

**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** : 5 July 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](http://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 (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. 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](http://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

**MANAGEMENT ECHELON**

- POST 22/33** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (REGIONAL HEAD)**  
**RECRUIT 2021/279**  
Asset Forfeiture Unit
- SALARY** : R1 308 345 per annum (Level 14) (Total Cost Package)
- CENTRE** : Pretoria
- REQUIREMENTS** : 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. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admitted Attorney /or Advocate. Good advocacy and legal drafting skills. Knowledge of Asset Forfeiture law will be added advantage. Good

		interpersonal, analytical, presentation and communication skills. Strong computer skills. Willing to travel and able to work extended hours
<b><u>DUTIES</u></b>	:	Undertake litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture / confiscation of property / assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Manage the regional office.
<b><u>ENQUIRIES</u></b>	:	Peggy Manaka Tel No: (012) 845 6196
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2021279@npa.gov.za">Recruit2021279@npa.gov.za</a>
<b><u>POST 22/34</u></b>	:	<b><u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS RECRUIT 2021/280</u></b> Asset Forfeiture Unit
<b><u>SALARY</u></b>	:	R1 308 345 per annum (Level 14) (Total Cost Package)
<b><u>CENTRE</u></b>	:	East London
<b><u>REQUIREMENTS</u></b>	:	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. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admitted Attorney /or Advocate. Good advocacy and legal drafting skills. Good knowledge of civil and criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. The ability to act independently. Willing to travel and able to work extended hours.
<b><u>DUTIES</u></b>	:	Undertake litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture / confiscation of property / assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Assist in managing the regional office.
<b><u>ENQUIRIES</u></b>	:	Peggy Manaka Tel No: (012) 845 6196
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2021280@npa.gov.za">Recruit2021280@npa.gov.za</a>
<b><u>POST 22/35</u></b>	:	<b><u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS RECRUIT 2021/281</u></b> National Prosecutions Services
<b><u>SALARY</u></b>	:	R1 308 345 per annum (Level 14) (Total Cost Package)
<b><u>CENTRE</u></b>	:	DPP: Limpopo (STU)
<b><u>REQUIREMENTS</u></b>	:	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. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasions/avoidance, commercial crimes, fraud and related matters. Sound knowledge of income Tax Act, Vat Act, Customs and Excise Act. Sound knowledge and understanding of SARS functions and financial or accounting background. Good advocacy and legal drafting skills. Strong organisational leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management. Valid drivers license.
<b><u>DUTIES</u></b>	:	Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Studying and research law, enquiring and dockets relating to crimes and advising and deciding thereon. Instituting and conducting criminal proceedings in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross examining witnesses as well as presenting arguments in court and argue cases. Consult on a regular basis with all relevant stakeholders and SARS officials. Manage and keep SARS records for all criminal prosecutions and statistics. Map out strategic planning for the division and lead staff members towards achieving strategic objectives. Development, performance management and assessment of staff members. Deal with

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.

**ENQUIRIES** : Thuba Thubakgale Tel No: (015) 045 0285  
**APPLICATIONS** : e mail [Recruit2021281@npa.gov.za](mailto:Recruit2021281@npa.gov.za)

**POST 22/36** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS RECRUIT 2021/282**  
National Prosecutions Services

**SALARY** : R1 308 345 per annum (Level 14) (Total Cost Package)  
**CENTRE** : DPP: Limpopo (OCC)  
**REQUIREMENTS** : 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. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Experience or knowledge in POCA legislation will be an added advantage. Good interpersonal, analytical, presentation and communication skills. General management and project management skills. Computer skills. Valid drivers license.

**DUTIES** : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with 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.

**ENQUIRIES** : Thuba Thubakgale Tel No: (015) 045 0285  
**APPLICATIONS** : e mail [Recruit2021282@npa.gov.za](mailto:Recruit2021282@npa.gov.za)

**POST 22/37** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS RECRUIT 2021/283**  
National Prosecutions Services

**SALARY** : R1 308 345 per annum (Level 14) (Total Cost Package)  
**CENTRE** : DPP: Limpopo (Environmental Crime)  
**REQUIREMENTS** : 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. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Experience or knowledge in environmental cases will be an added advantage. Good interpersonal, analytical, presentation and communication skills. General management and project management skills. Computer skills. Valid drivers license.

**DUTIES** : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in

investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with 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 justice system.

**ENQUIRIES** : Thuba Thubakgale Tel No: (015) 045 0285  
**APPLICATIONS** : e mail [Recruit2021283@Npa.Gov.Za](mailto:Recruit2021283@Npa.Gov.Za)

**POST 22/38** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (HEAD OF OFFICE)**  
**RECRUIT 2021/284**  
 Re-advert  
 National Prosecutions Services

**SALARY** : R1 308 345 per annum (Level 14) (Total Cost Package)  
**CENTRE** : DDPP: Bhisho  
**REQUIREMENTS** : 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. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Good interpersonal, analytical, presentation and communication skills. Computer skills.

**DUTIES** : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with 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.

**ENQUIRIES** : Anthony Bean Tel No: (046) 602 3000  
**APPLICATIONS** : e mail [Recruit2021284@npa.gov.za](mailto:Recruit2021284@npa.gov.za)

**POST 22/39** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS RECRUIT 2021/285**  
 National Prosecutions Services

**SALARY** : R1 308 345 per annum (Level 14) (Total Cost Package)  
**CENTRE** : DPP: Mmabatho  
**REQUIREMENTS** : 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. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Good interpersonal, analytical, presentation and communication skills. Computer skills.

**DUTIES** : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with 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.

**ENQUIRIES** : Flora Kalakgosi Tel No: (018) 381 9041  
**APPLICATIONS** : e mail [Recruit2021285@npa.gov.za](mailto:Recruit2021285@npa.gov.za)

**POST 22/40** : **CHIEF FINANCIAL INVESTIGATOR RECRUIT 2021/286 (02 POSTS)**  
 Asset Forfeiture Unit

**SALARY** : R1 057 326 per annum (Level 13) (Total Cost Package)  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate B -degree or Advanced Diploma (NQF level 7) qualification in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner will be an added advantage. At least eight years' experience in financial investigation with three years management experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Communication written and verbal. 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. Understand profit and loss calculations. Information Management. Writing Skills. Task/Time management skills. Strategic thinking. Conflict Management. Interpersonal relations. Communication. Planning. Analytics. Specialist/ Professional. Research Skills. Problem solving.

**DUTIES** : Provide strategic planning and implementation of financial investigations. Coordinate and manage stakeholder relations in relations to financial investigations. Manage national financial investigative projects and administrative functions.

**ENQUIRIES** : Peggy Manaka Tel No: (012) 845 6196  
**APPLICATIONS** : e mail [Recruit2021286@npa.gov.za](mailto:Recruit2021286@npa.gov.za)

#### OTHER POSTS

**POST 22/41** : **SENIOR PUBLIC PROSECUTOR**  
 National Prosecutions Service

**SALARY** : R983 019 - R1 536 567. per annum (Level CM-1) (Total Cost Package)  
**CENTRE** : CPP: Empangeni (Eshowe) Recruit 2021/287 (Re-advert)

		CPP: George (Oudtshoorn) Recruit - 2021/288 CPP: Modimolle (Lephalale) Recruit - 2021/289
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	CPP: Empangeni Ntokozo Dlamini Tel No: (031) 334 5274 CPP: George Francios Brandt Tel No: (021) 487 7144 CPP: Modimolle Thuba Thubakgale Tel No: (015) 045 0285
<b><u>APPLICATIONS</u></b>	:	CPP: Empangeni (Eshowe) e mail <a href="mailto:Recruit2021287@npa.gov.za">Recruit2021287@npa.gov.za</a> CPP: George (Oudtshoorn) e mail <a href="mailto:Recruit2021288@npa.gov.za">Recruit2021288@npa.gov.za</a> CPP: Modimolle (Lephalale) e mail <a href="mailto:Recruit2021289@npa.gov.za">Recruit2021289@npa.gov.za</a>
<b><u>POST 22/42</u></b>	:	<b><u>SENIOR MAINTENANCE PROSECUTOR RECRUIT 2021/290</u></b> Sexual Offences and Community Affairs
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R983 019 - R1 536 567 per annum (Level CM-1) (Total Cost Package) Nelspruit
	:	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. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Adequate experience in criminal and civil litigation, advocacy and prosecution. In depth and extensive knowledge of the Maintenance Act, 99 of 1998, management in respect of maintenance matters, domestic violence, child justice/ Offenders and trafficking in persons including stakeholder cooperation and collaboration. 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 maintenance matters including commencement of civil litigation in maintenance matters as required and in accordance with the law, common law, statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision, planning and organizing, motivational and communication skills, customer care and good interpersonal relations. Must have good administrative skills / extensive computer skills will be an advantage.
<b><u>DUTIES</u></b>	:	Manage, perform duties or functions of Maintenance Officer. Manage, mentor, guide/train Maintenance Prosecutors, Maintenance Officers and Investigators, legal interns and role players involved with maintenance matters. Quality check the work of the Maintenance Prosecutors, Maintenance Officers and Maintenance Investigators. Conduct office inspections and performance management of Maintenance Prosecutors. Provide accurate and reliable statistics from Maintenance Prosecutors and Officers to ensure a sound knowledge management system. Study appeals and reviews, prepare opinions and heads of argument and argue maintenance cases in appropriate court. Appear in motion applications pertaining to maintenance matters. Attend to formal and informal maintenance enquiries and maintenance representations. Prosecute maintenance defaulters, including test cases or cases of an advanced or complex nature. Render advice on issues of family law related to maintenance. Exercise/perform any power, duty or function conferred upon or assigned to Maintenance Prosecutors by or under the

Maintenance Act 99 of 1998. Provide assistance and guidance to other Prosecutors in relation to maintenance matters at their station of appointment and surrounding courts where no Maintenance Prosecutors is appointed. Direct and oversee Maintenance Investigators. Establish an efficient and effective maintenance system through working with role players in the maintenance court services. Perform all duties related thereto, including administrative duties and duties assigned by the supervisor in accordance with the law, 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. Institute and conduct criminal proceedings on behalf of the state. Perform any act incidental thereto and carry out the duties and functions assigned to the prosecutor under any Act, Policy Manual and Directives. Study case dockets, decide in the institution of conduct criminal proceedings including proceedings of an advanced or complex nature. Prepare cases for court, guide investigations and consult with witnesses, draft charge sheets and other court documents, including indictments 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. Develop and review and participate in the drafting of policies, procedures and related legislation in line with SOCA Unit mandate.

**ENQUIRIES** : William Matlala Tel No: (012) 845 6637  
**APPLICATIONS** : [Recruit2021290@npa.gov.za](mailto:Recruit2021290@npa.gov.za)

**POST 22/43** : **SENIOR STATE ADVOCATE RECRUIT 2021/292**  
National Prosecutions Services

**SALARY** : R983 019 - R1 536 567. per annum (Level LP-9) (Total Cost Package)  
**CENTRE** : DPP: Mpumalanga- Recruit 2021/291  
DPP: Cape Town (OCC) Recruit 2021/292

**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. Five years' experience in legal practice will be an added advantage. Ability to act independently. Experience or knowledge in POCA legislation.

**DUTIES** : 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.

**ENQUIRIES** : DPP: Mpumalanga Tebogo Mashile Tel No: (013) 045 0686  
DPP: Cape Town Francios Brandt Tel No: (021) 487 7144  
**APPLICATIONS** : DPP: Mpumalanga e mail [Recruit2021291@npa.gov.za](mailto:Recruit2021291@npa.gov.za)  
DPP: Cape Town (OCC) e mail [Recruit2021292@npa.gov.za](mailto:Recruit2021292@npa.gov.za)

**POST 22/44** : **SENIOR STATE ADVOCATE RECRUIT 2021/293 (2 POSTS)**  
Re-advert  
National Prosecutions Services

**SALARY** : R983 019 - R1 536 567 per annum (Level LP-9) (Total Cost Package)  
**CENTRE** : DPP: Pietermaritzburg

**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. Five years' experience in legal practice will be an added advantage. Ability to act independently.

**DUTIES** : 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.

**ENQUIRIES** : Thabsile Radebe Tel No: (033) 392 8753  
**APPLICATIONS** : e mail [Recruit2021293@npa.gov.za](mailto:Recruit2021293@npa.gov.za)

- POST 22/45** : **SENIOR STATE ADVOCATE RECRUIT 2021/294 (2 POSTS)**  
National Prosecutions Service
- SALARY** : R983 019 - R1 536 567 per annum (Level LP-9) (Total Cost Package)  
**CENTRE** : Pretoria: Head Office  
**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. Extensive knowledge of civil and/or criminal procedure, etc. Experience in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents dealing with representations. Good advocacy, well-developed skills in legal research and legal drafting skills. Willing to travel when required and conduct prosecutions and attend to other matters outside Pretoria.
- DUTIES** : Oversee and monitor prosecution of serious, complex organized crime cases as well as all priority matters. Advise the police on investigation of serious complex organised crime cases. Conduct legal research and keep up to date with legal developments. Prepare reports on organized crime matters, peruse and process applications for the office of the NDPP. Liaise with DPP's and lower court staff. Represent the NPA in legal challenges brought in the Civil Courts. Perform other ad hoc assignments as required by the senior management of the OCC.
- ENQUIRIES** : Gija Maswanganyi Tel No: (012) 845 6944  
**APPLICATIONS** : e mail [Recruit2021294@npa.gov.za](mailto:Recruit2021294@npa.gov.za)
- POST 22/46** : **SENIOR STATE ADVOCATE RECRUIT 2021/295 (2 POSTS)**  
Specialised Commercial Crime Unit
- SALARY** : R983 019 - R1 536 567 per annum (Level LP-9) (Total Cost Package)  
**CENTRE** : Head Office: Pretoria  
**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, 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** : Bonakele Jali Tel No: (012) 845 6395  
**APPLICATIONS** : e mail [Recruit2021295@npa.gov.za](mailto:Recruit2021295@npa.gov.za)
- POST 22/47** : **SENIOR STATE ADVOCATE**  
National Prosecutions Service
- SALARY** : R983 019 - R1 536 567 per annum (Level LP-9) (Total Cost Package)  
**CENTRE** : DPP: Limpopo (STU) - Recruit 2021/455  
DDPP: Thohoyandou - Recruit 2021/456  
**REQUIREMENTS** : 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Thuba Thubakgale Tel No: (015) 045 0285
<b><u>APPLICATIONS</u></b>	:	DPP: Limpopo e mail <a href="mailto:Recruit_2021455@npa.gov.za">Recruit_2021455@npa.gov.za</a> DDPP: Thohoyandou e mail <a href="mailto:Recruit_2021456@npa.gov.za">Recruit_2021456@npa.gov.za</a>
<b><u>POST 22/48</u></b>	:	<b><u>DEPUTY DIRECTOR: COURT PREPARATION</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R869 007 per annum (MMS Level 12) (Total Cost Package)
<b><u>CENTRE</u></b>	:	DPP: Kimberley - Recruit 2021/296 DPP: Limpopo - Recruit 2021/297
<b><u>REQUIREMENTS</u></b>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Work or equivalent. At least five years working experience Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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.
<b><u>DUTIES</u></b>	:	Oversee the court preparation programme provided by Court Preparation Officers within the NPA for the Division. To mentor, coach, ensure effective transfer of skills to the Court Preparation officials. 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.
<b><u>ENQUIRIES</u></b>	:	DPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539
<b><u>APPLICATIONS</u></b>	:	DPP: Polokwane Thuba Thubakgale Tel No: (015) 045 0285 DPP: Kimberley e mail <a href="mailto:Recruit2021296@npa.gov.za">Recruit2021296@npa.gov.za</a> DPP: Limpopo e mail <a href="mailto:Recruit2021297@npa.gov.za">Recruit2021297@npa.gov.za</a>
<b><u>POST 22/49</u></b>	:	<b><u>SENIOR FINANCIAL INVESTIGATOR</u></b> Asset Forfeiture Unit
<b><u>SALARY</u></b>	:	R733 257.per annum (MMS Level 11) (Total Cost Package)

**CENTRE** : Johannesburg Recruit 2021/298 (2 Posts)  
Cape Town (George) - Recruit 2021/299  
Pretoria Recruit 2021/300 (3 Posts)  
Polokwane- Recruit - Recruit 2021/301

**REQUIREMENTS** : 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.

**DUTIES** : 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.

**ENQUIRIES** : Peggy Manaka Tel No: (012) 845 6196  
**APPLICATIONS** : Johannesburg e mail [Recruit2021298@npa.gov.za](mailto:Recruit2021298@npa.gov.za)  
Cape Town (George) email [Recruit2021299@npa.gov.za](mailto:Recruit2021299@npa.gov.za)  
Pretoria e mail [Recruit2021300@npa.gov.za](mailto:Recruit2021300@npa.gov.za)  
Polokwane e mail [Recruit\\_2021301@npa.gov.za](mailto:Recruit_2021301@npa.gov.za)

**POST 22/50** : **DEPUTY DIRECTOR: ICT CONTINUITY MANAGEMENT RECRUIT 2021/302**  
Information Systems and Management

**SALARY** : R733 257 per annum (MMS Level 11) (Total Cost Package)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Information Technology or equivalent. At least 5 years' experience in ICT. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration. Strategic capability and leadership. SAN and Cloud Technology experience. Backup and restore management. Communication and presentation skills. Strategic planning and operational ICT infrastructure management. Customer and supplier engagement. Problem solving and decision-making skills. Computer literacy.

**DUTIES** : Design, maintain and communicate service continuity plans for identified business critical systems to ensure continuous service provision. Manage the development and implementation of reviews of the service continuity plan. Support integration of service continuity plans with the broader organisational Business Continuity Plan (BCP). Management and implementation of SAN and cloud services. Oversee software licenses and the software asset register. Reporting on performance and strategic planning (APP), on governance calendars, implementation of policies and manage budget.

**ENQUIRIES** : Imraan Khan Tel No: (012) 845 7867  
**APPLICATIONS** : e mail [Recruit\\_2021302@npa.gov.za](mailto:Recruit_2021302@npa.gov.za)

**POST 22/51** : **DEPUTY DIRECTOR: ICT SERVICES RECRUIT 2021/303**  
Information Systems and Management

**SALARY** : R733 257 per annum (MMS Level 11) (Total Cost Package)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Information Technology or equivalent. ITIL certification and project management skills. At least 5 years' experience in ICT. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration. Development of policies, procedures and standards. Strategic planning skills. Excellent report writing skills. Service delivery and operational management experience. Innovation

		skills. Analysis and problem solving. Project management. And facilitation. Change management. Financial management. Strategic planning. Communication and presentation skills. Customer and supplier engagement. Problem solving and Decision-making skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Manage all operations related to the ICT infrastructure and service delivery. Provide technical leadership, develop and manage infrastructure plan and standards according to the ICT strategic plan and roadmaps. Manage implementation and enhancement of ICT Infrastructure projects. Manage operational and organisational change initiatives. Develop and maintain NPA's Information System Management (ISM) service catalogue. Report on ICT Service Management. Manage ICT Security Management services. Manage ICT Assets and Configuration Management. Manage Licenses. Report on operations and annual performance planning, on governance calendars, implementation of policies and manage budget.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Imraan Khan Tel No: (012) 845 7867
	:	e mail <a href="mailto:Recruit_2021303@npa.gov.za">Recruit_2021303@npa.gov.za</a>
<b><u>POST 22/52</u></b>	:	<b><u>DEPUTY DIRECTOR: CHANGE MANAGEMENT RECRUIT 2021/304</u></b> (One Year Contract) Human Resources Management and Development
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R733 257 per annum (MMS Level 11) (Total Cost Package) Pretoria: Head Office
	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Industrial Psychology, Human Resources Management or equivalent with specialisation in Change Management. Minimum of 3 years' experience at a junior managerial level in a change management environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration. Good knowledge of Organisational Behaviour and Change management systems, frameworks, practices and process in the public service. Strategic capability and leadership. Communication and presentation skills. Strategic planning. Customer focus and responsiveness. Good report writing skill. Change facilitation skill. Change readiness assessment skill. Able to work independently. Willing to travel, able to work extended hours. Problem solving and Decision-Making skills. People management and empowerment. Computer skills in MS Office suite, MS Word, Excel, Outlook and Project Management. A valid driver's license.
<b><u>DUTIES</u></b>	:	Develop and implement processes, policies and strategies for change management. Implement change management interventions and facilitate change management programmes to maximise acceptance of change on amongst others business process, systems, technology and organisational structure. Manage activities related to change management projects.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Marcia Malope Tel No: (012) 845 6538
	:	e mail <a href="mailto:Recruit_2021304@npa.gov.za">Recruit_2021304@npa.gov.za</a>
<b><u>POST 22/53</u></b>	:	<b><u>SENIOR PROTECTOR</u></b> Office for Witness Protection
<b><u>SALARY CENTRE</u></b>	:	R733 257 per annum (MMS Level 11) (Total Cost Package)
	:	North West (Potchefstroom) - Recruit 2021/442 Northern Cape (Kimberley)-Recruit 2021/443 Eastern Cape (Port Elizabeth) Recruit 2021/444
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Law/ Law Enforcement or equivalent. Must have at least five years' experience in covert operations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. BTECi, Advance Certificate and VIP protection will be an added advantage. High level of understanding of competency in people protection. Competency in at least two official languages, one of which must be English (multi-linguistic skills will be advantageous). Communication skills (verbal and written). Planning, organizational and financial management skills. High level of sensitivity towards people management, knowledge of the Witness Protection

		Act, 112 of 1998 and the Constitution of the RSA. Sound interpersonal relations. Conflict management and conflict resolution. Negotiating and analytical skills. High level of dedication. Ability to think logically and high level of empathy. Must be prepared to travel extensively, even after hours. Sound knowledge of the Public Service Act and Regulations. Sound knowledge of leading and planning operations. Must be in possession of a valid driver's license for a motor vehicle. Willing to undergo security clearance. Job knowledge. Quality of work Reliability. Initiative. Excellent Communication with all Stakeholders. Planning and Execution. Leadership. Management and Financial Resources.
<b><u>DUTIES</u></b>	:	Monitor the management of witnesses and/or related person. Assist with sourcing of safe houses and conducting of site surveys. Conduct visits and inspections. Assist in drafting the operational plan. Oversee and manage court protections, visitations and consultations of witness and/ related persons. Obtain and submit operational documents. Verify status reports from protectors. Liaise with investigating officers, prosecuting services and any other Stakeholders to ensure fast tracking of court cases and to address challenges with case-flow. Report on all operational activities. Conduct inspections on witness files, assets, fleet, accommodation, firearms and ammunition, coach and mentor staff, provide appropriate guidance and direction and issue instructions on relevant aspects of work. Manage performance of subordinates and deal with disciplinary matters in terms of the LRA.
<b><u>ENQUIRIES</u></b>	:	North West OJP Olivier Tel No: (018) 290 3222 Northern Cape Tel No: (053) 807 4561 Eastern Cape C Loots Tel No: (041) 045 0402
<b><u>APPLICATIONS</u></b>	:	North West (Potchefstroom) e mail <a href="mailto:Recruit_2021442@npa.gov.za">Recruit_2021442@npa.gov.za</a> Northern Cape (Kimberley) e mail <a href="mailto:Recruit_2021443@npagov.za">Recruit_2021443@npagov.za</a> Eastern Cape (Port Elizabeth) e mail <a href="mailto:Recruit_2021444@npa.gov.za">Recruit_2021444@npa.gov.za</a>
<b><u>POST 22/54</u></b>	:	<b><u>REGIONAL COURT CONTROL PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY CENTRE</u></b>	:	R847 047 - R1 384 479. per annum (Level SU-3) (Total Cost Package)
	:	CPP: West Rand - Recruit 2021/305
	:	CPP: Upington (Kuruman) - Recruit 2021/306
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	CPP West Rand Rosette Swarts Tel No: (011) 220 4144 CPP Upington Nicholas Mogongwa Tel No: (053) 807 4539
<b><u>APPLICATIONS</u></b>	:	CPP: West Rand e mail <a href="mailto:Recruit_2021305@npa.gov.za">Recruit_2021305@npa.gov.za</a> CPP: Upington (Kuruman) e mail <a href="mailto:Recruit_2021306@npa.gov.za">Recruit_2021306@npa.gov.za</a>

<b><u>POST 22/55</u></b>	:	<b><u>HEAD COURT CONTROL PROSECUTOR 3</u></b> (Re-advert) National Prosecutions Service
<b><u>SALARY CENTRE</u></b>	:	R847 047 - R1 384 479 per annum (Level SU-3) (Total Cost Package) CPP: Nelspruit (Tonga) - Recruit 2021/307 CPP: Bellville (Malmesbury) Recruit 2021/308
<b><u>REQUIREMENTS</u></b>	:	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 of 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.
<b><u>DUTIES</u></b>	:	Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquests 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.
<b><u>ENQUIRIES</u></b>	:	CPP: Nelspruit (Tonga) Tebogo Mashile Tel No: (013) 045 0686 CPP: Bellville (Malmesbury) Francios Brandt Tel No: (021) 487 7144
<b><u>APPLICATIONS</u></b>	:	CPP: Nelspruit e mail <a href="mailto:Recruit_2021307@npa.gov.za">Recruit_2021307@npa.gov.za</a> CPP: Bellville (Malmesbury) e mail <a href="mailto:Recruit_2021308@npa.gov.za">Recruit_2021308@npa.gov.za</a>
<b><u>POST 22/56</u></b>	:	<b><u>STATE ADVOCATE</u></b> National Prosecutions Service
<b><u>SALARY CENTRE</u></b>	:	R763 212 - R1 266 156 per annum (Level LP- 7 to LP-8) (Total Cost Package) CPP: Nelspruit (Tonga) Recruit 2021/309 CPP: Witbank (Evander) - Recruit 2021/310 CPP: Cape Town (Goodwood) - Recruit 2021/311 CPP: Upington - Recruit 2021/312 CPP: Kimberley - Recruit 2021/313 CPP: Klerksdorp - Recruit 2021/437
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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** : CPP Nelspruit (Tonga) & Witbank (Evander) Tebogo Mashile Tel No: (013) 045 0686

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

CPP: Cape Town Francios Brandt Tel No: (021) 487 7144

CPP: Klerksdorp Flora Kalakgosi Tel No: (018) 381 9041

**APPLICATIONS** :

CPP: Nelspruit (Tonga) e mail [Recruit\\_2021309@npa.gov.za](mailto:Recruit_2021309@npa.gov.za)

CPP: Witbank (Evander) e mail [Recruit\\_2021310@npa.gov.za](mailto:Recruit_2021310@npa.gov.za)

cPP: Cape Town (Goodwood) e mail [Recruit\\_2021311@npa.gov.za](mailto:Recruit_2021311@npa.gov.za)

CPP: Upington e mail [Recruit\\_2021312@npa.gov.za](mailto:Recruit_2021312@npa.gov.za)

CPP: Kimberley e mail [Recruit\\_2021313@npa.gov.za](mailto:Recruit_2021313@npa.gov.za)

CPP: Klerksdorp e mail [Recruit\\_2021437@npa.gov.za](mailto:Recruit_2021437@npa.gov.za)

**POST 22/57** :

**STATE ADVOCATE**

Asset Forfeiture Unit

**SALARY CENTRE** :

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

Head Office - Recruit 2021/314

Pretoria - Recruit 2021/315

Polokwane - Recruit 2021/316

Durban (2 Posts) - Recruit 2021/433

Cape Town - Recruit 2021/434

**REQUIREMENTS** :

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 Driver's 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.

**DUTIES** :

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.

**ENQUIRIES APPLICATIONS** :

Peggy Manaka Tel No: (012) 845 6196

Head Office e mail [Recruit\\_2021314@npa.gov.za](mailto:Recruit_2021314@npa.gov.za)

Pretoria e mail [Recruit\\_2021315@npa.gov.za](mailto:Recruit_2021315@npa.gov.za)

Polokwane e mail [Recruit\\_2021316@npa.gov](mailto:Recruit_2021316@npa.gov)

Durban e mail [Recruit\\_2021433@npa.gov.za](mailto:Recruit_2021433@npa.gov.za)

Cape Town e mail [Recruit\\_2021434@npa.gov.za](mailto:Recruit_2021434@npa.gov.za)

**POST 22/58** :

**STATE ADVOCATE RECRUIT 2021/317**

Re Advert

National Prosecutions Service

**SALARY CENTRE** :

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

DPP: Kimberley

**REQUIREMENTS** :

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.

**DUTIES**

: Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the state in all courts. Prepare cases for court, including the acquisition of additional evidence. present state's case in court on inter alia conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and head 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 criminal justice system.

**ENQUIRIES  
APPLICATIONS**

: Nicholas Mogongwa Tel No: (053) 807 4539  
: e mail [Recruit\\_2021317@npa.gov.za](mailto:Recruit_2021317@npa.gov.za)

**POST 22/59**

: **STATE ADVOCATE RECRUIT 2021/318**  
National Prosecutions Service

**SALARY  
CENTRE  
REQUIREMENTS**

: R763 212 - R1 266 156 per annum (Level LP- 7 to LP-8) (Total Cost Package)  
: DPP: Grahamstown (East London) (STU)  
: 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.

**DUTIES**

: 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.

**ENQUIRIES  
APPLICATIONS**

: Nomfuneko Ntapané Tel No: (046) 602 3000  
: DPP: Grahamstown e mail [Recruit\\_2021318@npa.gov.za](mailto:Recruit_2021318@npa.gov.za)

**POST 22/60**

: **STATE ADVOCATE**  
National Prosecutions Service

**SALARY  
CENTRE**

: R763 212 - R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8)  
: DPP: Limpopo (Polokwane) (STU) - Recruit 2021/450  
: DDPP: Thohoyandou (STU) - Recruit 2021/457

**REQUIREMENTS** : 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 tax evasion/avoidance, commercial crimes, 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. Knowledge of income tax Act, VAT Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. Interpersonal skills. Written and verbal communication skills. Ability to work independently.

**DUTIES** : Study case dockets, make assessments thereof and decide on the institution of prosecution. Draft charge sheets and other court documents. Represent the State in all courts. Assist SARS in keeping proper records of all the criminal prosecutions and supply them with accurate statistics. Mentor and guide investigating officers, prosecutors and stakeholders. Assist Deputy Directors with high profile matters where an increase 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.

**ENQUIRIES** : Thuba Thubakgale Tel No: (015) 045 0285  
**APPLICATIONS** : DPP: Limpopo e mail [Recruit\\_2021450@npa.gov.za](mailto:Recruit_2021450@npa.gov.za)  
DDPP: Thohoyandou e mail [Recruit\\_2021457@npa.gov.za](mailto:Recruit_2021457@npa.gov.za)

**POST 22/61** : **STATE ADVOCATE RECRUIT 2021/319 (8 POSTS)**  
(6 Re-adverts)  
National Prosecutions Service

**SALARY** : R763 212 - R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8)  
**CENTRE** : DPP: Pietermaritzburg  
**REQUIREMENTS** : 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.

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

**ENQUIRIES** : Thabsile Radebe Tel No: (033) 392 8753  
**APPLICATIONS** : e mail [Recruit\\_2021319@npa.gov.za](mailto:Recruit_2021319@npa.gov.za)

**POST 22/62** : **STATE ADVOCATE (CASE MANAGER)**  
Sexual Offences and Community Affairs

**SALARY** : R763 212 - R1 266 156 per annum (Total Cost Package) (Level LP- 7 to LP-8)  
**CENTRE** : King Williams Town Recruit 2021/320 (Re-advert)  
Matatiele - Recruit 2021/321



Cradock Recruit 2021/322 (Re-advert)  
 Madadeni Recruit 2021/323 (Re-advert)  
 Empangeni Recruit 2021/324 (Re-advert)  
 Ingwavuma Recruit 2021/325 (Re-advert)  
 Musina - Recruit 2021/326  
 Rustenburg Recruit 2021/327 (Re-advert)  
 Nkhensani - Recruit 2021/328  
 Libode - Recruit 2021/329  
 Bethlehem - Recruit 2021/330  
 Welkom - Recruit 2021/331  
 Groblersdal - Recruit 2021/332  
 Ermelo - Recruit 2021/333  
 De Aar - Recruit 2021/334  
 Springbok - Recruit 2021/335  
 Kuruman - Recruit 2021/336  
 Taung - Recruit 2021/337  
 Lusikisiki - Recruit 2021/436

**REQUIREMENTS**

: 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 prosecution in Criminal and/or civil litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth and extensive knowledge of the law and management in respect of Sexual offences, Domestic Violence, Child Offenders and Trafficking in Person, Maintenance matters. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Extensive computer skills will be an advantage. Positive security clearance.

**DUTIES**

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

**ENQUIRIES  
APPLICATIONS**

: William Matlala Tel No: (012) 845 6637  
 : King Williams Town e mail [Recruit\\_2021320@npa.gov.za](mailto:Recruit_2021320@npa.gov.za)  
 Matatiele e mail [Recruit\\_2021321@npa.gov.za](mailto:Recruit_2021321@npa.gov.za)  
 Cradock e mail [Recruit\\_2021322@npa.gov.za](mailto:Recruit_2021322@npa.gov.za)  
 Madadeni e mail [Recruit\\_2021323@npa.gov.za](mailto:Recruit_2021323@npa.gov.za)  
 Empangeni e mail [Recruit\\_2021324@npa.gov.za](mailto:Recruit_2021324@npa.gov.za)  
 Ingwavuma e mail [Recruit\\_2021325@npa.gov.za](mailto:Recruit_2021325@npa.gov.za)  
 Musina e mail [Recruit\\_2021326@npa.gov.za](mailto:Recruit_2021326@npa.gov.za)  
 Rustenburg e mail [Recruit\\_2021327@npa.gov.za](mailto:Recruit_2021327@npa.gov.za)  
 Nkhensani e mail [Recruit\\_2021328@npa.gov.za](mailto:Recruit_2021328@npa.gov.za)  
 Libode e mail [Recruit\\_2021329@npa.gov.za](mailto:Recruit_2021329@npa.gov.za)  
 Bethlehem e mail [Recruit\\_2021330@npa.gov.za](mailto:Recruit_2021330@npa.gov.za)  
 Welkom e mail [Recruit\\_2021331@npa.gov.za](mailto:Recruit_2021331@npa.gov.za)  
 Groblersdal e mail [Recruit\\_2021332@npa.gov.za](mailto:Recruit_2021332@npa.gov.za)  
 Ermelo e mail [Recruit\\_2021333@npa.gov.za](mailto:Recruit_2021333@npa.gov.za)  
 De Aar e mail [Recruit\\_2021334@npa.gov.za](mailto:Recruit_2021334@npa.gov.za)

Springbok e mail [Recruit\\_2021335@npa.gov.za](mailto:Recruit_2021335@npa.gov.za)  
Kuruman e mail [Recruit\\_2021336@npa.gov.za](mailto:Recruit_2021336@npa.gov.za)  
Taung e mail [Recruit\\_2021337@npa.gov.za](mailto:Recruit_2021337@npa.gov.za)  
Lusikisiki e mail [Recruit\\_2021436@npa.gov.za](mailto:Recruit_2021436@npa.gov.za)

<b><u>POST 22/63</u></b>	:	<b><u>HEAD CONTROL PROSECUTOR 2</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R510 432.per annum (Excluding Benefits) to R1 192 947. per annum (Total Cost Package) (Level SU-1-SU-2)
<b><u>CENTRE</u></b>	:	CPP: Ladysmith (Greytown)- Recruit 2021/338 CPP: Queenstown (Aliwal North) Recruit 2021/438 (Re-advert) (Fort Beaufort) Recruit 2021/439 CPP: Thohoyandou (Morebeng) Recruit 2021/462
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	CPP: Ladysmith Thabsile Radebe Tel No: (033) 392 8753 CPP: Queenstown Nomfuneko Ntapane Tel No: (046) 602 3046 CPP: Thohoyandou Thuba Thubakgale Tel No: (015) 045 0285
<b><u>APPLICATIONS</u></b>	:	CPP: Ladysmith (Greytown) e mail <a href="mailto:Recruit_2021338@npa.gov.za">Recruit_2021338@npa.gov.za</a> CPP: Queenstown (Aliwal North) e mail <a href="mailto:Recruit_2021438@npa.gov.za">Recruit_2021438@npa.gov.za</a> (Fort Beaufort) e mail <a href="mailto:Recruit_2021439@npa.gov.za">Recruit_2021439@npa.gov.za</a> CPP: Thohoyandou (Morebeng) e mail <a href="mailto:Recruit_2021462@npa.gov.za">Recruit_2021462@npa.gov.za</a>
<b><u>POST 22/64</u></b>	:	<b><u>PROTECTOR</u></b> Office for Witness Protection
<b><u>SALARY</u></b>	:	R470 040 per annum (Excluding Benefits) (Level 10)
<b><u>CENTRE</u></b>	:	CPP: North West (Potchefstroom) Recruit 2021/445 (2 posts) Northern Cape (Kimberley) Recruit 2021/446 Free State (Bloemfontein) Recruit 2021/447 Mpumalanga (Witbank) Recruit 2021/ 448 (2 Posts) Eastern Cape (Port Elizabeth) Recruit 2021/449
<b><u>REQUIREMENTS</u></b>	:	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. 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, well-being 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 modlle aligned to Bill of Rights, Batho Pele and United National Best Practice. Assist in building relationships with customers and other role players (within NPA, nationally and internationally. Office Administration.

**ENQUIRIES** : North West OJP Olivier Tel No: (018) 290 3222  
Northern Cape C Immelman Tel No: (053) 807 4561  
Free State RM Kgosana Tel No: (051) 410 3517  
Mpumalanga JM Mtsweni Tel No: (013) 692 2042  
Eastern Cape CH Loots Tel No: (041) 045 0402

**APPLICATIONS** : CPP: North West (Potchefstroom) e mail [Recruit\\_2021445@npa.gov.za](mailto:Recruit_2021445@npa.gov.za)  
Northern Cape (Kimberley) e mail [Recruit\\_2021446@npa.gov.za](mailto:Recruit_2021446@npa.gov.za)  
Free State (Bloemfontein) [Recruit\\_2021447@npa.gov.za](mailto:Recruit_2021447@npa.gov.za)  
Mpumalanga (Witbank) e mail [Recruit\\_2021448@npa.gov.za](mailto:Recruit_2021448@npa.gov.za)  
Eastern Cape (Port Elizabeth) e mail [Recruit\\_2021449@npa.gov.za](mailto:Recruit_2021449@npa.gov.za)

**POST 22/65** : **REGIONAL COURT PROSECUTOR**  
National Prosecutions Service

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

**CENTRE** : CPP: Upington (Kuruman) Recruit 2021/339  
CPP: Odi (Rustenburg) Recruit 2021/340  
CPP: Kimberley Recruit 2021/341  
CPP: Ladysmith Recruit 2021/342 (6 Posts) (3 Re-advert)  
CPP: Empangeni Recruit 2021/343 (3 Posts)  
CPP: Mthatha Recruit 2021/344  
CPP: Butterworth (Sterkspruit) - Recruit 2021/345  
(Cofimvaba) Recruit 2021/346  
(Ngcobo) Recruit 2021/347  
CPP: Queenstown Recruit 2021/440 (2 Posts) (Re-advert)  
(Elliot) Recruit 2021/441 (Re-advert)  
CPP: Polokwane (Phalaborwa) - Recruit 2021/461

**REQUIREMENTS** : 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.

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

**ENQUIRIES** : CPP: Upington & Kimberley Nicholas Mogongwa Tel No: (053) 807 4539  
CPP: Odi Flora Kalakgosi Tel No: (018) 381 9041  
CPP: Ladysmith Thabsile Radebe Tel No: (033) 392 8753  
CPP: Empangeni Ntokozo Dlamini Tel No: (031) 334 5274  
CPP: Queenstown Nomfuneko NtapaneTel No: (046) 602 3000  
CPP: Butterworth & CPP: Mthatha Linda Mankayi Tel No: (047) 501 2607

<b><u>APPLICATIONS</u></b>	: CPP: Polokwane Thuba Thubakgale Tel No: (015) 045 0285 CPP: Upington (Kuruman) e mail <a href="mailto:Recruit_2021339@npa.gov.za">Recruit_2021339@npa.gov.za</a> CPP: Odi (Rustenburg) e mail <a href="mailto:Recruit_2021340@npa.gov.za">Recruit_2021340@npa.gov.za</a> CPP: Kimberley e mail <a href="mailto:Recruit_2021341@npa.gov.za">Recruit_2021341@npa.gov.za</a> CPP: Ladysmith e mail <a href="mailto:Recruit_2021342@npa.gov.za">Recruit_2021342@npa.gov.za</a> CPP: Empangeni e mail <a href="mailto:Recruit_2021343@npa.gov.za">Recruit_2021343@npa.gov.za</a> CPP: Mthatha e mail <a href="mailto:Recruit_2021344@npa.gov.za">Recruit_2021344@npa.gov.za</a> CPP: Butterworth (Sterkspruit) e mail <a href="mailto:Recruit_2021345@npa.gov.za">Recruit_2021345@npa.gov.za</a> (Cofimvaba) e mail <a href="mailto:Recruit_2021346@npa.gov.za">Recruit_2021346@npa.gov.za</a> (Ngcobo) e mail <a href="mailto:Recruit_2021347@npa.gov.za">Recruit_2021347@npa.gov.za</a> CPP: Queenstown e mail <a href="mailto:Recruit_2021440@npa.gov.za">Recruit_2021440@npa.gov.za</a> (Elliot) e mail <a href="mailto:Recruit_2021441@npa.gov.za">Recruit_2021441@npa.gov.za</a> CPP: Polokwane (Phalaborwa) e mail <a href="mailto:Recruit_2021461@npa.gov.za">Recruit_2021461@npa.gov.za</a>
<b><u>POST 22/66</u></b>	: <b><u>DISTRICT COURT CONTROL PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	: R510 432 per annum (Excluding Benefits) to R1 192 947. per annum (Total Cost Package) (Level SU-1 to SU-2)
<b><u>CENTRE</u></b>	: CPP: West Rand - Recruit 2021/348 CPP: Ntuzuma (Re-advert) - Recruit 2021/349 CPP: Upington (Kuruman) - Recruit 2021/350 CPP: Ladysmith- Recruit 2021/351 CPP: Butterworth - Recruit 2021/352 (Cala) - Recruit 2021/353 (Ngcobo) - Recruit 2021/354 (Willowvale) – Recruit 2021/451 CPP: Modimolle (Northam) - Recruit 2021/460 CPP: Polokwane (Phalaborwa) - Recruit 2021/463
<b><u>REQUIREMENTS</u></b>	: 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 complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.
<b><u>DUTIES</u></b>	: 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.
<b><u>ENQUIRIES</u></b>	: CPP West Rand Rosette Swarts Tel No: (011) 220 4114 CPP: Ntuzuma Ntokozo Dlamini Tel No: (031) 334 5274 CPP: Nelspruit Ndumiso Bhembe Tel No: (013) 045 0633 CPP: Upington Mogongwa Tel No: (053) 807 4539 CPP: Ladysmith Thabsile Radebe Tel No: (033) 392 8753 CPP: Butterworth Linda Mankayi Tel No: (047) 501 2607 CPP: Modimolle & CPP: Polokwane Thuba Thubakgale Tel No: (015) 045 0285
<b><u>APPLICATIONS</u></b>	: CPP: West Rand e mail <a href="mailto:Recruit_2021348@npa.gov.za">Recruit_2021348@npa.gov.za</a> CPP: Ntuzuma e mail <a href="mailto:Recruit_2021349@npa.gov.za">Recruit_2021349@npa.gov.za</a> CPP: Upington (Kuruman) e mail <a href="mailto:Recruit_2021350@npa.gov.za">Recruit_2021350@npa.gov.za</a> CPP: Ladysmith e mail <a href="mailto:Recruit_2021351@npa.gov.za">Recruit_2021351@npa.gov.za</a> CPP: Butterworth e mail <a href="mailto:Recruit_2021352@npa.gov.za">Recruit_2021352@npa.gov.za</a> (Cala) e mail <a href="mailto:Recruit_2021353@npa.gov.za">Recruit_2021353@npa.gov.za</a>

(Ngcobo) e mail [Recruit\\_2021354@npa.gov.za](mailto:Recruit_2021354@npa.gov.za)  
(Willowvale) e mail [Recruit\\_2021451@npa.gov.za](mailto:Recruit_2021451@npa.gov.za)  
CPP: Modimolle (Northam) e mail [Recruit\\_2021460@npa.gov.za](mailto:Recruit_2021460@npa.gov.za)  
CPP: Polokwane (Phalaborwa) e mail [Recruit\\_2021463@npa.gov.za](mailto:Recruit_2021463@npa.gov.za)

<b><u>POST 22/67</u></b>	:	<b><u>FINANCIAL INVESTIGATOR</u></b> Asset Forfeiture Unit
<b><u>SALARY</u></b>	:	R376 596 per annum (Level 9) (Excluding Benefits)
<b><u>CENTRE</u></b>	:	Head Office - Recruit 2021/355 (2 Posts) Durban - Recruit 2021/356 Johannesburg - Recruit 2021/357 East London Recruit - 2021/358 Pretoria - Recruit 2021/435
<b><u>REQUIREMENTS</u></b>	:	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. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' experience in financial investigation. The ability to 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 excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the 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.
<b><u>DUTIES</u></b>	:	Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in medium value and less complex matters. Undertake stakeholder engagements. Undertake all administrative support services with regard to case management.
<b><u>ENQUIRIES</u></b>	:	Peggy Manaka Tel No: (012) 845 6196
<b><u>APPLICATIONS</u></b>	:	Head Office e mail <a href="mailto:Recruit_2021355@npa.gov.za">Recruit_2021355@npa.gov.za</a> Durban e mail <a href="mailto:Recruit_2021356@npa.gov.za">Recruit_2021356@npa.gov.za</a> Johannesburg e mail <a href="mailto:Recruit_2021357@npa.gov.za">Recruit_2021357@npa.gov.za</a> East London e mail <a href="mailto:Recruit_2021358@npa.gov.za">Recruit_2021358@npa.gov.za</a> Pretoria e mail <a href="mailto:Recruit_2021435@npa.gov.za">Recruit_2021435@npa.gov.za</a>
<b><u>POST 22/68</u></b>	:	<b><u>FINANCIAL INVESTIGATOR RECRUIT 2021/359 (4 POSTS)</u></b> (Three Year Contract) Investigating Directorate
<b><u>SALARY</u></b>	:	R376 596 per annum (Level 9) (Excluding Benefits)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	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. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' experience in financial investigation or related. The ability to 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 excellence in delivering the planned customer service outcomes (i.e.

		service levels and standards) for the NPA and ensure the 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.
<b><u>DUTIES</u></b>	:	Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Undertake all administration functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Adellé Jankowitz Tel No: (012) 845 6703
	:	e mail <a href="mailto:Recruit_2021359@npa.gov.za">Recruit_2021359@npa.gov.za</a>
<b><u>POST 22/69</u></b>	:	<b><u>FINANCIAL ANALYST</u></b> Asset Forfeiture Unit
<b><u>SALARY CENTRE</u></b>	:	R376 596 per annum (Level 9) (Excluding Benefits)
	:	Head Office - Recruit 2021/360 (2 Posts)
	:	Johannesburg - Recruit 2021/361 (2 Posts)
	:	Cape Town - Recruit 2021/362
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	Conduct raw data into usable information. Provide administrative support with regard to financial information.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Peggy Manaka Tel No: (012) 845 6196
	:	Head Office email <a href="mailto:Recruit_2021360@npa.gov.za">Recruit_2021360@npa.gov.za</a>
	:	Johannesburg email <a href="mailto:Recruit_2021361@npa.gov.za">Recruit_2021361@npa.gov.za</a>
	:	Cape Town email <a href="mailto:Recruit_2021362@npa.gov.za">Recruit_2021362@npa.gov.za</a>
<b><u>POST 22/70</u></b>	:	<b><u>FINANCIAL ANALYST RECRUIT 2021/363 (4 POSTS)</u></b> (Three Year Contract) Investigating Directorate
<b><u>SALARY CENTRE</u></b>	:	R376 596 per annum (Level 9) (Excluding Benefits)
<b><u>REQUIREMENTS</u></b>	:	Head Office: Pretoria
	:	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 excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and ensure the 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.

**DUTIES** : Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Undertake all administration functions.

**ENQUIRIES** : Adellé Jankowitz Tel No: (012) 845 6703  
**APPLICATIONS** : e mail [Recruit\\_2021363@npa.gov.za](mailto:Recruit_2021363@npa.gov.za)

**POST 22/71** : **ASSISTANT DIRECTOR: OPERATIONAL PLANNING AND SUPPORT RECRUIT 2021/364**  
 Security Management Services

**SALARY** : R376 596 per annum (Level 9) (Excluding Benefits)  
**CENTRE** : Head Office: Pretoria  
**REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Social Sciences or equivalent. Minimum three years' experience in VIP protection. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound knowledge of the Minimum Information Security Standard, Criminal Procedure 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.

**DUTIES** : 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.

**ENQUIRIES** : Sikhumbuzo Sibiyá Tel No: (012) 845 6753  
**APPLICATIONS** : e mail [Recruit\\_2021364@npa.gov.za](mailto:Recruit_2021364@npa.gov.za)

**POST 22/72** : **ASSISTANT DIRECTOR: ADMINISTRATION RECRUIT 2021/453**  
 National Prosecuting Services

**SALARY** : R376 596 per annum (Level 9) (Excluding Benefits)  
**CENTRE** : DPP: Mthatha  
**REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) Minimum three year's 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** : 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.

**ENQUIRIES** : Linda Mankayi Tel No: (047) 501 2607  
**APPLICATIONS** : e mail [Recruit\\_2021453@npa.gov.za](mailto:Recruit_2021453@npa.gov.za)

**POST 22/73** : **SENIOR LABOUR RELATIONS PRACTITIONER RECRUIT 2021/365**  
HRM & D: Labour Relations

**SALARY** : R316 791 per annum ((Level 8) (Excluding Benefits)  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF 6) in Labour Relations. At least two years' experience in a labour relations environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound knowledge of the Labour Relations regulatory environment, including but not limited to Labour Relations Act, Public Service Act, Public Service Regulations, and applicable Collective Agreements. Good communication skills, both verbal and written. Strong interpersonal skills and ability to work under pressure. Computer Literacy. Driver's License is a requirement. Job knowledge. Initiative. Reliability. Communication. Interpersonal Skills.

**DUTIES** : Attend to labour relations matters with a view to resolve them. Prepare submissions for approval. Liaise with the NPA business units and external stakeholders. Capture data on the case management system and on PERSAL and maintain ER database. Extract and analyse PERSAL reports related to labour relations and report thereon. Compile labour relations reports and memoranda. Provide general labour relations advice. Research relevant legislation and policy and procedures and case law to inform management of cases. Analyse data and trends and participate in the development of mitigation plans. Assist with facilitation and investigation of grievance, complaints and misconduct cases. Represents the NPA in disciplinary matters. Facilitate labour relations training.

**ENQUIRIES** : Ronnie Pather Tel No: (012) 845 6186  
**APPLICATIONS** : e mail [Recruit\\_2021365@npa.gov.za](mailto:Recruit_2021365@npa.gov.za)

**POST 22/74** : **THUTHUZELA CARE CENTRE SITE CO-ORDINATOR**  
Sexual Offences and Community Affairs

**SALARY** : R316 791 per annum (Level 8) (Excluding Benefits)  
**CENTRE** : Libode Hospital Recruit 2021/366 (Re-advert)  
Bethlehem Hospital Recruit 2021/367  
Tshepong Hospital Recruit 2021/368  
Mamelodi Hospital Recruit 2021/369  
Tonga Hospital - Recruit 2021/370  
Atlantis - Recruit 2021/371

**REQUIREMENTS** : An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF level 6) in Law/Social Sciences or equivalent. Minimum of two years' relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination, administrative skills and counselling experience. Strong stake holder management experience. Knowledge of rape care management. Good verbal and written communication skills as well as computer literacy are critical. Working knowledge of court and police processes. Supervisory experience will be an added advantage. Positive security clearance.

**DUTIES** : Liaise with medical offices and nurses to ensure that medical examinations take place. Liaise with police for statement taking. Contact prosecutor to liaise with police. Contact other relevant government departments or NGO's for services



required to survivor. Arrange transport for survivor and ensure service is available. Assist and give necessary support to the rape survivor if required. Arrange and coordinate meetings between role-players to deal with difficulties. Execute a variety of administrative tasks for line function departments: controlling documents, drafting documents. Rendering advice to personnel with regards to official matters. Keep a database of survivors accessing services. Submit monthly reports on work activities. Host a range of donors, government personnel, etc, that will visit the centre. Other related duties deemed necessary.

**ENQUIRIES  
APPLICATIONS**

: William Matlala Tel No: (012) 845 6637  
 : Libode Hospital e mail [Recruit\\_2021366@npa.gov.za](mailto:Recruit_2021366@npa.gov.za)  
 Bethlehem Hospital e mail [Recruit\\_2021367@npa.gov.za](mailto:Recruit_2021367@npa.gov.za)  
 Tshepong Hospital e mail [Recruit\\_2021368@npa.gov.za](mailto:Recruit_2021368@npa.gov.za)  
 Mamelodi Hospital e mail [Recruit\\_2021369@npa.gov.za](mailto:Recruit_2021369@npa.gov.za)  
 Tonga Hospital e mail [Recruit\\_2021370@npa.gov.za](mailto:Recruit_2021370@npa.gov.za)  
 Atlantis e mail [Recruit\\_2021371@npa.gov.za](mailto:Recruit_2021371@npa.gov.za)

**POST 22/75**

: **DISTRICT COURT PROSECUTOR**  
 National Prosecution Service

**SALARY**

: R301 452.per annum (Excluding Benefits) to R847 047 per annum (Total Cost Package) (Level LP-3 to LP-4)

**CENTRE**

: CPP: Nelspruit - Recruit 2021/372  
 (Bushbuckridge) - Recruit 2021/373 (2 posts)  
 (Kabokweni) - Recruit 2021/374  
 CPP: Upington (Springbok) - Recruit 2021/375  
 CPP Mmabatho (Delareyville) - Recruit 2021/376  
 (Molopo) - Recruit 2021/377 (2 posts)  
 (Vryburg) – Recruit 2021/464  
 CPP: Port Shepstone Recruit 2021/378 (Re- advert)  
 (Umzimkulu) - Recruit 2021/379 (Re- advert)  
 (Kokstad) Recruit-2021/380 (Re-advert)  
 (Scottburgh) - Recruit 2021/381 (Re-advert)  
 CPP: Bellville (Hopefield) - Recruit 2021/382  
 CPP: George (Oudshoorn) - Recruit 2021/383  
 CPP: Pietermaritzburg - Recruit 2021/384  
 CPP: Upington - Recruit 2021/385  
 CPP: Mthatha - Recruit 2021/386 (5 Posts)  
 (Qumbu) - Recruit 2021/387  
 (Nqeleni) - Recruit 2021/388  
 (Flagstaff) - Recruit 2021/389  
 (Mt Frere) - Recruit 2021/390  
 (Mqanduli) - Recruit 2021/391  
 CPP: Klerksdorp (Schweizer-Reneke) Recruit 2021/465

**REQUIREMENTS**

: 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. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Criminal court litigation experience will be an advantage. A valid driver's license will be a requirement where applicable.

**DUTIES**

: Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court. Perform all duties related thereto in accordance with the code of conduct, Policy and directives of the national prosecuting authority.

**ENQUIRIES**

: CPP: Nelspruit Tebogo Mashile Tel No: (013) 045 0686  
 CPP: Upington Nicholas Mogongwa Tel No: (053) 807 4539  
 CPP: Port Shepstone, (Umzimkulu), (Kokstad) & (Scottburgh) Ntokozo Dlamini Tel No: (031) 334 5274  
 CPP: Bellville & CPP: George Francios Brandt Tel No: (021) 487 7144  
 CPP: Pietermaritzburg Thabsile Radebe 0Tel No: (033) 392 8753  
 CPP: Mthatha Linda Mankayi Tel No: (047) 501 2607  
 CPP: Mmabatho & CPP: Klerksdorp Flora Kalakgosi Tel No: (018) 381 9040

**APPLICATIONS**

: CPP: Nelspruit e mail [Recruit\\_2021372@npa.gov.za](mailto:Recruit_2021372@npa.gov.za)

(Bushbuckridge) e mail [Recruit\\_2021373@npa.gov.za](mailto:Recruit_2021373@npa.gov.za) (2 posts)  
 (Kabokweni) e mail [Recruit\\_2021374@npa.gov.za](mailto:Recruit_2021374@npa.gov.za)  
 CPP: Upington (Springbok) e mail [Recruit\\_2021375@npa.gov.za](mailto:Recruit_2021375@npa.gov.za)  
 CPP Mmabatho (Delareyville) e mail [Recruit\\_2021376@npa.gov.za](mailto:Recruit_2021376@npa.gov.za)  
 (Molopo) e mail [Recruit\\_2021377@npa.gov.za](mailto:Recruit_2021377@npa.gov.za)  
 (Vryburg) e mail [Recruit\\_2021464@npa.gov.za](mailto:Recruit_2021464@npa.gov.za)  
 CPP: Port Shepstone e mail [Recruit\\_2021378@npa.gov.za](mailto:Recruit_2021378@npa.gov.za)  
 (Umzimkulu) e mail [Recruit\\_2021379@npa.gov.za](mailto:Recruit_2021379@npa.gov.za)  
 (Kokstad) e mail [Recruit\\_2021380@npa.gov.za](mailto:Recruit_2021380@npa.gov.za)  
 (Scottburgh) e mail [Recruit\\_2021381@npa.gov.za](mailto:Recruit_2021381@npa.gov.za)  
 CPP: Bellville (Hopefield) e mail [Recruit\\_2021382@npa.gov.za](mailto:Recruit_2021382@npa.gov.za)  
 CPP: George (Oudshoorn) e mail [Recruit\\_2021383@npa.gov.za](mailto:Recruit_2021383@npa.gov.za)  
 CPP: Pitermaritzburg e mail [Recruit\\_2021384@npa.gov.za](mailto:Recruit_2021384@npa.gov.za)  
 CPP: Upington e mail [Recruit\\_2021385@npa.gov.za](mailto:Recruit_2021385@npa.gov.za)  
 CPP: Mthatha e mail [Recruit\\_2021386@npa.gov.za](mailto:Recruit_2021386@npa.gov.za)  
 (Qumbu) e mail [Recruit\\_2021387@npa.gov.za](mailto:Recruit_2021387@npa.gov.za)  
 (Nqeleni) e mail [Recruit\\_2021388@npa.gov.za](mailto:Recruit_2021388@npa.gov.za)  
 (Flagstaff) e mail [Recruit\\_2021389@npa.gov.za](mailto:Recruit_2021389@npa.gov.za)  
 (Mt Frere) e mail [Recruit\\_2021390@npa.gov.za](mailto:Recruit_2021390@npa.gov.za)  
 (Mqanduli) e mail e mail [Recruit\\_2021391@npa.gov.za](mailto:Recruit_2021391@npa.gov.za)  
 CPP: Klerksdorp (Schweizer-Reneke) [Recruit\\_2021465@npa.gov.za](mailto:Recruit_2021465@npa.gov.za)

**POST 22/76** : **LIBRARIAN Recruit 2021/392**  
 (Re- advert)  
 National Prosecutions Service

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

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

**ENQUIRIES** : Flora Kalagosi Tel No: (018) 381 9041  
**APPLICATIONS** : e mail [Recruit\\_2021392@npa.gov.za](mailto:Recruit_2021392@npa.gov.za)

**POST 22/77** : **ADMINISTRATIVE OFFICER RECRUIT 2021/454**  
 Office for Witness Protection

**SALARY** : R257 508.per annum (Level 7) (Excluding Benefits)  
**CENTRE** : Northern Cape (Kimberley)  
**REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' experience in performing general administrative functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the PFMA, Treasury Regulations and other relevant Public Service Prescripts. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs such as MS Word, Excel, and outlook. Good people skills. Strong interpersonal and communication skills. Ability to act with tact and discreet. Loyal and honest. Knowledge of accounting and asset management. Valid driver's license. Willing to undergo security clearance. Able to handle cash and record cash transaction and know how to account for public funds according to PFMA.

**DUTIES** : Assist in managing Support Services. General Office administration. Management and governance. Capturing of financial records. Management accounting. Asset management. Record keeping.

**ENQUIRIES** : C Immelman Tel No: (053) 807 4561  
**APPLICATIONS** : e mail [Recruit\\_2021454@npa.gov.za](mailto:Recruit_2021454@npa.gov.za)

**POST 22/78** : **ADMINISTRATIVE OFFICER: LOGISTICS RECRUIT 2021/393**  
Supply Chain Management

**SALARY** : R257 508 per annum (Level 7) (Excluding Benefits)  
**CENTRE** : Head Office: pretoria  
**REQUIREMENTS** : An appropriate B Degree (NQF Level 7) /Three (3) year Diploma (NQF level 6) in Logistics Management, Supply Chain Management or equivalent. Two years' experience in SCM (Logistics). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of PFMA, Treasury Regulations, and other relevant SCM prescripts. Knowledge of LOGIS and BAS systems. Strong organizational skills. Ability to think strategically and innovatively. Ability to work in a team. Good communication and interpersonal skills. Client service orientated. Good computer skills in MS Word, Excel, and Outlook.

**DUTIES** : Process invoices for payments. Attend queries from service providers and business units relating to payments. Reconcile supplier accounts. Compile weekly and monthly reports to Senior Administrative Officer: Logistics. Provide administrative and provisioning support to the NPA. Track invoices on the invoice tracking system. Conduct stock taking. Receive and issue warehouse stock. Update bin cards. Follow up on outstanding commitments.

**ENQUIRIES** : Sindiswa Mbontsi Tel No: (012) 845 6066  
**APPLICATIONS** : e mail [Recruit\\_2021393@npa.gov.za](mailto:Recruit_2021393@npa.gov.za)

**POST 22/79** : **ADMINISTRATIVE CLERK: SUPERVISOR RECRUIT 2021/394**  
National Prosecutions Service

**SALARY** : R257 508 per annum (Level 7) (Excluding Benefits)  
**CENTRE** : DDPP: Middelburg  
**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. 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.

**DUTIES** : 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.

**ENQUIRIES** : Ndumiso Bhembe Tel No: (013) 045 0633  
**APPLICATIONS** : e mail [Recruit\\_2021394@npa.gov.za](mailto:Recruit_2021394@npa.gov.za)

**POST 22/80** : **KNOWLEDGE INFORMATION OFFICER RECRUIT 2021/395**  
Strategy Management

**SALARY** : R257 508.per annum (Level 7) (Excluding Benefits)  
**CENTRE** : Head Office: pretoria  
**REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in the field of Information Science, Information Management and knowledge management or

equivalent. A minimum two years' experience in managing information and/ or knowledge management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. A working knowledge of the public sector in general. A valid driver's license. Excellent report writing skills and attention to detail. Sound information and/ or knowledge management skills. Sound understanding of electronic document management/ and or records management skills. PAIA and NARSSA regulations. Sound working knowledge of SharePoint. Good communication, liaison and presentation skills. A good command of computer literacy, including Microsoft Office Suite (Word, Excel, PowerPoint, outlook). Ability to work under pressure. Able to work independently and in a team. Willingness to travel and work away from home.

**DUTIES** : Manage information and/ or knowledge management portals. Identify knowledge experts within the organization. Develop and maintain expert's database. Develop information and/ or knowledge sharing sessions and capture lessons learned. Develop plan to harvest knowledge and/ or experience of retiring and knowledgeable employees. Develop a plan to conduct knowledge audit. Develop communication plan to strengthen information and/ or knowledge sharing. Perform any other duties deemed fit by management.

**ENQUIRIES** : Pretty Mabanga Tel. No: (012) 845 6266  
**APPLICATIONS** : e mail [Recruit\\_2021395@npa.gov.za](mailto:Recruit_2021395@npa.gov.za)

**POST 22/81** : **COURT PREPARATION OFFICER**  
 National Prosecutions Service

**SALARY** : R257 508 per annum (Level 7) (Excluding Benefits)  
**CENTRE** : CPP: Bellville Recruit 2021/396 (2 posts)  
 (Blue Downs) Recruit 2021/397  
 CPP: Kimberley (Barkley West) Recruit 2021/398  
 Colesberg Recruit 2021/399  
 CPP: Upington (Postmasburg) - Recruit 2021/400  
 Kuruman) Recruit 2021/401  
 (Mothibistad) Recruit 2021/402  
 (Kathu) Recruit 2021/403  
 Kakamas) Recruit 2021/404  
 DPP: Limpopo Recruit 2021/405

**REQUIREMENTS** : An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience 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.

**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: Bellville Francios Brandt Tel No: (021) 487 7144  
 CPP: Kimberley & Upington Nicholas Mogongwa Tel No: (053) 807 4539  
 DPP: Limpopo Thuba Thubakgale Tel No: (015) 045 0285

**APPLICATIONS** : CPP: Bellville e mail [Recruit\\_2021396@npa.gov.za](mailto:Recruit_2021396@npa.gov.za)  
 (Blue Downs) e mail [Recruit\\_2021397@npa.gov.za](mailto:Recruit_2021397@npa.gov.za)  
 CPP: Kimberley (Barkley West) e mail [Recruit\\_2021398@npa.gov.za](mailto:Recruit_2021398@npa.gov.za)  
 (Colesberg) e mail [Recruit\\_2021399@npa.gov.za](mailto:Recruit_2021399@npa.gov.za)  
 CPP: Upington (Postmasburg) e mail [Recruit\\_2021400@npa.gov.za](mailto:Recruit_2021400@npa.gov.za)  
 (Kuruman) e mail [Recruit\\_2021401@npa.gov.za](mailto:Recruit_2021401@npa.gov.za)  
 (Mothibistad) e mail [Recruit\\_2021402@npa.gov.za](mailto:Recruit_2021402@npa.gov.za)  
 (Kathu) e mail [Recruit\\_2021403@npa.gov.za](mailto:Recruit_2021403@npa.gov.za)  
 (Kakamas) e mail [Recruit\\_2021404@npa.gov.za](mailto:Recruit_2021404@npa.gov.za)  
 DPP: Limpopo e mail [Recruit\\_2021405@npa.gov.za](mailto:Recruit_2021405@npa.gov.za)

<b><u>POST 22/82</u></b>	:	<b><u>PERSONAL ASSISTANT</u></b> Asset Forfeiture Unit
<b><u>SALARY</u></b>	:	R257 508 per annum (Level 7) (Excluding Benefits)
<b><u>CENTRE</u></b>	:	Pretoria-Recruit 2021/406 Mmabatho-Recruit 2021/407 Nelspruit- Recruit 2021/408 Bloemfontein- Recruit 2021/409
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	Receive telephone calls and refer the calls to the correct role player if not meant for the relevant manager. Record appointments and events in the diary of the manager. Type documents for the Regional Head and other staff within the unit. Provide secretarial, administration support and personal assistant service to the Regional Head. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the Regional Head. Draft routine correspondences and reports. Operates office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings for international travel for all AFU staff. Take minutes during meetings and prepare same for signature in advance. Develop and maintain an accessible and user friendly filing system. Handle procurement of standard items such as stationery and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative functions. Set up schedules for meetings and events. Provide general administration support to the manager and operation staff. Handle the procurement of standard items like stationery, refreshments for the manager and office.
<b><u>ENQUIRIES</u></b>	:	Peggy Manaka Tel No: (012) 845 6196
<b><u>APPLICATIONS</u></b>	:	Pretoria e mail <a href="mailto:Recruit_2021406@npa.gov.za">Recruit_2021406@npa.gov.za</a> Mmabatho e mail <a href="mailto:Recruit_2021407@npa.gov.za">Recruit_2021407@npa.gov.za</a> Nelspruit e mail <a href="mailto:Recruit_2021408@npa.gov.za">Recruit_2021408@npa.gov.za</a> Bloemfontein e mail <a href="mailto:Recruit_2021409@npa.gov.za">Recruit_2021409@npa.gov.za</a>
<b><u>POST 22/83</u></b>	:	<b><u>PERSONAL ASSISTANT RECRUIT 2021/410</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R257 508 per annum (Level 7) (Excluding Benefits)
<b><u>CENTRE</u></b>	:	DPP: Kimberley
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Nicholas Mogongwa Tel No: (053) 807 4539
	:	e mail <a href="mailto:Recruit_2021410@npa.gov.za">Recruit_2021410@npa.gov.za</a>
<b><u>POST 22/84</u></b>	:	<b><u>PERSONAL ASSISTANT RECRUIT 2021/411</u></b>
		Specialized Commercial Crime Unit
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum (Level 7) (Excluding Benefits)
	:	Mpumalanga
	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Tebogo Mashile Tel No: (013) 045 0686
	:	e mail <a href="mailto:Recruit_2021411@npa.gov.za">Recruit_2021411@npa.gov.za</a>
<b><u>POST 22/85</u></b>	:	<b><u>ADMINISTRATIVE CLERK RECRUIT 2021/412</u></b>
		National Prosecutions Service
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R173 703.per annum (Level 5) (Excluding Benefits)
	:	DPP: Mpumalanga
	:	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.
<b><u>DUTIES</u></b>	:	Render administration support services within Legal Administration section. Manage court rolls. Check and sign off closed files. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Perform any other duties as deemed necessary by the supervisor. Draw up and manage the court roll. Draw up performance management contracts of staff and be responsible for performance assessment of staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	DPP: Mpumalanga Tebogo Mashile Tel No: (013) 045 0686
	:	e mail <a href="mailto:Recruit_2021412@npa.gov.za">Recruit_2021412@npa.gov.za</a>
<b><u>POST 22/86</u></b>	:	<b><u>ADMINISTRATIVE CLERK</u></b>
		National Prosecutions Service
<b><u>SALARY CENTRE</u></b>	:	R173 703 per annum (Level 5) (Excluding Benefits)
	:	CPP: Upington - Recruit 2021/413
	:	CPP: Mitchells Plain (Khayelitsha) - Recruit 2021/414

<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	Provide administrative support to the office. Design and keep a well-organized administrative system. Provide administrative advice to all components of the office. Draft correspondences to members of the public other organizations and State departments. Liaise with Administration with regards to all matters pertaining to the administrative functioning of the office. Provide administrative support to legal staff, delivery of files, mails and faxes within the office. Data capturing.
<b><u>ENQUIRIES</u></b>	:	CPP: Upington Nicholas Mogongwa Tel No: (053) 807 4539 CPP: Mitchells Plain Francios Brandt Tel No: (021) 487 7144
<b><u>APPLICATIONS</u></b>	:	CPP: Upington e mail <a href="mailto:Recruit_2021413@npa.gov.za">Recruit_2021413@npa.gov.za</a> CPP: Mitchells Plain (Khayelitsha) e mail <a href="mailto:Recruit_2021414@npa.gov.za">Recruit_2021414@npa.gov.za</a>
<b><u>POST 22/87</u></b>	:	<b><u>ADMINISTRATIVE CLERK RECRUIT 2021/415 (3 POSTS)</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R173 703 per annum (Level 5) (Excluding Benefits)
<b><u>CENTRE</u></b>	:	DPP Johannesburg
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Khensani Manganye Tel No: (011) 220 4266
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit_2021415@npa.gov.za">Recruit_2021415@npa.gov.za</a>
<b><u>POST 22/88</u></b>	:	<b><u>ADMINISTRATIVE CLERK RECRUIT 2021/417(3 POSTS)</u></b> Specialised Commercial Crimes Unit
<b><u>SALARY</u></b>	:	R173 703 per annum (Level 5) (Excluding Benefits)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	Provide administrative support to the office. Design and keep a well-organized administrative system. Provide administrative advice to all components of the office. Draft correspondences to members of the public other organizations and State departments. Liaise with Administration with regards to all matters pertaining to the administrative functioning of the office. Provide administrative support to legal staff, delivery of files, mails and faxes within the office. Data capturing.
<b><u>ENQUIRIES</u></b>	:	Vusi Skhosana Tel No: (012) 845 6592
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit_2021417@npa.gov.za">Recruit_2021417@npa.gov.za</a>

**POST 22/89** : **ADMINISTRATIVE CLERK RECRUIT 2021/452 (2 POSTS)**  
National Prosecutions Service

**SALARY** : R173 703 per annum (Level 5) (Excluding Benefits)  
**CENTRE** : DPP: Mthatha  
**REQUIREMENTS** : 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.

**DUTIES** : Provide high quality administrative support to the office of the Deputy Director of Public Prosecutions & Advocates in the office. Receive guests and visitors, and screening calls. Management of correspondence. Liaise and communicate with a range of stakeholders in the justice sector. Plan organize and coordinate events, meetings or other arrangements. Manage information and ensure an appropriate filing system, provide a high-quality typing service for the unit. Assist with providing a high-quality switchboard service to the office. Make travel and accommodation arrangement when necessary. Diary management. Receive correspondence for the section. Collect information for civil matters addressed to the unit/group. Do pends for docket and collect them. Collate and capture statistics

**ENQUIRIES** : Linda Mankayi Tel No: (047) 501 2607  
**APPLICATIONS** : e mail [Recruit\\_2021452@npa.gov.za](mailto:Recruit_2021452@npa.gov.za)

**POST 22/90** : **ADMINISTRATIVE CLERK RECRUIT 2021/416 (2 POSTS)**  
Specialised Commercial Crimes Unit

**SALARY** : R173 703 per annum (Level 5) (Excluding Benefits)  
**CENTRE** : Nelspruit  
**REQUIREMENTS** : 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.

**DUTIES** : Render administration support services within Legal Administration section. Liaise with customers and stakeholders. Render administrative support service to the DDPP's. provide support to the manager regarding meetings.

**ENQUIRIES** : Tebogo Mashile Tel No: (013) 045 0686  
**APPLICATIONS** : e mail [Recruit\\_2021416@npa.gov.za](mailto:Recruit_2021416@npa.gov.za)

**POST 22/91** : **ADMINISTRATIVE CLERK RECRUIT 2021/418**  
Security Management Services (Physical Security)

**SALARY** : R173 703 per annum (Level 5) (Excluding Benefits)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : 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.

**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** : Tshinyadzo Mudau Tel No: (012) 845 6298  
**APPLICATIONS** : e mail [Recruit\\_2021418@npa.gov.za](mailto:Recruit_2021418@npa.gov.za)

**POST 22/92** : **CONTROL ROOM OPERATOR RECRUIT 2021/419**  
Security Management Services

**SALARY** : R173 703 per annum (Level 5) (Excluding Benefits)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : Grade 12 or equivalent qualification. Two years' experience in the security industry in a control environment (CCTV, BMS and integrated electronic security systems) will be an added advantage. Registration with the Private Security Regulation Authority (PSIRA) Grade C. Reliable, tolerant and determined. Able to act independently. High level of integrity. Willing to work shifts, after hours and over weekends. Good report writing skills and able to work under pressure. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and Power Point. knowledge of security management in public sector administration (MISS & n MPSS documents). A valid driver's license.

**DUTIES** : Operate control room security and emergency system to ensure safety of the premises. Control cameras through CCTV system to monitor and safeguard the premises. Identify and record all suspicious incidents. Safekeeping of recorded information and back-up footage and access control records. Compile incident reports. Ensure proper use of control room systems. Identify and report faults and malfunctioning of the system. Monitor all scheduled and repair maintenance to ensure the effective working of all systems and equipment. Implement access control and key control for NPA building facilities and conduct key audits as and when required. Ensure access control of the control room. Control entry and exit of the control room. Ensure all relevant control room registers are complete. Respond to security emergencies. Activate the emergency systems and immediately report incidents. Liaise with internal and external stake holders.

**ENQUIRIES** : Allen Prakash Tel No: (012) 845 6049  
**APPLICATIONS** : e mail [Recruit\\_2021419@npa.gov.za](mailto:Recruit_2021419@npa.gov.za)

**POST 22/93** : **PARALEGAL**  
Asset Forfeiture Unit

**SALARY** : R173 703 per annum (Level 5) (Excluding Benefits)  
**CENTRE** : Head Office- Recruit-2021/420  
Port Elizabeth - Recruit 2021/421  
Pretoria- Recruit 2021/422  
Johannesburg- Recruit 2021/423  
Mmabatho - Recruit 2021/424  
Nelspruit Recruit 2021/425  
East London (Mthatha)- Recruit 2021/426  
Bloemfontein - Recruit 2021/427  
Cape Town- Recruit 2021/428  
Durban-Recruit 2021/429

**REQUIREMENTS** : Grade 12 or equivalent qualification plus Paralegal Certificate/ Diploma. Bachelor's degree in Law or equivalent qualification. Bachelor's Degree in office/ Business Administration. Experience as a legal assistant in a legal environment will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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 assistance with case preparation. Conduct legal research and drafting. Conduct investigation and fact-finding for cases. Provide courtroom and legal proceedings assistance. case administration and document management. Provide administrative support services.

**ENQUIRIES** : Peggy Manaka Tel No: (012) 845 6196  
**APPLICATIONS** : Head Office e mail [Recruit\\_2021420@npa.gov.za](mailto:Recruit_2021420@npa.gov.za)

Port Elizabeth e mail [Recruit\\_2021421@npa.gov.za](mailto:Recruit_2021421@npa.gov.za)  
Pretoria e mail [Recruit\\_2021422@npa.gov.za](mailto:Recruit_2021422@npa.gov.za)  
Johannesburg e mail [Recruit\\_2021423@npa.gov.za](mailto:Recruit_2021423@npa.gov.za)  
Mmabatho e mail [Recruit\\_2021424@npa.gov.za](mailto:Recruit_2021424@npa.gov.za)  
Nelspruit [Recruit\\_2021425@npa.gov.za](mailto:Recruit_2021425@npa.gov.za)  
East London (Mthatha) e mail [Recruit\\_2021426@npa.gov.za](mailto:Recruit_2021426@npa.gov.za)  
Bloemfontein e mail [Recruit\\_2021427@npa.gov.za](mailto:Recruit_2021427@npa.gov.za)  
Cape Town e mail [Recruit\\_2021428@npa.gov.za](mailto:Recruit_2021428@npa.gov.za)  
Durban e mail [Recruit\\_2021429@npa.gov.za](mailto:Recruit_2021429@npa.gov.za)

- POST 22/94** : **PARALEGAL RECRUIT-2021/430**  
(Three Year Contract)  
Investigating Directorate
- SALARY** : R173 703 per annum (Level 5) (Excluding Benefits)  
**CENTRE** : Head Office  
**REQUIREMENTS** : Grade 12 or equivalent qualification plus Paralegal Certificate/ Diploma. Bachelor's degree in Law or equivalent qualification. Bachelor's Degree in office/ Business Administration. Experience as a legal assistant in a legal environment will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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 assistance with case preparation. Conduct legal research and drafting. Conduct investigation and fact-finding for cases. Provide courtroom and legal proceedings assistance. case administration and document management. Provide administrative support services.
- ENQUIRIES** : Adellé Jankowitz Tel No: (012) 845 6703  
**APPLICATIONS** : e mail [Recruit\\_2021430@npa.gov.za](mailto:Recruit_2021430@npa.gov.za)
- POST 22/95** : **ADMINISTRATIVE CLERK RECRUIT 2021/458 (2 POSTS)**  
National Prosecutions Service
- SALARY** : R173 703. per annum (Level 5) (Excluding Benefits)  
**CENTRE** : DPP: Mmabatho  
**REQUIREMENTS** : 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.
- DUTIES** : Provide administration support service within the Legal Administration. Compile and submit courts statistics. Maintain (electronic and manual) registers. Liaise with stakeholders/customers. Provide reception desk duties, receive calls and direct customers. Render administrative support services to the DDPPs. Ensure the safekeeping of all documentation produced in the office of the manager in line with relevant legislation and policies. Draft documents as required. Operate office equipment like fax machines and photocopiers. Collect all relevant documents to enable the manager to perform their duties. Ensure effective flow of information and documents to and from the office of the manager. Attend to subsistence and travel claims for the DDPP. Provide support to the manager regarding meetings. Coordinate logistical arrangements for meetings when require. Take minutes during component's meetings.
- ENQUIRIES** : Flora Kalakgosi Tel No: (018) 381 9040  
**APPLICATIONS** : e mail [Recruit\\_2021458@npa.gov.za](mailto:Recruit_2021458@npa.gov.za)
- POST 22/96** : **DRIVER MESSENGER**  
National Prosecutions Service
- SALARY** : R145 281 per annum (Level 4) (Excluding Benefits)

**CENTRE** : DPP: Pietermaritzburg - Recruit 2021/431  
DPP: Mmabatho - Recruit 2021/459

**REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Knowledge of Registry procedures. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver's license.

**DUTIES** : Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the DPP office. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribute correspondence using the approved file plan for the office.

**ENQUIRIES** : DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753  
DPP: Mmabatho Tel No: (018) 381 9040

**APPLICATIONS** : DPP: Pietermaritzburg e mail [Recruit\\_2021431@npa.gov.za](mailto:Recruit_2021431@npa.gov.za)  
DPP: Mmabatho e mail [Recruit\\_2021459@npa.gov.za](mailto:Recruit_2021459@npa.gov.za)

**POST 22/97** : **SWITCHBOARD OPERATOR RECRUIT 2021/432**

**SALARY** : R145 281 per annum (Level 4) (Excluding Benefits)

**CENTRE** : DPP: Pietermaritzburg

**REQUIREMENTS** : 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.

**DUTIES** : 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.

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

**APPLICATIONS** : e mail [Recruit\\_2021432@npa.gov.za](mailto:Recruit_2021432@npa.gov.za)