

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 mails stated below.
- CLOSING DATE** : 13 September 2021
- NOTE** : For your application to be accepted: Applications must be submitted on the new Z83 version, 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 required qualifications, identity document and other listed documents as per the advert, must be included with your application. Such copies need not be certified when applying for the post. 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 (6) six 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 as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA. NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.
- ERRATUM:** Kindly note that the post Assistant Director: Operational Planning and Support with Ref No: Recruit 2021/364; State Advocate (Case Manager) Libode with Ref No: Recruit 2021/329, Lusikisiki with Ref No: Recruit 2021/436, Bethlehem R with Ref No: Recruit 2021/330, Taung with Ref No: Recruit 2021/337, De Aar with Ref No: Recruit 2021/334, Kuruman with Ref No: Recruit 2021/336, Springbok with Ref No: Recruit 2021/335, Groblersdal with Ref No: Recruit 2021/332, Musina with Ref No: Recruit 2021/326, Nkhensani with Ref No: Recruit 2021/328; Ermelo with Ref No: Recruit 2021/333, Senior Financial Investigator with Ref No: Recruit 2021/301; State Advocate Recruit with Ref No: 2021/316; with Ref No: Recruit 2021/433; with Ref No: Recruit

2021/434 and with Ref No: Recruit 2021/436 advertised in Circular 22 of 18 June 2021 are withdrawn.

MANAGEMENT ECHELON

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| <u>POST 30/85</u> | : | <u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS</u> Sexual Offences and Community Affairs |
| <u>SALARY</u> | : | R1 308 345 per annum (Level 14), (Total Cost Package) |
| <u>CENTRE</u> | : | Pretoria: Head Office Ref No: Recruit 2021/466 Cape Town (re-advert) Ref No: Recruit 2021/467 |
| <u>REQUIREMENTS</u> | : | An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admission as an Attorney/Advocate will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good advocacy and legal drafting skills. Knowledge of criminal procedure. Good interpersonal, analytical, presentation and communication skills. General management and project management skills. In depth and extensive knowledge of the law and management of gender based violence related matters, sexual offences matters, domestic violence matters, child justice matters, maintenance related matters and trafficking in persons matters. Knowledge and application of relevant legislation, regulations and policies relating to the aforementioned. Knowledge of the PFMA and financial management skills. Good planning skills, including administrative, organisational and project management skills. Skills in public awareness initiatives and stakeholder management. Skills in research and development of training material in related fields of the SOCA Unit mandate. Knowledge of strategic planning and operational implementation of initiatives. Good verbal and written communication skills. General computer literacy in MS Word, Teams, Excel, Outlook and PowerPoint. Valid driver's license. |
| <u>DUTIES</u> | : | Manage the portfolios assigned by the Special Director. Liaison and management of relevant stakeholders. Manage, train and guide SOCA provincial and cluster managers, prosecutors and stakeholders in respect of all matters relating to the SOCA mandate. Provide prosecutor guided investigations and prosecute cases when requested to do so by the Special Director. Study case dockets and other documents relating to SOCA mandate, representations and to make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court, appear in appeals and reviews on the instruction of Special Director. Prepare court opinions. Map out and implement strategic planning for the Unit and lead staff members to achieve strategic objectives. Development, performance management and assessment of staff members. Deal with the representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Initiate and coordinate public awareness campaigns and related training sessions. Oversight of TCC sites in the province. Assist in budget planning and donor funding management. Represent the NPA on SOCA mandate related matters with the media on request of the Special Director. Quality control of statistics and performance management in relation to SOCA mandate. Compile reports as and when requested or required by the SOCA mandate for submission. Perform any other task the Special Director deems to be necessary. |
| <u>ENQUIRIES</u> | : | Sandra Reddy Tel No: 012 845 6670 |
| <u>APPLICATIONS</u> | : | Head Office e mail: Recruit_2021466@npa.gov.za Cape Town e mail Recruit_2021467@npa.gov.za |
| <u>POST 30/86</u> | : | <u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2021/468</u> Specialised Commercial Crime Unit |
| <u>SALARY</u> | : | R1 308 345 per annum (Level 14), (Total Cost Package) |
| <u>CENTRE</u> | : | Pretoria: Head Office |
| <u>REQUIREMENTS</u> | : | An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admission as an Attorney/Advocate will be an added advantage. |

DUTIES

Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good trial advocacy skills and well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Willing to travel. Able to work extended hours. Good interpersonal, analytical, presentation and communication skills. The ability to act independently. Strong computer skills.

: To guide investigations and conduct prosecutions of identified serious and complex cases. To exercise oversight on any decision to prosecute and to give any necessary advice and report to the Head of the SCCU. To ensure that decisions to prosecute or not prosecute comply with all relevant legal prescripts, the Constitution, and all applicable policies, procedures, and directives. To provide high level and well researched opinions and reports to the Head of the SCCU. To manage and direct governance and operations in the SCCU. To monitor and review strategy and operations. To provide enterprise performance reports. To liaise with regional offices and arrange meetings in this regard. To render professional advice to the Head of the SCCU, as required. To ensure that plans are in place to promote good stakeholder and partner engagement. To ensure that the national strategy and annual plan of the SCCU are developed and implemented. To monitor delivery of the regional offices in line with the strategy and plan. In order to ensure that the regional offices meet targets, to continuously analyse, review and monitor operational performance of the offices in order, inter alia, to identify any operational deficiencies and to monitor the achievement of strategic objectives and annual targets. To develop any performance or delivery improvement plans or make such interventions as circumstances may require. To oversee the development and implementation of appropriate employee performance management systems. To initiate and implement training initiatives by establishing training needs both at national and regional levels. To meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of the SCCU.

ENQUIRIES
APPLICATIONS

: Bonakele Jali Tel No: 012 845 6395
: e mail Recruit_2021468@npa.gov.za

POST 30/87

: **DIRECTOR: MEDIA RELATIONS REF NO: RECRUIT 2021/469**
Communication Unit

SALARY
CENTRE
REQUIREMENTS

: R1 057 326 per annum (Level 13), (Total Cost Package) SMS
: Head Office: Pretoria
: A recognized B-degree or Advanced Diploma (NQF level 7) in Communication or equivalent. Ten (10) years working experience in Communications/Journalism/Media or Legal. At least five (5) years management experience on middle or senior management level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in the Criminal Justice will be an added advantage. Knowledge of legislation and regulations pertaining to public service administration. Knowledge of Information management; Media management and GCIS guidelines on communication management and Criminal justice system and the law. Planning and Prioritising. Client Focus and Responsiveness. Problem solving and decision making. Service delivery Innovation. Reliable, tolerant and determined. Able to act independently. Excellent communication and administrative skills. Willing to travel and work extended hours. Valid driver's license is recommended.

DUTIES

: Manage media liaison support, develop and implement media strategy for the NPA. Develop an annual media relations plan in support of the overall communication strategy. Arrange and facilitate media briefings, information sessions and interviews with the media. Disseminate media statements to relevant media. Liaise with and manage briefs to media monitoring and analysis service providers. Supervise Regional Communication Managers and ensure media access and cooperation nationally and regionally. Identify and initiate media research projects. Compile monthly and quarterly research projects. Participate in JCPS Communication Cluster, GCIS/GCF and other interdepartmental fora as requested. Manage the digital media strategy and oversee implementation. Manage the digital media strategy and oversee implementation. Develop and implement digital media strategy. Supervise implementation thereof. Manage development and utilization of digital owned platforms. Develop and manage content on all digital owned platforms. Develop digital media policy. Oversee implementation, conduct data analytics

and report. Manage media relationship and network sessions. Institute media networking sessions for leadership and management. Constantly review implementation, assess impact and initiate enhancements based on media feedback. Manage the media monitoring and responses. Identify relevant issues in the media that require management attention and/or response and propose response strategies (daily rapid response). Monitor implementation of proposed response strategies and provide monthly report thereon. Monitor media trends and coverage to enable the NPA to respond accurately to the media. Identify opportunities for media engagement. Manage regional communication managers in relation to media relations functions.

ENQUIRIES : Bulelwa Makeke Tel No: 012 845 7002
APPLICATIONS : e mail Recruit_2021469@npa.gov.za

OTHER POSTS

POST 30/88 : **SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2021/470**
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: East London (Mdantsane)
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five-year experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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 : Talita Raga Tel No: 040 608 6800
APPLICATIONS : e mail Recruit_2021470@npa.gov.za

POST 30/89 : **SENIOR STATE ADVOCATE**
Asset Forfeiture Unit

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

CENTRE : Johannesburg Ref No: Recruit 2021/471
Durban Ref No: Recruit 2021/472

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy and legal drafting skills. Admitted advocate and/or attorney will be an added advantage. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Ability to act independently. Willing to travel and work extended hours. Ability to do legal research. Valid drivers license.

DUTIES : Litigation and supervising litigation. Civil litigation regarding all aspects of the freezing and forfeiture/ confiscation of property/ assets derived from criminal activity. Drafting applications and preparing heads of argument and presenting cases in court. Supervise, train and develop junior legal and investigative staff. Train AFU staff in the use of asset forfeiture procedures. Legal research and keep up to date with legal developments. Assist with general management of the unit, including developing the systems, receiving and analyzing reports and making recommendations to the unit.

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| <u>ENQUIRIES</u> | : | Lindie Swanepoel Tel No: 012 845 6638 |
| <u>APPLICATIONS</u> | : | Johannesburg e mail Recruit_2021471@npa.gov.za Durban e mail Recruit_2021472@npa.gov.za |
| <u>POST 30/90</u> | : | <u>SENIOR STATE ADVOCATE</u> National Prosecutions Services |
| <u>SALARY</u> | : | R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level LP-9) |
| <u>CENTRE</u> | : | DDPP: Port Elizabeth Ref No: Recruit 2021/473 (X3 Posts) DPP: Bloemfontein Ref No: Recruit 2021/474 (Re-advert) (X2 Posts) DPP Ref No: Recruit 2021/470 Cape Town Ref No: Recruit 2021/475 (X2 Posts) DDPP: Bhisho Ref No: Recruit 2021/476 (Re-advert) (X2 Posts) |
| <u>REQUIREMENTS</u> | : | An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Ability to act independently. |
| <u>DUTIES</u> | : | Study case dockets, decide in the institution of conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored. |
| <u>ENQUIRIES</u> | : | DDPP: Port Elizabeth Andiswa Tengile Tel No: 012 842 1450 DPP: Cape Town Francios Brandt Tel No: 021 487 7144 DPP: Bloemfontein Lemmer Ludwick Tel No: 051 410 6001 DDPP: Bhisho Talita Raga Tel No: 040 608 6800 |
| <u>APPLICATIONS</u> | : | DDPP: Port Elizabeth e mail Recruit_2021473@npa.gov.za DPP: Bloemfontein e mail Recruit_2021474@npa.gov.za DPP: Cape Town e mail Recruit_2021475@npa.gov.za DDPP: Bhisho e mail Recruit_2021476@npa.gov.za |
| <u>POST 30/91</u> | : | <u>SENIOR STATE ADVOCATE</u> National Prosecutions Service |
| <u>SALARY</u> | : | R983 019 per annum (Total Cost Package) to R1 536 567.per annum (Total Cost Package) (Level LP-9) |
| <u>CENTRE</u> | : | DPP: Mmabatho (STU) Ref No: Recruit 2021/477 (X2 Posts) DPP: Bloemfontein (STU) Ref No: Recruit 2021/478 |
| <u>REQUIREMENTS</u> | : | An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five years' experience in legal practice will be added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. 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. |
| <u>DUTIES</u> | : | 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. |
| <u>ENQUIRIES</u> | : | DPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9041 DPP: Bloemfontein Lemmer Ludwick Tel No: 051 410 6001 |

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| <u>APPLICATIONS</u> | : | DPP: Mmabatho e mail Recruit_2021477@npa.gov.za DPP: Bloemfontein e mail Recruit_2021478@npa.gov.za |
| <u>POST 30/92</u> | : | <u>SENIOR STATE ADVOCATE</u> Specialised Commercial Crime Unit |
| <u>SALARY</u> | : | R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level LP-9) |
| <u>CENTRE</u> | : | Bloemfontein Ref No: Recruit 2021/479 (X2 Posts) Port Elizabeth Ref No: Recruit 2021/480 (X2 Posts) Johannesburg Ref No: Recruit 2021/481 Mpumalanga Ref No: Recruit 2021/482 (X2 Posts) Cape Town Ref No: Recruit 2021/483 |
| <u>REQUIREMENTS</u> | : | An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. 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. |
| <u>DUTIES</u> | : | Conduct prosecution of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State. |
| <u>ENQUIRIES</u> | : | Lemmer Ludwick Tel No: 051 410 6001 Port Elizabeth Nosiseko Mabaleka Tel No: 012 842 1465 Cape Town Francios Brandt Tel No: 021 487 7144 Johannesburg Takalani Mfuni Tel No: 011 220 4827 Mpumalanga Tebogo Mashile Tel No: 013 045 0686 |
| <u>APPLICATIONS</u> | : | Bloemfontein e mail Recruit_2021479@npa.gov.za Port Elizabeth e mail Recruit_2021480@npa.gov.za Johannesburg e mail Recruit_2021481@npa.gov.za Mpumalanga e mail Recruit_2021482@npa.gov.za Cape Town e mail Recruit_2021483@npa.gov.za |
| <u>POST 30/93</u> | : | <u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/484</u> National Prosecutions Service |
| <u>SALARY</u> | : | R983 019 per annum (Total Cost Package) to R 1 536 567 per annum (Total Cost Package) (Level LP-9) |
| <u>CENTRE</u> | : | DPP: Cape Town (X2 Posts) |
| <u>REQUIREMENTS</u> | : | An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998 or any other applicable legislation. At least 6 years of relevant criminal court work experience in advocacy and drafting. Well-developed skills in legal research. Good interpersonal, analytical, organisational and communication skills. General computer literacy required. Excellent administrative skills. Assist with the Performance management and assessments of staff. 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, VAT, PAYE as well as the Tax Administration Act and the Customs and Excise Act required. Knowledge of Company Law. 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. The ability to mentor, train and quality check the work of Advocates Ability to |

DUTIES

act independently without supervision and manage court and case flow management independently. Required to travel to courts across the Division to prosecute tax cases as and when required. Valid driver's license is required.

: 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, to study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding the investigation, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the State's case in court. Present evidence, cross-examine and address the court on inter alia, conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument for complex matters and argue cases in the appropriate court with right of appearance. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all 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. Supervise and manage performance of State Advocate(s) (if so required). Conduct performance assessments of staff (if so required). Quality check work of Advocates. Mentor and guide Advocates, prosecutors and stakeholders. Assist in the keeping of proper records/statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics/reports. Middle management, including appeals, court rolls (under supervision) and office inspections. Managing of allocated portfolio within STU. Assist Deputy Directors in high-profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES
APPLICATIONS**

: Francios Brandt Tel No: 021 487 7144
: e mail Recruit_2021484@npa.gov.za

POST 30/94

: **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: Pietermaritzburg Ref No: Recruit 2021/504
: CPP: Mitchells Plain (Khayelitsha) Ref No: Recruit 2021/505

REQUIREMENTS

: An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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

: CPP: Pietermaritzburg Thabsile Radebe 033 392 8753; CPP: Mitchells Plain
: Francios Brandt Tel No: 021 487 7144

APPLICATIONS

: CPP: Pietermaritzburg e mail Recruit_2021504@npa.gov.za
: CPP: Mitchells Plain (Khayelitsha) e mail Recruit_2021505@npa.gov.za

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| <u>POST 30/95</u> | : | <u>STATE ADVOCATE</u> Asset Forfeiture Unit |
| <u>SALARY</u> | : | R763 212 per annum (Total Cost Package) to R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8) |
| <u>CENTRE</u> | : | Pretoria Ref No: Recruit 2021/485 Durban Ref No: Recruit 2021/486 Mmabatho Ref No: Recruit 2021/487 |
| <u>REQUIREMENTS</u> | : | An LLB or any appropriate legal qualification for serving prosecutors. At least five years post qualification legal experience in civil and /or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Valid Drivers licence. Professional and able to act independently. Willing to travel and able to work extended hours. Excellent communication skills. Well-developed skills in legal drafting and advocacy. Good knowledge of Asset Forfeiture Law will be an added advantage. Excellent interpersonal, analytical and presentation skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. |
| <u>DUTIES</u> | : | Civil Litigation on behalf of the State regarding all aspects of freezing of property and obtaining final forfeiture / confiscation orders. Liaise with prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train Prosecutors and investigators in the use of Asset Forfeiture Law. Conduct research on identified areas of the law. Draft head of argument and policy documents on behalf of the unit. Keep up to date with legal developments. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Lindie Swanepoel Tel No: 012 845 6638 Pretoria e mail Recruit_2021485@npa.gov.za Durban e mail Recruit_2021486@npa.gov.za Mmabatho e mail Recruit_2021487@npa.gov.za |
| <u>POST 30/96</u> | : | <u>STATE ADVOCATE (STU)</u> National Prosecutions Service |
| <u>SALARY</u> | : | R763 212 per annum (Total Cost Package) to R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8) |
| <u>CENTRE</u> | : | DPP: Bloemfontein Ref No: Recruit 2021/488 (X2 Posts) DPP: Mmabatho Ref No: Recruit 2021/489 DPP: Pietermaritzburg Ref No: Recruit 2021/490 |
| <u>REQUIREMENTS</u> | : | An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least four years relevant work experience in advocacy and drafting. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, indictments and court documents, dealing with representations. Interpersonal skills. Written and verbal communication skills. Ability to work independently. |
| <u>DUTIES</u> | : | Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors and stakeholders. Assist in keeping proper records and statistics and reports. Assist in high profile matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system. |

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| <u>ENQUIRIES</u> | : | DPP: Bloemfontein Lemmer Ludwick Tel No: 051 410 6001 DPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9041 DPP: Pietermaritzburg Thabsile Tel No: Radebe 033 392 8753 |
| <u>APPLICATIONS</u> | : | DPP: Bloemfontein e mail Recruit_2021488@npa.gov.za DPP: Mmabatho e mail Recruit_2021489@npa.gov.za DPP: Pietermaritzburg e mail Recruit_2021490@npa.gov.za |
| <u>POST 30/97</u> | : | <u>STATE ADVOCATE</u> National Prosecutions Service |
| <u>SALARY</u> | : | R763 212 per annum (Total Cost Package) to R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8) |
| <u>CENTRE</u> | : | DDPP: Port Elizabeth Ref No: Recruit 2021/491 (X2 Posts) DPP: Mmabatho Ref No: Recruit 2021/492 DPP: Johannesburg Ref No: Recruit 2021/493 (X3 Posts) DDPP: Bhisho Ref No: Recruit 2021/494 |
| <u>REQUIREMENTS</u> | : | An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently. |
| <u>DUTIES</u> | : | 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. |
| <u>ENQUIRIES</u> | : | DDPP: Port Elizabeth Andiswa Tengile Tel No: 012 842 1450 DPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9040 DPP: Johannesburg Khensane Manganye Tel No: 011 220 4266 DDPP: Bhisho Talita Raga Tel No: 040 608 6800 |
| <u>APPLICATIONS</u> | : | DDPP: Port Elizabeth e mail Recruit_2021491@npa.gov.za DPP: Mmabatho e mail Recruit_2021492@npa.gov.za DPP: Johannesburg e mail Recruit_2021493@npa.gov.za DDPP: Bhisho e mail Recruit_2021494@npa.gov.za |
| <u>POST 30/98</u> | : | <u>STATE ADVOCATE REF NO: RECRUIT 2021/495</u> National Prosecutions Service (Re advert) |
| <u>SALARY</u> | : | R763 212 per annum (Total Cost Package) to R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8) |
| <u>CENTRE</u> | : | CPP: Bloemfontein (Phuthaditjhaba) |
| <u>REQUIREMENTS</u> | : | An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. 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. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. |
| <u>DUTIES</u> | : | To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated sexual offences courts. Prepare cases for court, guide |

investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of gender-based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at dedicated sexual offences courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.

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| <u>ENQUIRIES</u> | : | Lemmer Ludwick Tel No: 051 410 6001 |
| <u>APPLICATIONS</u> | : | e mail Recruit_2021495@npa.gov.za |
| <u>POST 30/99</u> | : | <u>STATE ADVOCATE</u> Specialised Commercial Crime Unit |
| <u>SALARY</u> | : | R763 212 per annum (Total Cost Package) to R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8) |
| <u>CENTRE</u> | : | Cape Town Ref No: Recruit 2021/496 (X2 Posts) Johannesburg Ref No: Recruit 2021/497 Mpumalanga Ref No: Recruit 2021/498 (X2 Posts) |
| <u>REQUIREMENTS</u> | : | An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. |
| <u>DUTIES</u> | : | Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. |
| <u>ENQUIRIES</u> | : | Cape Town Francios Brandt Tel No: 021 487 7144 Johannesburg Takalani Mfuni Tel No: 011 220 4827 Mpumalanga Tebogo Mashile Tel No: 013 045 0686 |
| <u>APPLICATIONS</u> | : | Cape Town e mail Recruit_2021496@npa.gov.za Johannesburg e mail Recruit_2021497@npa.gov.za Mpumalanga e mail Recruit_2021/498@npa.gov.za |
| <u>POST 30/100</u> | : | <u>DEPUTY DIRECTOR: HRM REF NO: RECRUIT 2021/499</u> Human Resources Management and Development |
| <u>SALARY</u> | : | R733 257 per annum (MMS Level 11), (Total Cost Package) |
| <u>CENTRE</u> | : | Pretoria: Head Office |
| <u>REQUIREMENTS</u> | : | An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum five years' experience in Human Resource Management of which three years must be working experience on a junior management level (salary level 9/10) dealing with the advertising of posts; public service remuneration; PERSAL/ HR information and PERSAL management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service |

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| | | administration, specifically the Public Service Act and Regulations, Employment Equity Act and Access to Information act. Understanding of the Public Service generally and Human Resources. Sound knowledge of labour and public service legislation. Good communication, liaison and presentation skills. Excellent knowledge of PERSAL. A good command of computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Willingness to travel. Able to work independently and in a team. Good administration skills. People management and empowerment. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and decision making. Valid driver's license. |
| <u>DUTIES</u> | : | Manage the advertising of positions and related aspects. Dealing with remuneration matters for the National Prosecuting Authority for Public Service Act and NPA Act employees. Manage and coordinate the development of Human Resource Information Management systems and policies, i.e. framework and policy development. Manage and coordinate the development of HR Information Management strategic related reports, generate and consolidate monthly, quarterly and annual reports. Optimal utilisation of the PERSAL system in the NPA, the maintenance thereof and to provide reliable information to stake holders. Be the PERSAL Controller and oversee PERSAL activities, audits, etc. Oversee the HRM help desk, invoices and injury on duty matters. Manage the work flow and quality of output of the sub-directorate. People and resource Management. Respond to audit reports for the sub-directorate. Provide budget inputs. |
| <u>ENQUIRIES</u> | : | Jacobus Hayward Tel No: 012 845 6178 |
| <u>APPLICATIONS</u> | : | e mail Recruit_2021499@npa.gov.za |
| <u>POST 30/101</u> | : | <u>SECURITY AND RISK SPECIALIST REF NO: RECRUIT 2021/500</u> Security Management Services |
| <u>SALARY</u> | : | R733 257 per annum (MMS Level 11), (Total Cost Package) |
| <u>CENTRE</u> | : | Johannesburg |
| <u>REQUIREMENTS</u> | : | An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Security Management/ Policing studies or equivalent. Security Advisory Course SSA will be an added advantage. Minimum of five years' experience of which three years must be working experience at a junior managerial level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the implementation of the security legislative framework in the Public Service including security policies (Minimum Information Security Standards and Minimum Physical Security Standards) as well as implementation of OHS legislation. Knowledge of security threat assessments and analysis. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. A valid driver's license. |
| <u>DUTIES</u> | : | Coordinate the security functions in the NPA sub-divisional office (including coordination for the implementation of the OHS programs in the sub-division). Monitor the services of the contracted security service providers in terms of the service level agreement (SLA) for guarding and special services (close protection). Conduct preliminary investigative enquiries for security breaches and provide recommendations for security improvements to head office. Liaise regularly with the local security stakeholders for security advice (i.e SAPS, SASS, SSA, and DCS). Coordinate security services for the NPA high risk cases in the region. Conduct threat assessment to the NPA threatened officials and submit reports to the head office. Coordinate assessment for Threat & Risk Assessment (TRA) for the NPA buildings in the sub-division. Conduct security awareness to the NPA staff and facilitate the establishment, administration and coordination of the security committee in the sub-division. Facilitate and coordinate personnel security, classification of information as well as vetting administration. |
| <u>ENQUIRIES</u> | : | Lukas Pieterse Tel No: 012 845 6867 |
| <u>APPLICATIONS</u> | : | e mail Recruit_2021500@npa.gov.za |
| <u>POST 30/102</u> | : | <u>SENIOR FINANCIAL INVESTIGATOR</u> Asset Forfeiture Unit |
| <u>SALARY</u> | : | R733 257 per annum (MMS Level 11), (Total Cost Package) |
| <u>CENTRE</u> | : | Mmabatho Ref No: - Recruit 2021/501 (X2 Posts) |

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| | | Bloemfontein Ref No: Recruit 2021/502 Durban Ref No: Recruit 2021/503 |
| <u>REQUIREMENTS</u> | : | An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner will be an added advantage. At least 5 years' experience in financial investigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership. General management and empowerment. People management and empowerment. Administration skills. Planning and organizing skills. Customer focus and responsiveness. Problem solving and Decision-Making skills. Knowledge of legislation and regulations and regulations pertaining to public service administration. Computer skills, such as MS WORD, MS EXCEL, MS Outlook, MS PowerPoint, etc. |
| <u>DUTIES</u> | : | Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Undertake all administration functions with regard to case management. |
| <u>ENQUIRIES</u> | : | Lindie Swanepoel Tel No: 012 845 6638 |
| <u>APPLICATIONS</u> | : | Mmabatho e mail Recruit_2021501@npa.gov.za Bloemfontein e mail Recruit_2021502@npa.gov.za Durban e mail Recruit_2021503@npa.gov.za |
| <u>POST 30/103</u> | : | <u>HEAD CONTROL PROSECUTOR 2</u> National Prosecutions Service |
| <u>SALARY</u> | : | R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level SU-1-SU-2) |
| <u>CENTRE</u> | : | CPP: Pietermaritzburg (New Hanover) Ref No: Recruit 2021/506 (Re-advert) CPP: Mitchells Plain (Bredasdorp) Ref No: Recruit 2021/507 CPP: Witbank (Standerton) Ref No: Recruit 2021/508 |
| <u>REQUIREMENTS</u> | : | An LLB or any appropriate legal qualification for serving prosecutors. At least four years' post qualification legal experience. Proficiency in prosecuting, guiding investigation and giving instructions in complex and more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision. Excellent administrative skills. |
| <u>DUTIES</u> | : | Manage, train and give guidance to 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 Court 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 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 criminal justice. |
| <u>ENQUIRIES</u> | : | CPP: Pietermaritzburg Thabsile Radebe Tel No: 033 392 8753 CPP: Mitchells Plain Francios Brandt Tel No: 021 487 7144 CPP: Witbank Tebogo Mashile Tel No: 013 045 0686 |
| <u>APPLICATIONS</u> | : | CPP: Pietermaritzburg (New Hanover) e mail Recruit_2021506@npa.gov.za CPP: Mitchells Plain (Bredasdorp) e mail Recruit_2021507@npa.gov.za CPP: Witbank (Standerton) e mail Recruit_2021508@npa.gov.za |
| <u>POST 30/104</u> | : | <u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service |
| <u>SALARY</u> | : | R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level LP-5 to LP-6) |
| <u>CENTRE</u> | : | CPP: Bloemfontein (Thaba-Nchu) Ref No: Recruit 2021/509 CPP: Nelspruit Ref No: Recruit 2021/510 (Skukuza) Ref No: Recruit 2021/511 CPP: Vaal Rand (Sebokeng) Ref No: Recruit 2021/512 |

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| | (Tsakane) Ref No: Recruit 2021/513 (Oberholzer) Ref No: Recruit 2021/514 CPP: Mthatha – Recruit 2021/515 (Mt Frere) Ref No: – Recruit 2021/516 (X3 Posts) CPP: Witbank (Secunda) Ref No: Recruit 2021/517 CPP: Middelburg Ref No: Recruit 2021/518 (Elukwatini) Ref No: Recruit 2021/519 CPP: Mmabatho (Molopo) Ref No: Recruit 2021/520 (X2 Posts) CPP: Pietermaritzburg Ref No: Recruit 2021/521 CPP: Mitchells Plain (Khayelitsha) Ref No: Recruit 2021/522 CPP: Port Elizabeth Ref No: Recruit 2021/523 |
| <u>REQUIREMENTS</u> | : An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. |
| <u>DUTIES</u> | : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. |
| <u>ENQUIRIES</u> | : CPP: Bloemfontein Lemmer Ludwick Tel No: 051 410 6001 CPP: Nelspruit Tebogo M Mashile Tel No: 013 045 0686 CPP: Vaal Rand Tumisang Basiretsi Tel No: 012 351 6821 CPP: Mitchells Plain Francios Brandt Tel No: 021 487 7144 CPP: Port Elizabeth Andiswa Tengile Tel No: 012 842 1450 CPP: Pietermaritzburg Thabsile Radebe Tel No: 033 392 8753 CPP: Mthatha Linda Mankayi Tel No: 047 501 2607 CPP: Witbank and CPP: Middelburg Tebogo Mashile Tel No: 013 045 0686 CPP: Mmabatho Flora Kalagosi Tel No: 018 381 9041 |
| <u>APPLICATIONS</u> | : CPP: Bloemfontein (Thaba-Nchu) e mail Recruit_2021509@npa.gov.za; CPP: Nelspruit e mail Recruit_2021510@npa.gov.za; (Skukuza) e mail Recruit_2021511@npa.gov.za; CPP: Vaal Rand (Sebokeng) e mail Recruit_2021512@npa.gov.za (Tsakane) e mail Recruit_2021513@npa.gov.za (Oberholzer) e mail Recruit_2021514@npa.gov.za CPP: Mthatha e mail Recruit_2021515@npa.gov.za (Mt Frere) e mail Recruit_2021516@npa.gov.za (3 Posts) CPP: Witbank (Secunda) e mail Recruit_2021517@npa.gov.za CPP: Middelburg e mail Recruit_2021518@npa.gov.za (Elukwatini) e mail Recruit_2021519@npa.gov.za CPP: Mmabatho (Molopo) e mail Recruit_2021520@npa.gov.za (2 Posts) CPP: Pietermaritzburg e mail Recruit_2021521@npa.gov.za CPP: Mitchells Plain (Khayelitsha) e mail Recruit_2021522@npa.gov.za CPP: Port Elizabeth e mail Recruit_2021523@npa.gov.za |
| <u>POST 30/105</u> | : <u>DISTRICT COURT CONTROL PROSECUTOR</u> National Prosecutions Service |
| <u>SALARY</u> | : R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level SU-1 to SU-2) |
| <u>CENTRE</u> | : CPP: Polokwane (Phalaborwa) Ref No: Recruit 2021/524 CPP: Vaal (Sebokeng) Ref No: Recruit 2021/525 CPP: Pretoria Ref No: Recruit 2021/526 CPP: Kimberley Ref No: Recruit 2021/527 CPP: East London Ref No: Recruit 2021/528 (Re- advert) |
| <u>REQUIREMENTS</u> | : An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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 |

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| | complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently. |
| <u>DUTIES</u> | : Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal; proceedings of a general and more advanced nature in the both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system. |
| <u>ENQUIRIES</u> | : CPP: Polokwane Thuba Thubakgale Tel No: 015 045 0285 CPP: Vaal & CPP: Pretoria Godfrey Ramakuella Tel No: 012 351 6808 CPP: Kimberley Nicholas Mogongwa Tel No: 053 807 4539 CPP: East London Talita Raga Tel No: 040 608 6800 |
| <u>APPLICATIONS</u> | : CPP: Polokwane (Phalaborwa) e mail Recruit_2021524@npa.gov.za CPP: Vaal (Sebokeng) e mail Recruit_2021525@npa.gov.za CPP: Pretoria e mail Recruit_2021526@npa.gov.za CPP: Kimberley e mail Recruit_2021527@npa.gov.za CPP: East London e mail Recruit_2021528@npa.gov.za |
| <u>POST 30/106</u> | : <u>ASSISTANT DIRECTOR: OPERATIONAL PLANNING AND SUPPORT RECRUIT 2021/529</u> Security Management Services |
| <u>SALARY</u> | : R470 040 per annum (Level 10), (Excluding Benefits) |
| <u>CENTRE</u> | : Head Office: Pretoria |
| <u>REQUIREMENTS</u> | : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Social Sciences or equivalent. Minimum three years' experience in VIP protection and events management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound knowledge of the Minimum Information Security Standard, Minimum Physical Security Standard, Criminal Procedure Act, SASRIA Act; Intercepting and Monitoring Act, Protection of Information Act, National Archives Act, National Strategic Intelligence Act and other relevant acts and guidelines and policies regulating security within the Public Service. Knowledge and experience in managing projects. Assertive, innovative, reliable with sound investigative and analytical skills. Good interpersonal and presentation skills. Good planning and organizational skills. Problem solving and communication skills. Ability to work under pressure and meet deadlines. Reliable, tolerant and determined to work diligently. Ability to work independently. Willing to travel and work extended hours. Computer literacy in MS Word, Excel, Outlook, Project and PowerPoint. A valid driver's license. |
| <u>DUTIES</u> | : Coordinate mobile and static security during NPA high profile/risk cases and special events. Assist in the provision of mobile and static security during NPA high profile/risk cases and special events. Liaise with all relevant stakeholders. Coordination of the VIP function within the NPA. Assist the manager in all allocated projects within the NPA. Write reports. Operational Support and Security Management Services management. Conduct awareness programmes. Prepare operation plans for approval by the head. General administration within the Sub-Directorate. |
| <u>ENQUIRIES</u> | : Sikhumbuzo Sibiya Tel No: 012 845 6753 |
| <u>APPLICATIONS</u> | : e mail Recruit_2021529@npa.gov.za |
| <u>POST 30/107</u> | : <u>PROTECTOR RECRUIT 2021/530</u> Office for Witness Protection |
| <u>SALARY</u> | : R470 040 per annum (Level 10), (Excluding Benefits) |
| <u>CENTRE</u> | : Northern Cape (Kimberley) |
| <u>REQUIREMENTS</u> | : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in VIP protection or equivalent. At least three years relevant working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Must have police, military or correctional service basic training. Must have successfully completed a SWAT or Tactical |

Policing course. Must be competent in at least two official languages of which one must be English. Must be in possession of a Valid driver's license for a motor vehicle. Must be able to travel frequently and work outside normal office hours. Knowledge and experience of undercover work will be an added advantage. Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims Charter and Batho Pele Principles. Knowledge of the functioning of the various levels of courts and the Criminal Justice System. Knowledge in cash handling and cash management. Knowledge of the Criminal Procedure Act, 1977, Knowledge of the Witness Protection Act, 1998 and knowledge of the PFMA, 1999. Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analyst test. Knowledge and experience in the implementation of the provisions of the Minimum Information Security Standards (MISS). Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving and fitness assessment.

DUTIES : Assist with admission of witnesses and related persons into the Witness Protection Programme. Ensure safety, wellbeing and management of witnesses and extended families. Court protections and consultations. Assist in the transformation of all facets of the Witness Protection Programme to enhance service delivery to vulnerable and intimidated witnesses and related persons, law enforcement and prosecution. Assist in developing best practice module aligned to Bill of Rights, Batho Pele and United Nations Best Practice. Assist in building relationships with customers and other role players (within NPA, nationally and internationally. Office Administration.

ENQUIRIES : C Immelman Tel No: 053 807 4561
APPLICATIONS : e mail Recruit_2021530@npa.gov.za

POST 30/108 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2021/531**
National Prosecuting Services

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 three years relevant experience. Three years supervisory experience in Administration. In depth knowledge of the Public Service Act, Regulations and its application. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act, Labour Relations Act, EEA, Skills Development Act. Excellent writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Performance Management Skills. Execution, interpretation and recommendations on policies and procedures. Computer Literacy. 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. Establish the smooth running of facilities management. Supervise staff. Monitor implementation of service benefits. Facilitate the administration of human resource development services. 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. Maintain and administer PERSAL information including leave applications. PERSAL administration, staff procurement, training and development, service conditions, staff exits and transfers.

ENQUIRIES : Phuti Mahanyeke Tel No: 012 845 6945
APPLICATIONS : e mail Recruit_2021531@npa.gov.za

POST 30/109 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2021/532**
National Prosecuting Services

SALARY : R376 596 per annum (Level 09), (Excluding Benefits)
CENTRE : DDPP: Thohoyandou
REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience. Three years supervisory experience in

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| | Administration. In depth knowledge of the Public Service Act, Regulations and its application. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act, Labour Relations Act, EEA, Skills Development Act. Excellent writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Performance Management Skills. Execution, interpretation and recommendations on policies and procedures. Computer Literacy. Reliable, organized and able to work in a team. |
| <u>DUTIES</u> | : Provide support to court administration, manage court rolls. Compile and submit court statistical data. Implement and ensure compliance with policies and procedures. Liaise with customer/ Stakeholders. Perform monthly inspection. Manage the provision of effective registry service. Develop and maintain reliable registers/ system to monitor the movement of files, official documents and faxes. Ensure proper case in opening and sorting of mail and parcel. Manage case files. Ensure the sign off closed files. Ensure proper control of franking machine as prescribed in PFMA. Manage Library Services. Ensure the effective management of library services. Ensure the reconciliation of books and facilitate the disposal thereof. Oversee the provision of messenger and switchboard services. Supervise staff. |
| <u>ENQUIRIES</u> | : Thuba Thubakgale Tel No: 015 045 0285 |
| <u>APPLICATIONS</u> | : e mail Recruit_2021532@npa.gov.za |
| <u>POST 30/110</u> | : <u>ASSISTANT DIRECTOR: FINANCE</u> Office for Witness Protection |
| <u>SALARY</u> | : R376 596per annum (Level 09), (Excluding Benefits) |
| <u>CENTRE</u> | : Northern Cape (Kimberley) Ref No: Recruit 2021/533 Mpumalanga(Emalahleni) Ref No: Recruit 2021/534 Limpopo (Polokwane) Ref No: Recruit 2021/535 |
| <u>REQUIREMENTS</u> | : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience. Three years supervisory experience in Finance. In depth knowledge of the Public Service Act, Regulations and its application. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Finance Management Act and Treasury Regulations. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Knowledge of Witness Protection Act. Leadership, people management and empowerment. Knowledge of the constitution, Bill of Rights, National Prevention Strategy, Victims Charter and Batho Pele. Knowledge of the MISS document. Execution, interpretation and recommendations on policies and procedures. Computer Literacy. Reliable, organized and able to work in a team. |
| <u>DUTIES</u> | : Take responsibility for the management of the finances including cash management. Monitor expenditure and ensure correct inputs in respect of regional budget. Perform physical bank withdrawals and deposits. Ensure proper document management and processing of all payments and transactions of covert accounts. Manage cash book and petty cash. Manage the provisioning of travelling and accommodation services. Responsible for financial reporting and administration. Managing of Office Administration, ensure all registers are up to date. Conduct assessment on individual staff reporting to the position. Conduct extensive communication as it relates to operations and management of finances. Work under pressure and ensure adherence to timelines. |
| <u>ENQUIRIES</u> | : Northern Cape (Kimberley) C Immelman Tel No: 053 807 4561 Mpumalanga (Emalahleni) JM Mtsweni Tel No: 013 692 2042 Limpopo (Polokwane) KR Tsubella Tel No: 012 845 6920 |
| <u>APPLICATIONS</u> | : Northern Cape (Kimberley) e mail Recruit_2021533@npa.gov.za Mpumalanga (Emalahleni) e mail Recruit_2021534@npa.gov.za Limpopo (Polokwane) e mail Recruit_2021535@npa.gov.za |

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| <u>POST 30/111</u> | : | <u>ASSISTANT DIRECTOR: ASSET, FLEET AND FACILITY REF NO: RECRUIT 2021/536</u> Office for Witness Protection |
| <u>SALARY</u> | : | R376 596 per annum (Level 09), (Excluding Benefits) |
| <u>CENTRE</u> | : | Northern Cape (Kimberley) |
| <u>REQUIREMENTS</u> | : | An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience. Three years supervisory experience in Administration. In depth knowledge of the Public Service Act, Regulations and its application. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act, Labour Relations Act, EEA, Skills Development Act. Excellent writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Knowledge of Witness Protection Act. Apply elements of Supply Chain. Experience in Asset management, internal control and risk management. Experience in leasing of properties and lease contract management. Knowledge of Supply Chain Management Framework. Public Finance Management Act and National Treasury Practice Notes. Information Management. Knowledge of the constitution, Bill of Rights, National Prevention Strategy, Victims Charter and Batho Pele. Knowledge of the MISS document. Performance Management Skills. Execution, interpretation and recommendations on policies and procedures. Computer Literacy. Reliable, organized and able to work in a team. Manage office and operational assets. Manage operational vehicle fleet. Manage covert procurement services. Facilities management. Office Administration and Document Management. Assist to monitor expenditure and ensure correct inputs in respect of regional budget. Perform physical bank withdrawals and deposits when needed. Assist to manage cash book and petty cash. Conduct assessment on individual staff reporting to the position. Conduct extensive communication related to operations and management of assets. Work under pressure and ensure adherence to timelines. |
| <u>DUTIES</u> | : | |
| <u>ENQUIRIES</u> | : | C Immelman Tel No: 053 807 4561 |
| <u>APPLICATIONS</u> | : | e mail Recruit_2021536@npa.gov.za |
| <u>POST 30/112</u> | : | <u>FINANCIAL ANALYST REF NO: RECRUIT 2021/537</u> Asset Forfeiture Unit |
| <u>SALARY</u> | : | R376 596 per annum (Level 09), (Excluding Benefits) |
| <u>CENTRE</u> | : | Bloemfontein |
| <u>REQUIREMENTS</u> | : | An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Accounting, Forensic Auditing or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' experience in financial analysis or related. The ability to offer direction and leadership to a team of officials to ensure attainment of objectives. Seek opportunities to increase personal contribution and level of responsibility. Ability to perform administrative tasks efficiently, effectively and error free to provide a record of the activities/deliverables. Perform administrative tasks efficiently, effectively, and error free to provide a record of the activeness/deliverables. The means of formal, clear and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Written and verbal communication. Must be able to plan and organize work, and distinguish between urgent and important tasks/activities. Must be able to achieve excellent in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure a highest level of customer care and customer satisfaction. Must be able to identify and solve problems by analyzing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints. |
| <u>DUTIES</u> | : | Convert raw data into usable information. Provide administrative support with regard to financial information. |
| <u>ENQUIRIES</u> | : | Lindie Swanepoel Tel No: 012 845 6638 |
| <u>APPLICATIONS</u> | : | email Recruit_2021537@npa.gov.za |

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| <u>POST 30/113</u> | : | <u>COURT PREPARATION OFFICER</u> National Prosecutions Service |
| <u>SALARY</u> | : | R257 508 per annum (Level 07), (Excluding Benefits) |
| <u>CENTRE</u> | : | CPP: Vaal Rand (Vanderbijlpark) Ref No: Recruit 2021/539 DDPP: Durban Ref No: Recruit 2021/540 CPP: Welkom Ref No: Recruit 2021/541 CPP: Middelburg (Elukwatini) Ref No: Recruit 2021/542 CPP: Wynberg (Phillipi) Ref No: Recruit 2021/543 |
| <u>REQUIREMENTS</u> | : | 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 which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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. |
| <u>DUTIES</u> | : | 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. |
| <u>ENQUIRIES</u> | : | CPP: Vaal Rand Bongane Msimanga Tel No: 012 351 6860 DDPP: Durban Siyanda Salman Tel No: 031 334 5272 CPP: Welkom Lemmer Ludwick Tel No: 051 410 6001 CPP: Wynberg Francios Brandt Tel No: 021 487 71444 CPP: Middelburg Tebogo Mashile Tel No: 013 045 0686 |
| <u>APPLICATIONS</u> | : | aCPP: Vaal Rand (Vanderbijlpark) e mail Recruit_2021539@npa.gov.za DDPP: Durban e mail Recruit_2021540@npa.gov.za CPP: Welkom e mail Recruit_2021541@npa.gov.za CPP: Middelburg (Elukwatini) e mail Recruit_2021542@npa.gov.za; CPP: Wynberg (Phillipi) e mail Recruit_2021543@npa.gov.za |
| <u>POST 30/114</u> | : | <u>COURT PREPARATION OFFICER REF NO: RECRUIT 2021/544</u> National Prosecutions Service |
| <u>SALARY</u> | : | R257 508.per annum (Level 07), (Excluding Benefits) |
| <u>CENTRE</u> | : | DPP: Pietermaritzburg |
| <u>REQUIREMENTS</u> | : | 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 which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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. Exceptional computer literacy with excellent knowledge of MS Word, PowerPoint, Excel and Outlook. Valid driver's license. |
| <u>DUTIES</u> | : | 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. Assist with the optimal usage of CPO's in High Court matters. Assist CPM with admin inspections, verification of CPO statistics. Compilation of provincial statistics – converting this information to graphs. Ensure uniformity of filing systems, administrative forms, and keeping forms updated and current. Provide weekly, monthly and quarterly statistical analysis to CPM. Send out Agenda's, take minutes and type minutes of meetings. Make vehicle and accommodation bookings. Any other tasks requested. |
| <u>ENQUIRIES</u> | : | Thabsile Radebe Tel No: 033 392 8753 |
| <u>APPLICATIONS</u> | : | e mail Recruit_2021544@npa.gov.za |

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| <u>POST 30/115</u> | : | <u>ADMINISTRATIVE CLERK: SUPERVISOR</u> National Prosecutions Service |
| <u>SALARY CENTRE</u> | : | R257 508 per annum (Level 07), (Excluding Benefits) |
| | : | DPP: Pretoria Ref No: Recruit 2021/545 |
| | : | DDPP: Port Elizabeth Ref No: Recruit 2021/546 |
| <u>REQUIREMENTS</u> | : | An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Administration, Document Management Section and Court Support processes. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Understanding of criminal court administration processes. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary. |
| <u>DUTIES</u> | : | Manage and/or supervise the legal Admin and documents Management Sections. Manage court rolls. Check and sign off court files. Check and sign off electronic registers (Appeals, Police dockets, etc.). Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Manage and/or supervise human resource functions of staff in the Court Support. Perform any other duties as deemed necessary by the supervisor. Draw up performance management contracts of staff and be responsible for performance assessment of staff. Draw and manage the court roll. |
| <u>ENQUIRIES</u> | : | DPP: Pretoria Confidence Mutshinyalo Tel No: 012 351 6760 |
| | : | DDPP: Port Elizabeth Andiswa Tengile Tel No: 012 842 1450 |
| <u>APPLICATIONS</u> | : | DPP: Pretoria e mail Recruit_2021545@npa.gov.za |
| | : | DDPP: Port Elizabeth e mail Recruit_2021546@npa.gov.za |
| <u>POST 30/116</u> | : | <u>HUMAN RESOURCES CLERK: SUPERVISOR REF NO: RECRUIT 2021/547</u> National Prosecutions Service |
| <u>SALARY CENTRE</u> | : | R257 508 per annum ((Level 07), Excluding Benefits) |
| <u>REQUIREMENTS</u> | : | DPP: Kimberley |
| | : | An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least two years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of legislation and regulations pertaining to Public Service administration specifically the Public Service Act, Labour Relations Act, EEA and Skills Development Act. Knowledge of Human Resources in general and Information management. Knowledge of PMDS and CORE. Strong organizational and management skills. Excellent written and verbal communication skills, innovative and proactive. Innovative and proactive. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint. Experience in working on PERSAL. |
| <u>DUTIES</u> | : | Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Provide operation management services. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts, by subordinates and self. HR Provisioning (Recruitment and selection, appointments, transfers, verification qualifications, secretariat functions at interviews, absorptions, probationary periods etc). Implement conditions of service and service benefits. Termination of service. Ensure administration of training. Record and approve transactions on PERSAL according to delegations. Performance management. Prepare reports on human resources administration issues and statistics. Supervise staff. Allocate and ensure quality of work. Personnel development. |
| <u>ENQUIRIES</u> | : | Nicholas Mogongwa Tel No: 053 807 4539 |
| <u>APPLICATIONS</u> | : | e mail Recruit_2021547@npa.gov.za |
| <u>POST 30/117</u> | : | <u>PERSONAL ASSISTANT REF NO: RECRUIT 2021/548</u> National Prosecutions Service |
| <u>SALARY CENTRE</u> | : | R257 508 per annum (Level 07), (Excluding Benefits) |
| | : | DDPP: Bhisho |

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| <u>REQUIREMENTS</u> | : | Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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 conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license will be an added advantage. |
| <u>DUTIES</u> | : | 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 DPP. 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 stationary. Liaise with other offices of the NPA and Administration with regard to all matters pertaining to the administrative functions of the office. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Talita Raga Tel No: 040 608 6800 |
| | : | e mail Recruit_2021548@npa.gov.za |
| <u>POST 30/118</u> | : | <u>PERSONAL ASSISTANT REF NO: RECRUIT 2021/549</u> Specialized Commercial Crime Unit |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R257 508 per annum (Level 07), (Excluding Benefits) |
| | : | Mthatha |
| | : | Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. 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. A valid drivers license will be an added advantage. |
| <u>DUTIES</u> | : | Provide secretarial, administration support and personal assistant service to the Manager. Render administrative support services. Provide support to manager regarding meetings. Support the manager with the administration of the managers budget. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Linda Mankayi Tel No: 047 501 2607 |
| | : | e mail Recruit_2021549@npa.gov.za |
| <u>POST 30/119</u> | : | <u>VICTIM ASSISTANT OFFICER</u> Sexual Offences and Community Affairs |
| <u>SALARY CENTRE</u> | : | R257 508.per annum (Level 07), (Excluding Benefits) |
| | : | Matatiele Ref No: Recruit 2021/550 |
| | : | Butterworth Ref No: Recruit 2021/551 |
| | : | Mthatha Ref No: Recruit 2021/552 |
| | : | Lusikisiki Ref No: Recruit 2021/553 |
| | : | Cradock Ref No: Recruit 2021/554 |
| | : | Libode Ref No: Recruit 2021/555 |
| | : | Metsimaholo Ref No: Recruit 2021/556 |
| | : | Edendale Ref No: Recruit 2021/557 |
| | : | Evander Ref No: Recruit 2021/558 |
| | : | Ingwavuma Ref No: Recruit 2021/559 |
| | : | Stanger Ref No: Recruit 2021/560 |
| | : | Themba Ref No: Recruit 2021/561 |
| | : | Ermelo Ref No: Recruit 2021/562 |

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| | De Aar Ref No: Recruit 2021/563; |
| | Galeshewe Ref No: Recruit 2021/564 |
| | Springbok Ref No: Recruit 2021/565 |
| | Potchefstroom Ref No: Recruit 2021/566 |
| | Klerksdorp Ref No: Recruit 2021/567 |
| | Mahikeng Ref No: Recruit 2021/568 |
| | Taung - Recruit 2021/569 |
| | Karl Bremer Ref No: Recruit 2021/570 |
| | George Ref No: Recruit 2021/571 |
| | Khayelitsha Ref No: Recruit 2021/572 |
| | Worcester Ref No: Recruit 2021/573 |
| | Paarl Ref No: Recruit 2021/574 |
| <u>REQUIREMENTS</u> | : 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 which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of rape care management. Working knowledge of court and police processes. Experience in a gender-based violence environment. Computer skills such as MS Word, Excel, MS Office suite and Outlook. 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. Ability to act independently. |
| <u>DUTIES</u> | : Provide victim assistance services within the Thuthuzela Care Centre. Receive and establish early contact with the victim on the first day of reporting. Make follow through within a week of reporting. Assess and respond to the need o the victim and identify the victim's needs for counselling and specific services. Refer victim for psychological therapy or any needs. Receive and attend to any complaint from victims with regard to possible delay on the case and accelerate the matter to the relevant stakeholder. Liaise with the Site Coordinator about the support services that have been provided to the victim or where the victim has been referred to and contact details of stakeholders. Maintain a cooperative approach with other role players to help a victim holistically to increase the conviction rate. Liaise with other role players on the progress on the case. Keep victim notified on the progress of the case. Conduct community awareness sessions. Compile monthly statistics. |
| <u>ENQUIRIES</u> | : William Matlala Tel No: 012 845 6637 |
| <u>APPLICATIONS</u> | : Matatiele e mail Recruit_2021550@npa.gov.za Butterworth e mail Recruit_2021551@npa.gov.za Mthatha e mail Recruit_2021552@npa.gov.za Lusikisiki e mail Recruit_2021553@npa.gov.za Cradock e mail Recruit_2021554@npa.gov.za Libode e mail Recruit_2021555@npa.gov.za Metsimaholo e mail Recruit_2021556@npa.gov.za Edendale e mail Recruit_2021557@npa.gov.za Evander e mail Recruit_2021558@npa.gov.za Ingwavuma e mail Recruit_2021559@npa.gov.za Stanger e mail Recruit_2021560@npa.gov.za Themba e mail Recruit_2021561@npa.gov.za Ermelo e mail Recruit_2021562@npa.gov.za De Aar e mail Recruit_2021563@npa.gov.za Galeshewe e mail Recruit_2021564@npa.gov.za Springbok e mail Recruit_2021565@npa.gov.za Potchefstroom e mail Recruit_2021566@npa.gov.za Klerksdorp e mail Recruit_2021567@npa.gov.za Mahikeng e mail Recruit_2021568@npa.gov.za Taung e mail Recruit_2021569@npa.gov.za Karl Bremer e mail Recruit_2021570@npa.gov.za George e mail Recruit_2021571@npa.gov.za Khayelitsha e mail Recruit_2021572@npa.gov.za Worcester e mail Recruit_2021573@npa.gov.za Paarl e mail Recruit_2021574@npa.gov.za |
| <u>POST 30/120</u> | : <u>ADMINISTRATIVE CLERK</u> National Prosecutions Service |
| <u>SALARY CENTRE</u> | : R173 703 per annum (Level 05), (Excluding Benefits) : CPP: Nelspruit (Bushbuckridge) Ref No: Recruit 2021/575 |

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| <u>REQUIREMENTS</u> | : | DDPP: Bhisho Ref No: Recruit 2021/576 |
| | : | Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills. |
| <u>DUTIES</u> | : | Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organisations and State Departments. Liaise with Administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents. |
| <u>ENQUIRIES</u> | : | CPP: Nelspruit Tebogo Mashile Tel No: 013 045 0686 |
| <u>APPLICATIONS</u> | : | DDPP: Bhisho Talita Raga Tel No: 040 608 6000 e mail CPP: Nelspruit (Bushbuckridge) e mail Recruit_2021575@npa.gov.za DDPP: Bhisho e mail Recruit_2021576@npa.gov.za |
| <u>POST 30/121</u> | : | <u>ADMINISTRATIVE CLERK</u> Asset Forfeiture Unit |
| <u>SALARY CENTRE</u> | : | R173 703 per annum (Level 05), (Excluding Benefits) |
| | : | East London (Mthatha) Ref No: Recruit 2021/577 |
| | : | Johannesburg Ref No: Recruit 2021/578 |
| | : | Polokwane Ref No: Recruit 2021/579 |
| | : | Durban Ref No: Recruit 2021/580 |
| | : | Cape Town Ref No: Recruit 2021/581 |
| <u>REQUIREMENTS</u> | : | Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills. |
| <u>DUTIES</u> | : | Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Record, organize, store, capture and retrieve correspondence and date. Handle routine enquiries. Make photocopies and distribute documents to various stakeholders as required. Keep and maintain the filing system. Type letters and /or other correspondence when required. Arrange travelling and accommodation. Check correctness of subsistence and travel claims and submit for approval. Submit procurement requirements. |
| <u>ENQUIRIES</u> | : | Lindie Swanepoel Tel No: 012 845 6638 |
| <u>APPLICATIONS</u> | : | East London (Mthatha) e mail Recruit_2021577@npa.gov.za Johannesburg e mail Recruit_2021578@npa.gov.za Polokwane e mail Recruit_2021579@npa.gov.za Durban e mail Recruit_2021580@npa.gov.za Cape Town e mail Recruit_2021581@npa.gov.za |
| <u>POST 30/122</u> | : | <u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/582</u> National Prosecutions Service |
| <u>SALARY CENTRE</u> | : | R173 703 per annum (Level 05), (Excluding Benefits) |
| <u>REQUIREMENTS</u> | : | CPP: Vaal Rand (Sebokeng) |
| | : | Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills. |

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| <u>DUTIES</u> | : | Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organisations and State Departments. Liaise with Administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Godfrey Ramakuela Tel No: 012 351 6808 |
| | : | e mail Recruit_2021582@npa.gov.za |
| <u>POST 30/123</u> | : | <u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/583</u> National Prosecutions Service |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R173 703 per annum (Level 05), (Excluding Benefits) |
| | : | DPP: Grahamstown |
| | : | Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills. |
| <u>DUTIES</u> | : | Provide secretarial, administration support and personal assistant service in the office. Receiving and screening telephone calls and refers to the calls to the correct role players. Type documents for the office. Operate office equipment like fax machines and photo copiers. Ensure liaison with finance office with regard to travel and logistical arrangements for meetings and events. Record incoming and outgoing documents. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Administrative support to the manager and legal staff. Take minutes during meetings, draft routine correspondence. Maintain an accessible and user - friendly filing system. Liaise with other offices of the NPA and administration with regard to all matters pertaining to the administrative functions of the offices. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mzakayise Toni Tel No: 046 602 3000 |
| | : | e mail Recruit_2021583@npa.gov.za |
| <u>POST 30/124</u> | : | <u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/584</u> National Prosecutions Service |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R173 703.per annum (Level 05), (Excluding Benefits) |
| | : | DPP: Grahamstown |
| | : | Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills. |
| <u>DUTIES</u> | : | Provide administrative support to the office. Record incoming and outgoing documents. Capturing of date from to electronic registers. Check for correct referencing before capturing. Receive files from document center for checking and capturing. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Administrative support to the managers and legal staff. Ensure incoming correspondence is processed correctly and relevant case information with regard to flow of cases are recorded and cross referenced. Ensure sending, receipt and processing of facsimiles and e-mails i.r.o cases administered. Ensure efficient and accurate capturing of details in case registerers electronically. istrative functions of the offices. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mzikayise Toni Tel No: 046 602 3000 |
| | : | e mail Recruit_2021584@npa.gov.za |

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| <u>POST 30/125</u> | : | <u>ADMINISTRATIVE CLERK (ENFORCEMENT) REF NO: RECRUIT 2021/585</u> Asset Forfeiture Unit |
| <u>SALARY</u> | : | R173 703 per annum (Level 05), (Excluding Benefits) |
| <u>CENTRE</u> | : | Pretoria (Head Office) |
| <u>REQUIREMENTS</u> | : | Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent problem-solving skills. Good analytical skills. Document administration, writing skills and task time management skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. |
| <u>DUTIES</u> | : | Provide general clerical support services. Receive and open files for curator account. Make copies, send faxes and emails. Capture and stamp incoming Curator accounts on the register. Capture and update spreadsheets and registers. Record invoices and forward for payment. Maintain registers for incoming and outgoing correspondence. Provide Asset Management services. Obtain copies of court orders. Provide administrative support with regards to Unfulfilled cases. Maintain all records for unfulfilled cases. Capture and update a list of CARA and victims unfulfilled cases and ensure backlog is reduced. Capture and update a list of abandoned cases. Ensure that payment of confiscation order is not outstanding for more than 60 days. Conduct age analysis of long outstanding unfulfilled cases and report to Enforcement Officer. |
| <u>ENQUIRIES</u> | : | Lindie Swanepoel Tel No: 012 845 6638 |
| <u>APPLICATIONS</u> | : | e mail Recruit_2021585@npa.gov.za |
| <u>POST 30/126</u> | : | <u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/586</u> Asset Forfeiture Unit |
| <u>SALARY</u> | : | R173 703 per annum (Level 05), (Excluding Benefits) |
| <u>CENTRE</u> | : | Pretoria (Head Office) |
| <u>REQUIREMENTS</u> | : | Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent problem-solving skills. Good analytical skills. Document administration, writing skills and task time management skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. |
| <u>DUTIES</u> | : | Provide high level administrative support to the office. Keep a well organised administrative system for the office. Execute a wide variety of administrative tasks. Provide administrative support to staff in finance, human resources, procurement and logistical services. |
| <u>ENQUIRIES</u> | : | Lindie Swanepoel Tel No: 012 845 6638 |
| <u>APPLICATIONS</u> | : | e mail Recruit_2021586@npa.gov.za |
| <u>POST 30/127</u> | : | <u>HUMAN RESOURCES CLERK REF NO: RECRUIT 2021/587</u> National Prosecutions Service |
| <u>SALARY</u> | : | R173 703 per annum (Level 05), (Excluding Benefits) |
| <u>CENTRE</u> | : | DPP: Grahamstown |
| <u>REQUIREMENTS</u> | : | Grade twelve (12) or equivalent qualification. Knowledge of Human Resources Management in the public service. 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. |
| <u>DUTIES</u> | : | 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. |
| <u>ENQUIRIES</u> | : | Mzikayise Toni Tel No: 046 602 3000 |
| <u>APPLICATIONS</u> | : | e mail Recruit_2021587@npa.gov.za |

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| <u>POST 30/128</u> | : | <u>REGISTRY CLERK REF NO: RECRUIT 2021/588</u> National Prosecutions Services |
| <u>SALARY</u> | : | R173 703.per annum (Level 05), (Excluding Benefits) |
| <u>CENTRE</u> | : | DPP: Cape Town (X5 Posts) |
| <u>REQUIREMENTS</u> | : | 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. |
| <u>DUTIES</u> | : | 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. |
| <u>ENQUIRIES</u> | : | Francios Brandt Tel No: 021 487 7144 |
| <u>APPLICATIONS</u> | : | e-mail Recruit_2021588@npa.gov.za |
| <u>POST 30/129</u> | : | <u>SWITCHBOARD OPERATOR REF NO: RECRUIT 2021/589</u> |
| <u>SALARY</u> | : | R145 281 per annum (Level 04), (Excluding Benefits) |
| <u>CENTRE</u> | : | DPP: Cape Town |
| <u>REQUIREMENTS</u> | : | Grade 12 or equivalent qualification. Experience in switchboard and administrative functions will be an added advantage. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Client orientation and customer focus. Knowledge of public service legislation. Planning and organizing skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary. |
| <u>DUTIES</u> | : | Answer all incoming calls. Keep staff extensions numbers register up to date and change register when staff changes offices. Registration of daily incoming inquest in section. Report faulty machines when out of order. Attend to public at reception. Sort out incoming faxes and distribute to relevant officials. Assist with registration of daily incoming work when requested to do so. Maintain register of outgoing mail. Maintain telephone lists. |
| <u>ENQUIRIES</u> | : | Francios Brandt Tel No: 012 487 7144 |
| <u>APPLICATIONS</u> | : | e mail Recruit_2021589@npa.gov.za |
| <u>POST 30/130</u> | : | <u>DRIVER MESSENGER REF NO: RECRUIT 2021/590</u> National Prosecutions Service |
| <u>SALARY</u> | : | R145 281 per annum (Level 04), (Excluding Benefits) |
| <u>CENTRE</u> | : | CPP: Port Elizabeth |
| <u>REQUIREMENTS</u> | : | 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. |
| <u>DUTIES</u> | : | Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the Eastern Cape. 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. |
| <u>ENQUIRIES</u> | : | Aniswa Tengile Tel No: 012 842 1450 |
| <u>APPLICATIONS</u> | : | e mail Recruit_2021590@npa.gov.za |