. Administrative support to the
manager and legal staff. Ensure incoming correspondence is processed and
relevant case files are opened and cross referenced. Ensure sending, receipt and
processing of facsimiles and e-mails iro case administered. Document
management. Ensure implementation of case registers. Ensure efficient case data
capturing.

ENQUIRIES : Bonakele Jali Tel No: (012) 845 6395
APPLICATIONS : e mail Recruit2021178@npa.gov.za

POST 09/63 : ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/179 (X2 POSTS)
National Prosecutions Service

SALARY : R173 703 per annum (Level 05) (Excluding Benefits)
CENTRE : DPP: Limpopo
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. Liaise with Administration with all
matters pertaining to the administrative function of the office. Provide administrative
support to the legal staff and administration support to the unit. Deliver mails and
faxes within the office and render general administrative support such as filing,
photocopying, faxing receiving and dispatching documents.

ENQUIRIES : Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : e mail Recruit2021179@npa.gov.za

POST 09/64 : ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/185
Sexual Offences and Community Affairs

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

DUTIES : Provide high level administrative and secretarial support to the Director:
Administration and delegated officials of the SOCA unit. Liaise and communicate
with senior managers within the NPA and other relevant stakeholders. Plan,
organize and coordinate events, meetings or other engagements as required by
the Director: Administration or delegated official. Manage information and ensure
easy reference filing system for the unit. Prepare correspondence, documents,
reports, presentations, etc as required and instructed by the Director. Prepare
minutes of meetings and followup on decision made where necessary. Make travel
and accommodation arrangements. Any other duties as requested by the Director:
Administration or delegated official. Assist with all case flow related matters.
Provide logistical support services. Ensure administration of financial management.
Operate office equipment like fax machines and photocopiers. Making copies and
binding documents.

ENQUIRIES : William Matlala Tel No: (012) 845 6637
APPLICATIONS : e mail Recruit2021185@npa.gov.za
POST 09/65

ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/191
Sexual Offences and Community Affairs

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

CENTRE:
Kimberley

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 and secretarial support to the delegated SOCA official in the region. Liaise and communicate with senior managers within the NPA and other relevant stakeholders. Plan, organize and coordinate events, meetings or other engagements as required by the delegated official. Manage information and ensure easy reference filing system for the unit. Prepare correspondence, documents, reports, presentations, etc as required and instructed by the delegated official. Prepare minutes of meetings and follow-up on decision made where necessary. Make travel and accommodation arrangements. Any other duties as requested by the delegated SOCA official in the region or delegated SOCA official in the region. Assist with all case flow related matters. Provide logistical support services. Ensure administration of financial management. Operate office equipment like fax machines and photocopiers. Making copies and binding documents.

ENQUIRIES:
William Matlala Tel No: (012) 845 6637

APPLICATIONS:
e mail Recruit2021191@npa.gov.za