

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** : 04 May 2021
- NOTE** : For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in BLOCK LETTERS. Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. A valid driver's license will be a requirement where applicable. 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 posts of State Advocate (Case Manager) with Reference numbers: Recruit 2021/186; Recruit 2021/187; Recruit 2021/188; Recruit 2021/189 and Recruit 2021/190 advertised in Public Service Vacancy Circular 09 dated 12 March 2021 with closing date 30 March 2021 has been withdrawn.

OTHER POSTS

- POST 13/72** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/227 (X2 POSTS)**
National Prosecutions Service
- SALARY** : R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level LP-9)
- CENTRE** : DPP: Johannesburg
- REQUIREMENTS** : An LLB or equivalent foreign legal qualification (3-year legal qualification for already serving Prosecutors). At least eight years post qualification legal experience. Five years' experience in legal practice will be an added advantage. 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. 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. The ability to act independently.
<u>DUTIES</u>	:	Quality work with regard to decision making and activities such as consideration of decision dockets, inquests, making of correct and appropriate decision, appropriate and complete instructions to the Investigation Officer, and in accordance with the NPA policy directives and procedures. Court preparations. Ensure successful prosecution by conducting/managing effective criminal court proceedings including, bail applications, trials in accordance with legislation and NPA policy directives and procedures. Legal drafting and other court work. Operations Management.
<u>ENQUIRIES APPLICATIONS</u>	:	Reuben Palai Tel No: 011 220 4124
	:	email Recruit2021227@npa.gov.za
<u>POST 13/73</u>	:	<u>SENIOR PUBLIC PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R983 019 per annum (Total Cost Package) to R1 536 567 per annum (Total Cost Package) (Level CM-1)
<u>CENTRE</u>	:	CPP: Bloemfontein Ref No: Recruit 2021/228 (Re-advert) (Ficksburg) Ref No: Recruit 2021/229
<u>REQUIREMENTS</u>	:	An LLB or equivalent foreign legal qualification (3-year legal qualification for already serving Prosecutors). At least eight (8) years' post qualification legal experience. Five (5) years-experience in legal practice will be an added advantage. 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. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft complex court documents. Ability to act independently without constant supervision. Must have good administrative skills. Valid driver's license.
<u>DUTIES</u>	:	Manage; train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings; maintenance and inquest matters of a general and more advanced nature. Ability to act independently. Excellent communication and administrative skills. Supervisory skills.
<u>ENQUIRIES APPLICATIONS</u>	:	Lemmer Ludwick Tel No: 051 410 6001
	:	CPP: Bloemfontein email Recruit2021228@npa.gov.za (Ficksburg) e mail Recruit2021229@npa.gov.za
<u>POST 13/74</u>	:	<u>DEPUTY DIRECTOR: COURT PREPARATION REF NO: RECRUIT 2021/231</u> National Prosecutions Service
<u>SALARY</u>	:	R869 007 per annum (Total Cost Package) (Level 12)
<u>CENTRE</u>	:	DPP: Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Work or equivalent. At least three years proven managerial working experience. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid Driver's License.
<u>DUTIES</u>	:	Oversee the court preparation programme provided by court preparation officers within the NPA for the Free State Division. To mentor, coach, ensure effective transfer of skills to the Court Preparation Officers. Give guidance to the DPP/ Governance Coordinators/ Chief Prosecutors/SPP/ and court preparation officers regarding the model and methodology of court preparation work. Ensure compliance with standards and guidelines for the establishment, roll out and management of court preparation services in the region for the prevention of secondary trauma and enhanced prosecution. Conduct court preparation and victim impact statements in high profile matters and implement the PEACE model and victim impact statements for court preparation in courts. Act as an expert

witness when called upon to do so. Lead staff towards achieving strategic goals of the NPA. Deal with representations and complaints and escalate. Contribute towards the management and implementation of the victim's charter. Promote partner integration, community involvement and customer satisfaction in conjunction with partners within the criminal justice system. Liaise with internal and external stakeholders and attend meetings, including national office. Manage staff and other resources.

ENQUIRIES : Lemmer Ludwick Tel No: 051 410 6001
APPLICATIONS : e mail Recruit2021231@npa.gov.za

POST 13/75 : **STATE ADVOCATE REF NO: RECRUIT 2021/230**
 National Prosecutions Service
 (Re-Advert)

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

CENTRE : CPP: Bloemfontein (Phuthaditjhaba)
REQUIREMENTS : An LLB or equivalent foreign legal qualification (3-year legal qualification for already 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.

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 : Lemmer Ludwick Tel No: 051 410 6001
APPLICATIONS : e mail Recruit2021230@npa.gov.za

POST 13/76 : **REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2021/232**
 National Prosecutions Service

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

CENTRE : DPP: Johannesburg
REQUIREMENTS : An LLB or equivalent foreign legal qualification (3-year legal qualification for already serving Prosecutors). At least four years post qualification legal experience. 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. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving

		instructions in law and statutory offences. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences. Experience or knowledge in POCA legislation.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Prepare cases for court. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	Khensane Manganye Tel No: 011 220 4266
<u>APPLICATIONS</u>	:	e mail Recruit2021232@npa.gov.za
<u>POST 13/77</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2021/275</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: Welkom (Bethlehem)
<u>REQUIREMENTS</u>	:	An LLB or equivalent foreign legal qualification (3-year legal qualification for already serving Prosecutors). At least four 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. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.
<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 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>	:	Lemmer Ludwick Tel No: 051 410 6001
<u>APPLICATIONS</u>	:	e mail Recruit2021275@npa.gov.za
<u>POST 13/78</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 Ref No: Recruit 2021/233 CPP: Durban Ref No: Recruit 2021/234 CPP: Odi (Ga-Rankuwa) Ref No: Recruit 2021/235 (Moretele) Ref No: Recruit 2021/273 CPP: Butterworth Ref No: Recruit 2021/236 CPP: Mthatha Ref No: Recruit 2021/237 (X3 Posts)
<u>REQUIREMENTS</u>	:	An LLB or equivalent foreign legal qualification (3-year legal qualification for already serving Prosecutors). At least four 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. 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: Durban Ntokozo Dlamini Tel No: 031 334 5274 CPP: Odi (Ga-Rankuwa) Flora Kalakgosi Tel No: 018 381 9041 CPP: Butterworth & CPP: Mthatha Linda Mankayi Tel No: 047 501 2607
<u>APPLICATIONS</u>	:	CPP: Bloemfontein e mail Recruit2021233@npa.gov.za CPP: Durban e mail Recruit2021234@npa.gov.za CPP: Odi (Ga-Rankuwa) e mail Recruit2021235@npa.gov.za (Moretele) e mail Recruit2021273@npa.gov.za CPP: Butterworth e mail Recruit2021236@npa.gov.za CPP: Mthatha e mail Recruit2021237@npa.gov.za
<u>POST 13/79</u>	:	<u>DISTRICT COURT PROSECUTOR</u> National Prosecution Service
<u>SALARY</u>	:	R301 452 per annum (Excluding Benefits) to R847 047 per annum (Total Cost Package) (Level LP-3 to LP-4)
<u>CENTRE</u>	:	CPP: Durban Ref No: Recruit 2021/238 CPP: Nelspruit (Barberton) Ref No: Recruit 2021/239 CPP: Mthatha Ref No: Recruit 2021/240 (X3 Posts) (Lusikisiki) Ref No: Recruit 2021/241 (X2 Posts) (Flagstaff) Ref No: Recruit 2021/242 (Tsolo) Ref No: Recruit 2021/243 (Bizana) Ref No: Recruit 2021/244 CPP: Butterworth Ref No: Recruit 2021/245 (Cala) Ref No: Recruit 2021/246 (Dutywa) Ref No: Recruit 2021/247 (Willowvale) Ref No: Recruit 2021/248 CPP: Welkom (Sasolburg) Ref No: Recruit 2021/249 CPP: Odi (Garankuwa) Ref No: Recruit 2021/274
<u>REQUIREMENTS</u>	:	An LLB or equivalent foreign legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Criminal court litigation experience will be an advantage. Competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of prosecutor guided investigation. A valid driver's license will be a requirement where applicable.
<u>DUTIES</u>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court. Perform all duties related thereto in accordance with the code of conduct, Policy and directives of the national prosecuting authority.
<u>ENQUIRIES</u>	:	CPP: Durban Ntokozo Dlamini Tel No: 031 334 5274 CPP: Nelspruit (Barberton) Ndumiso Bhembe Tel No: 013 045 0633 CPP: Mthatha & CPP: Butterworth Linda Mankayi Tel No: 047 501 2607 CPP: Welkom Lemmer Ludwick Tel No: 051 410 6001 CPP: Odi Flora Kalakgosi Tel No: 018 381 9041
<u>APPLICATIONS</u>	:	CPP: Durban e mail Recruit2021238@npa.gov.za CPP: Nelspruit (Barberton) e mail Recruit2021239@npa.gov.za CPP: Mthatha e mail Recruit2021240@npa.gov.za (Lusikisiki) e mail Recruit2021241@npa.gov.za (Flagstaff) e mail Recruit2021242@npa.gov.za

(Tsolo) e mail Recruit2021243@npa.gov.za
 (Bizana) e mail Recruit2021244@npa.gov.za
 CPP: Butterworth e mail Recruit2021245@npa.gov.za
 (Cala) e mail Recruit2021246@npa.gov.za
 (Dutywa) e mail Recruit2021247@npa.gov.za
 (Willowvale) e mail Recruit2021248@npa.gov.za
 CPP: Welkom (Sasolburg) e mail Recruit2021249@npa.gov.za
 CPP: Odi (Garankuwa) e mail Recruit2021274@npa.gov.za

- POST 13/80** : **DISTRICT COURT PROSECUTOR**
 National Prosecutions Service
- SALARY** : R301 452 per annum (Excluding Benefits) to R847 047 per annum (Total Cost Package) (Level LP-3 to LP-4)
- CENTRE** : CPP: Mthatha (Qumbu) Ref No: Recruit 2021/250
 (Mt Frere) Ref No: Recruit 2021/251
- REQUIREMENTS** : An LLB or equivalent legal foreign qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive experience in maintenance and such experience as in the opinion of the NDPP, render him/her suitable for appointment as Maintenance Prosecutor. Extensive knowledge of the Maintenance Act. Knowledge of Civil and Family Law related to maintenance. Competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of prosecutor guided investigation. Good planning skills general computer literacy in MS Office. A valid driver's license where required.
- DUTIES** : Criminal and civil litigation in compliance with the requirements legally imposed upon the state regarding all aspects of criminal and civil activities relevant to maintenance matter. Attend to formal and informal enquiries. Attend to maintenance related prosecutions. Render advice on issues family law relating to maintenance. Direct and oversee maintenance investigators. Exercise or perform any power, duty or function conferred upon or assigned on the Maintenance Prosecutor by or under the Maintenance Act 99 of 1998. This will include aspects of prevention, research and recommendations for policy development, pertaining heads of arguments and where requires presenting case in court. Supervise, train and develop role players including maintenance investigators and police.
- ENQUIRIES** : Linda Mankayi Tel No: 047 501 2607
- APPLICATIONS** : CPP: Mthatha (Qumbu) e mail Recruit2021250@npa.gov.za
 (Mt Frere) e mail Recruit2021251@npa.gov.za
- POST 13/81** : **DISTRICT COURT PROSECUTOR (ONE MAN STATION) REF NO: RECRUIT 2021/252**
 National Prosecutions Service
 (Re-Advert)
- SALARY** : R301 452 per annum (Excluding Benefits) to R847 047 per annum (Total Cost Package) (Level LP-3 to LP-4)
- CENTRE** : CPP: Odi (Swartruggens)
- REQUIREMENTS** : An LLB or equivalent legal foreign qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Criminal court litigation experience will be an advantage. Competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of prosecutor guided investigation. A valid driver's license will be a requirement where applicable.
- DUTIES** : Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court.
- ENQUIRIES** : Flora Kalagosi Tel No: 018 381 9041
- APPLICATIONS** : e mail Recruit2021252@npa.gov.za

<u>POST 13/82</u>	:	<u>COURT PREPARATION OFFICER</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R257 508 per annum (Level 07), (Excluding Benefits) CPP: Middleburg (Volksrust) Ref No: Recruit 2021/253 (eMkhondo) Ref No: Recruit 2021/254 CPP: Witbank (Evander) Ref No: Recruit 2021/255 (Delmas) Ref No: Recruit 2021/256 DPP: Mpumalanga Ref No: Recruit 2021/257 CPP: Nelspruit (Tonga) Ref No: Recruit 2021/258 (Masoyi) Ref No: Recruit 2021/259 DPP: Bloemfontein Ref No: Recruit 2021/260 CPP: Ntuzuma Ref No: Recruit 2021/261 CPP: Empangeni (Ingwavuma) Ref No: Recruit 2021/262 (Vryheid) Ref No: Recruit 2021/263 CPP: Durban (Umbumbulu) Ref No: Recruit 2021/264 CPP: Welkom (Kroonstad) Ref No: Recruit 2021/265 (Virginia) Ref No: Recruit 2021/266 (Odendalsrus) Ref No: Recruit 2021/267
<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. 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>	:	DPP: Mpumalanga; CPP Middleburg; CPP: Nelspruit & CPP: Witbank Liphondo KP Tel No: 013 045 0635 CPP: Durban; CPP: Ntuzuma & CPP: Empangeni Ntokozo Dlamini Tel No: 031 334 5274 DPP: Bloemfontein & CPP: Welkom Lemmer Ludwick Tel No: 051 410 6001
<u>APPLICATIONS</u>	:	CPP: Middleburg (Volksrust) e mail Recruit2021253@npa.gov.za (eMkhondo) e mail Recruit2021254@npa.gov.za CPP: Witbank (Evander) e mail Recruit2021255@npa.gov.za (Delmas) e mail Recruit_2021256@npa.gov.za DPP: Mpumalanga e mail Recruit_2021257@npa.gov.za CPP: Nelspruit (Tonga) e mail Recruit_2021258@npa.gov.za (Masoyi) e mail Recruit_2021259@npa.gov.za DPP: Bloemfontein e mail Recruit_2021260@npa.gov.za CPP: Ntuzuma e mail Recruit_2021261@npa.gov.za CPP: Empangeni (Ingwavuma) e mail Recruit_2021262@npa.gov.za (Vryheid) e mail Recruit2021263@npa.gov.za CPP: Durban (Umbumbulu) e mail Recruit2021264@npa.gov.za CPP: Welkom (Kroonstad) e mail Recruit_2021265@npa.gov.za (Virginia) e mail Recruit_2021266@npa.gov.za CPP: (Odendalsrus) e mail Recruit_2021267@npa.gov.za
<u>POST 13/83</u>	:	<u>LIBRARIAN REF NO: RECRUIT 2021/268</u> Information Systems Management
<u>SALARY CENTRE</u>	:	R257 508 per annum (Level 07), (Excluding Benefits) Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least two years relevant experience preferable in a law library environment. Ability to work on an electronic library management system including e-Books. Computer literacy in MS Word, Excel, and PowerPoint. At least two years' experience in utilization of

search of search including Jutastat, Lexis Nexis, Sabinet and WorldShare. Willingness to travel. Valid driver's license.

DUTIES : Catalog and classify library material utilising available databases. Maintain asset register of library material including disposals. Renew standing orders. Conduct inter and intra-Library loans. Conduct periodic stock take and keep statistics. Procure and process new material for both head office and regions. Loose leaf administration. Liaise with external clients. Assist with information projects of the NPA. Process all requests in terms of law reports, statutes and reference material. Assist with training of clients in use of online databases. Submit monthly reports.

ENQUIRIES : Nozuko Mdingi Tel No: 012 845 6868
APPLICATIONS : e mail Recruit2021268@npa.gov.za

POST 13/84 : **LIBRARIAN REF NO: RECRUIT 2021/269**
National Prosecutions Service
(Re-Advert)

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

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

ENQUIRIES : Khensane Manganye Tel No: 011 220 4266
APPLICATIONS : e mail Recruit2021269@npa.gov.za

POST 13/85 : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2021/270**
National Prosecutions Service

SALARY : R257 508 per annum (Level 07), (Excluding Benefits)
CENTRE : DDPP: Durban
REQUIREMENTS : 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. 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.

DUTIES : Manage and/or supervise the Court Support and Document Management Sections. Draw up and manage the court roll. Check opening of new files and sign off closed 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 and Document Management Sections. 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.

ENQUIRIES : Ntokozi Dlamini Tel No: 031 334 5274
APPLICATIONS : e mail Recruit2021270@npa.gov.za

- POST 13/86** : **PERSONAL ASSISTANT REF NO: RECRUIT 2021/276**
National Prosecutions Service
- SALARY** : R257 508 per annum (Level 07), (Excluding Benefits)
CENTRE : DDPP: Durban
REQUIREMENTS : Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license.
- DUTIES** : Provide secretarial, administration support and personal assistant service in the office. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the office. Type documents for the office. Operate office equipment like fax machines and photo copiers. Make travel and logistical arrangements for meetings and events. Process travel and subsistence claims for the office. Take minutes during meetings, draft routine correspondence. Develop and maintain an accessible and user friendly filing system. Handle procurement of standard items such as stationary. Liaise with other offices of the NPA and Administration with regard to all matters pertaining to the administrative functions of the office.
- ENQUIRIES** : Ntokozo Dlamini Tel No: 031 334 5274
APPLICATIONS : e mail Recruit2021276@npa.gov.za
- POST 13/87** : **HUMAN RESOURCES CLERK REF NO: RECRUIT 2021/271**
National Prosecutions Service
- SALARY** : R173 703 per annum (Level 05), (Excluding Benefits)
CENTRE : DPP: Mmabatho
REQUIREMENTS : Grade twelve (12) or equivalent qualification. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.
- DUTIES** : Provide high level human resources duties to the region. Facilitate the recruitment process. Process applications for service benefits and exit in the region. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Liaise with customers and stakeholders regarding all HR Functions. Assist in the training and development programs in the region. Assist in the performance assessment process.
- ENQUIRIES** : Flora Kalagosi Tel No: 018 381 9041
APPLICATIONS : e mail Recruit2021271@npa.gov.za
- POST 13/88** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/277 (X3 POSTS)**
National Prosecutions Service
- SALARY** : R173 703 per annum (Level 05), (Excluding Benefits)
CENTRE : DDPP: Durban
REQUIREMENTS : Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
- DUTIES** : Provide administrative support to the office. Record incoming and outgoing documents. Check documents for correct referencing before filing. Receive dockets from relevant stakeholders. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Administrative support to the manager and legal staff. Ensure incoming correspondence is processed and

		relevant case files are opened and cross referenced. Ensure sending, receipt and processing of facsimiles and e-mails iro case administered. Document management. Ensure implementation of case registers. Ensure efficient case date capturing.
<u>ENQUIRIES</u>	:	Ntokozo Dlamini Tel No: 031 334 5274
<u>APPLICATIONS</u>	:	e mail Recruit2021277@npa.gov.za
<u>POST 13/89</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2021/278</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R173 703 per annum (Level 05), (Excluding Benefits)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Provide administrative support to the office. Record incoming and outgoing documents. Check documents for correct referencing before filing. Receive dockets from relevant stakeholders. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Administrative support to the manager and legal staff. Ensure incoming correspondence is processed and relevant case files are opened and cross referenced. Ensure sending, receipt and processing of facsimiles and e-mails iro case administered. Document management. Ensure implementation of case registers. Ensure efficient case date capturing.
<u>ENQUIRIES</u>	:	Ntokozo Dlamini Tel No: 031 334 5274
<u>APPLICATIONS</u>	:	e mail Recruit2021278@npa.gov.za
<u>POST 13/90</u>	:	<u>SWITCHBOARD OPERATOR REF NO: RECRUIT 2021/272</u> National Prosecutions Service (Re-Advert)
<u>SALARY</u>	:	R145 281 per annum (Level 04), (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. 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>	:	Lemmer Ludwick Tel No: 051 410 6001
<u>APPLICATIONS</u>	:	e mail Recruit2021272@npa.gov.za