

NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E-mail as stated below.
- CLOSING DATE** : 02 November 2020
- NOTE** : For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in Block Letters. Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please Do Not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. A valid drivers license will be a requirement where applicable. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. With effect from 1 April 2020 minimum entry requirement to SMS is the pre entry certificate as indicated under paragraph 10.3.1 of the directive which states as follows: 'In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, further requirement for appointment at SMS level will be successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government.' This is a Public Service specific training programme which will be applicable for appointment at SMS level. 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/>. NB! Applicants Who Are Successful Must Please Note That The NPA Is Not In A Position To Pay Resettlement Costs
- ERRATUM:** Kindly note that the post of Regional Court Prosecutor Ref No: Recruit 2020/407; Deputy Director: Court Preparation Coordinator Ref No: Recruit 2020/420 with closing date of 06 October 2020 advertised in Public Service Vacancy Circular 22 dated 18 September 2020 has been withdrawn.

MANAGEMENT ECHELON

POST 24/145 : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: RECRUIT 2020/449**
Administration

SALARY : R1 251 183 per annum (Level 14) (Total Cost Package)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Qualifications: A recognized B-degree or Advanced Diploma (NQF level 7) with Accounting or Public Finance or Economics as majors. An appropriate postgraduate qualification will be an added advantage. Experience: At least ten years' experience in a financial management environment which must include financial management in a public sector organisation. Five of the ten years' experience must be on a senior management level. Being a chartered accountant will be an added advantage. A valid driver's license. Knowledge, Skills and Attributes: Sound technical knowledge of GRAP (Generally Recognised Accounting Practices) and GAAP (Generally Accepted Accounting Practices), and zero based basis of accounting, performance budgeting and the Public Finance Management Legislation and other regulatory framework. Above average computer/system literacy. Sound knowledge of strategic planning and associated budgetary processes. Strong leadership ability to secure financial resources to adequately fund the Strategic Plan of the NPA. Knowledge of Financial Modeling. Above average communication as well as report writing skills. Knowledge and/or application of the Public Finance Management Act in daily operations. Knowledge of Risk Management. Ability to interpret financial and commercial information as well as organisational performance of the NPA as a partner to the Head of Administration, Director General as the Accounting Officer and the National Director of Public Prosecutions.

DUTIES : Assume overall responsibility for providing a comprehensive financial service to the Head of Administration and key Business Unit Heads. Acting as a strategic business partner to the Head of Administration, he/she will: Provide astute financial interpretation and accurate management information, whilst offering tactical guidance and leadership various NPA Business Units. Establish optimal financial reporting systems, assume operational management of the financial function, assume responsibility for all planning and budgetary activities and ensure compliance with all financial legislation and regulations. Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Head of Administration and Accounting Officer. Ensure that the financial resources and assets of the NPA are effectively and economically utilized to realize the goals and objectives as contained in the Strategic Plan of the NPA. Ensure the equitable allocation, maintenance and effective utilization of resources in line with the strategic objectives of the NPA, legislative imperatives and good governance. Meet the reporting requirements and standards under the PFMA, Division of Revenue Act and financial statements and overall compliance with the PFMA and other relevant legislation and prescripts. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action. Assist the Accounting Officer by applying cost benefit analysis principles, assuring value of money. Oversee the budgetary process within the NPA, exercise budgetary control and, at a strategic level, provide early warning mechanisms. Develop and facilitate the implementation of Supply Chain Management consistent with legislative and applicable prescripts. Oversee the preparation and submission of the annual financial statements and liaise with the Auditor-General in this regard. Ensure implementation of the Division of Revenue Act. Liaise with the relevant

role-players within the various spheres of Government regarding transversal financial and Corporate Governance matters. Develop and implement effective financial strategies for the NPA. Provide sound technical advice on the performance of the NPA's financial system(s) and financial matters to the Accounting Officer and Line Managers. The ability to capitalize on human potential and build a strong financial delivery team. Manage and lead within a multi-cultural environment.

ENQUIRIES : Ms M Modise Tel No: (012) 845 6200
APPLICATIONS : e mail Recruit2020449@npa.gov.za

POST 24/146 : **CHIEF DIRECTOR: STRATEGY REF NO: RECRUIT 2020/450**
 Administration

SALARY : R1 251 183 per annum (Level 14) (Total Cost Package)
CENTRE : Pretoria: Head Office
REQUIREMENTS : A recognized B-degree or Advanced Diploma (NQF level 7) in Business or Public Management with Strategy and/or Enterprise Risk Management included as a subject. A post graduate qualification and / or MBA / MBL will be an added advantage. Experience: Ten years working experience of which at least five years should be in strategy. Five years' experience must be on a senior management level. Public sector experience in Strategy will be a further advantage. Programme and Project Management experience. Proven research experience and management of research projects. A valid driver's license. Skills and Knowledge: Strategic Planning and/or Enterprise Risks Management. Knowledge of the Balanced Scorecard Methodology and its application in the Public Sector preferable. Performance Management and Financial Planning and Management. Above average advocacy and communication skills. Ability to generate and utilise Performance Information and to identify and mitigate organisation risks. Ability to write and edit research reports.

DUTIES : Facilitate the development of the overall NPA strategy in consultation with the NPA's Innovation and Policy Support Office and monitor the implementation of the overall NPA strategy. Facilitate and contribute in the development of Business Unit annual plans and monitor the implementation thereof including reporting thereon. Oversee the NPA's Research Component. Identify NPA Enterprise Risks and advise NPA management on relevant mitigation strategies. Performance Information management including the identification of Strategic Projects. Coordinate the collection, analysis, interpretation and presentation of information on performance and risks management. Oversee the preparation of monthly, quarterly and annual performance reports. Analyse and evaluate organisational performance and advise on corrective action. Assume overall responsibility for the effective management of own Unit including financial, people and other resources allocated.

ENQUIRIES : Ms M Modise Tel No: (012) 845 6200
APPLICATIONS : e mail Recruit2020450@npa.gov.za

POST 24/147 : **DIRECTOR: ADMINISTRATION**

SALARY : R1 057 326 per annum (Level 13) (Total Cost Package)
CENTRE : DPP: Mthatha
REQUIREMENTS : A recognized B-degree or Advanced Diploma (NQF level 7). At least five (5) years management experience at Middle Management or Senior Management level. Excellent verbal and written communication skills. Computer literacy in MS Word, Excel, PowerPoint and Outlook. Knowledge and understanding of Labour Relations Act, BCEA, Public Service Act, Employment Equity Act, COIDA, PFMA and Treasury Regulations. Valid driver's license.

DUTIES : Provide administrative leadership on the finances of the region through development of the budget for the region. Manage and monitor expenditure of the region and report thereon as periodically required. Monitor suppliers/ vendors to ensure Service Level Agreement (SLA) is

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

ENQUIRIES : Linda Mankayi Tel No: (047) 501 2607
APPLICATIONS : e-mail Recruit2020451@npa.gov.za

OTHER POSTS

POST 24/148 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2020/453 (X2 POSTS)**
 National Prosecutions Service
 (Re-Advert)

SALARY : R983 019 - R1 536 567 per annum (Level LP-9) (Total Cost Package)
CENTRE : DPP: Limpopo
REQUIREMENTS : A recognized four-year legal qualification. At least eight years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Five years' experience in legal practice will be an added advantage. Ability to act independently.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other courts documents. Represent the state in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES : Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : e-mail Recruit2020453@npa.gov.za

POST 24/149 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2020/454**
 Specialised Commercial Crime Unit

SALARY : R983 019 - R1 536 567 per annum (Level LP-9) (Total Cost Package)
CENTRE : Pretoria
REQUIREMENTS : A recognized four-year legal qualification. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required.

DUTIES : Conduct prosecution of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. Conduct legal research and keep-up to date with legal

developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.

ENQUIRIES : Vusi Skhosana Tel No: (012) 845 6592
APPLICATIONS : e mail Recruit2020454@npa.gov.za

POST 24/150 : **REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2020/457**
National Prosecutions Service

SALARY : R847 047 - R1 384 479.per annum (Level SU-3) (Total Cost Package)
CENTRE : CPP: Polokwane (Mankweng)
REQUIREMENTS : A recognized four-year legal qualification. At least six years post qualification legal experience. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills.

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

ENQUIRIES : Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : e mail Recruit2020457@npa.gov.za

POST 24/151 : **STATE ADVOCATE REF NO: RECRUIT 2020/455**
National Prosecutions Service
(Re-Advert)

SALARY : R763 212 - R1 266 156 per annum (LP-7 to LP-8) (Total Cost Package)
CENTRE : CPP: Kimberley (De Aar)
REQUIREMENTS : A four-year Legal qualification. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least five years' post qualification legal experience in the prosecution of Sexual Offences; Criminal Procedure, Civil litigation and Management of Gender Based Violence Matters.

DUTIES : To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the Dedicated Sexual Offences Courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure Criminal and Civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal

and civil activities relevant to the mandate of the National Prosecuting Authority on the management of Gender Based Violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at Dedicated Sexual Offences Courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.

ENQUIRIES : Nicholas Mogongwa Tel No: (053) 807 4539
APPLICATIONS : e mail Recruit2020455@npa.gov.za

POST 24/152 : **STATE ADVOCATE REF NO: RECRUIT 2020/456 (X3 POSTS)**
 (Re-Advert)
 National Prosecutions Service

SALARY : R763 212 - R1 266 156 per annum (LP-7 to LP-8) (Total Cost Package)
CENTRE : DPP: Limpopo
REQUIREMENTS : A four-year Legal qualification. At least five years' post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Extensive prosecutorial or litigation experience with regards to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.

DUTIES : Study case dockets, make assessments thereof and decide on the institution prosecution. Deal with any representations. Guide investigation in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : e mail Recruit2020456@npa.gov.za

POST 24/153 : **HEAD COURT CONTROL PROSECUTOR 2**
 National Prosecutions Service

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

CENTRE : CPP: Queenstown (Cradock) Ref No: Recruit 2020/458
 CPP: Polokwane (Kgapanne) Ref No: Recruit 2020/459

REQUIREMENTS : A recognized four-year legal qualification. At least four years post qualification legal experience. Proficiency in prosecuting, guiding investigations and giving instructions in complex and more difficult common law and statutory offences in the lower courts, drafting charge

		<p>sheets and complex court documents. Management skills. Must be able to work independently. Must have good administrative skills.</p>
<u>DUTIES</u>	:	<p>Manage, train and give guidance to Prosecutors. Study case dockets and decide on the institution and conduct criminal proceedings. Maintenance of matters and inquest of a general and more advanced nature in the lower courts. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist Prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence in general conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, policy and directive of the National Prosecuting Authority. Assist the Senior Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.</p>
<u>ENQUIRIES</u>	:	<p>CPP: Queenstown Nomfuneko Ntapane Tel No: (046) 602 3046 CPP: Polokwane Thuba Thubakgale Tel No: (015) 045 0285</p>
<u>APPLICATIONS</u>	:	<p>CPP: Queenstown (Cradock) e-mail Recruit2020458@npa.gov.za CPP: Polokwane (Kgapanne) e mail Recruit2020459@npa.gov.za</p>
<u>POST 24/154</u>	:	<p><u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service</p>
<u>SALARY</u>	:	<p>R510 432 per annum (Excluding Benefits) to R1 192 947 per annum (Total Cost Package) (Level LP-5 to LP-6)</p>
<u>CENTRE</u>	:	<p>CPP: Klerksdorp Ref No: Recruit 2020/460 (Re-Advert) CPP: Polokwane Ref No: Recruit 2020/461 (3 Posts) CPP: Queenstown (Aliwal North) Ref No: Recruit 2020/462 CPP: Mthatha Ref No: Recruit 2020/469</p>
<u>REQUIREMENTS</u>	:	<p>A recognized four-year legal qualification. At least four years post qualification legal experience. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Litigation in the regional court and management experience will be an added advantage.</p>
<u>DUTIES</u>	:	<p>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.</p>
<u>ENQUIRIES</u>	:	<p>CPP: Klerksdorp Flora Kalakgosi Tel No: (018) 381 9041 CPP: Polokwane Thuba Thubakgale Tel No: (015) 045 0285 CPP: Queenstown Mzikayise Toni Tel No: (046) 602 3000 CPP: Mthatha Linda Mankayi Tel No: (047) 501 2607</p>
<u>APPLICATIONS</u>	:	<p>CPP: Klerksdorp e mail Recruit2020460@npa.gov.za CPP: Polokwane e mail Recruit2020461@npa.gov.za CPP: Queenstown (Aliwal North) e mail Recruit2020462@npa.gov.za CPP: Mthatha e mail Recruit2020469@npa.gov.za</p>
<u>POST 24/155</u>	:	<p><u>COURT PREPARATION OFFICER</u> National Prosecutions Services</p>
<u>SALARY</u>	:	<p>R257 508 per annum (Level 07) (Excluding Benefits)</p>
<u>CENTRE</u>	:	<p>CPP: Upington Ref No: Recruit 2020/463 (Re-Advert) CPP: Mmabatho (Molopo) Ref No: Recruit 2020/470</p>
<u>REQUIREMENTS</u>	:	<p>An appropriate B Degree (NQF level 7)/Three (3) year Diploma (NQF level 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience in a court environment. Sound co-ordination and</p>

counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.

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

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

APPLICATIONS : CPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9040
 CPP: Upington e mail: Recruit2020463@npa.gov.za
 CPP: Mmabatho (Molopo) e mail Recruit2020470@npa.gov.za

POST 24/156 : **LIBRARY ASSISTANT REF NO: RECRUIT 2020/464**
 Specialised Commercial Crime Unit

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

CENTRE : Pretoria

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

DUTIES : Provide administrative support services. Assist with information requests. Circulation management. Lending and returns. Audit of cluster books and stock reports. Stock taking.

ENQUIRIES : Vusi Skhosana Tel No: (012) 845 6592

APPLICATIONS : e mail: Recruit2020464@npa.gov.za

POST 24/157 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2020/465**
 National Prosecutions Service

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

CENTRE : CPP: Kimberley

REQUIREMENTS : Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

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

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

APPLICATIONS : e mail Recruit2020465@npa.gov.za

POST 24/158 : **ADMINISTRATIVE CLERK**
 National Prosecutions Service

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

CENTRE : DPP: Johannesburg Ref No: Recruit 2020/466
 CPP: East Rand (Alexandra) Ref No: Recruit 2020/467

REQUIREMENTS : Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES : Operations administration service. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Provide case administration services. Ensure incoming correspondence case types assigned to the litigation and/or appeals section are processed, and relevant case files are opened and cross referenced. Provide court administration services. Assist with the efficient management of court rolls. Provide case record services.

ENQUIRIES : DPP: Johannesburg Khensane Manganye Tel No: (011) 220 4266
 CPP: East Rand Sydwell Namuhuchu Tel No: (011) 220 4005

APPLICATIONS : DPP: Johannesburg e mail Recruit2020466@npa.gov.za
 CPP: East Rand (Alexandra) e mail Recruit2020467@npa.gov.za

POST 24/159 : **REGISTRY CLERK REF NO: RECRUIT 2020/468**
 National Prosecutions Services

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

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

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

ENQUIRIES : Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS : e-mail Recruit2020468@npa.gov.za