

**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** : 21 February 2022
- 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 required qualifications, identity document and other listed documents as per the advert, must be included with your application. Such copies need not be certified when applying for the post. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Erratum: The post of Deputy Director of Public Prosecutions (Regional Head) with Recruit 2022/03; Senior State Advocate Recruit 2022/17; Recruit 2022/23 advertised in circular 2 of 2022 are hereby withdrawn. 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 04/51** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/46**  
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. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admitted Attorney /or Advocate. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. 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.

**DUTIES** : 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.

**ENQUIRIES** :  
**APPLICATIONS** : Lindie Swanepoel Tel No: 012 845 6638  
e mail: Recruit202246@npa.gov.za

#### **OTHER POSTS**

**POST 04/52** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/47**  
National Prosecutions Services

**SALARY** : R997 764 per annum (Total cost package) to R1 559 616 per annum (Total cost package) (Level LP-9)

**CENTRE** : DPP: Cape Town

**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. Five years in legal practice will be an 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. Admitted advocate and/or attorney will be an added advantage. Good knowledge of civil and \or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Ability to act independently. Willing to travel and work extended hours. Ability to do legal research.

**DUTIES** : Conduct prosecution of serious, complex and organised crime cases and corruption matters. Advise the police on the investigation of serious, complex and organized 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. General conduct prosecution on behalf of the state.

**ENQUIRIES** : Francios Brandt Tel No: 012 487 7144  
**APPLICATIONS** : e mail Recruit202247@npa.gov.za

**POST 04/53** : **SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2021/48**  
National Prosecutions Service

**SALARY** : R997 764 per annum (Total cost package) to R1 559 616 per annum (Total cost package) (Level CM-1)

**CENTRE** : CPP: Butterworth

**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.

**DUTIES** : Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee prosecutors in presentation of state's case court, lead and cross examination of witnesses and

address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance to code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

**ENQUIRIES** : Tulisa Sibindlana Tel No: 047 501 2669  
**APPLICATIONS** : e mail Recruit202248@npa.gov.za

**POST 04/54** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/49**  
National Prosecutions Services

**SALARY** : R997 764 per annum (Total cost package) to R1 559 616 per annum (Total cost package) (Level LP-9)

**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. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Knowledge of Tax Act, VAT, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint.

**DUTIES** : Study case dockets, 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 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 performance assessment of staff being mentored.

**ENQUIRIES** : Thabsile Radebe Tel No: 033 392 8753  
**APPLICATIONS** : e mail Recruit202249@npa.gov.za

**POST 04/55** : **STATE ADVOCATE REF NO: RECRUIT 2022/50**  
National Prosecutions Service  
(Re-advert)

**SALARY** : R774 660 per annum (Total cost package) to R1 285 149 per annum (Total cost package) (Level LP- 7 to LP-8)

**CENTRE** : DPP: Mthatha

**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 criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently.

**DUTIES** : Study and guide the investigations in 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** : Tulisa Sibindlana Tel No: 047 501 2669  
**APPLICATIONS** : e mail Recruit202250@npa.gov.za

**POST 04/56** : **DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2022/51**  
National Prosecutions Service

**SALARY** : R518 088 per annum, (excluding benefits) to R1 210 842 per annum (Total cost package) (Level SU-1 to SU-2)

**CENTRE** : CPP: East Rand  
**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. 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. Organizational skills. Ability to work independently.

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

**ENQUIRIES** : Yasmeen Mbawana Tel No: 011 220 4083  
**APPLICATIONS** : e mail Recruit202251@npa.gov.za

**POST 04/57** : **HEAD CONTROL PROSECUTOR 2 REF NO: RECRUIT 2022/52**  
National Prosecutions Service

**SALARY** : R518 088 per annum, (excluding benefits) to R1 210 842 per annum (Total cost package) (Level SU-1-SU-2)

**CENTRE** : CPP: Witbank  
**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. 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.

**DUTIES** : 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.

**ENQUIRIES** : Tebogo Mashile Tel No: 013 045 0686  
**APPLICATIONS** : e mail Recruit202252@npa.gov.za

**POST 04/58** : **PROTECTOR REF NO: RECRUIT 2022/53**  
Office for Witness Protection

**SALARY** : R477 090 per annum (Level 10), (Total cost package)  
**CENTRE** : Northern Cape (Kimberley)  
**REQUIREMENTS** : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in VIP protection or equivalent. At least three years relevant working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Must have police, military or correctional service basic training. Must have successfully completed a SWAT or Tactical Policing course. Must be competent in at least two official languages of which one must be English. Must be in possession of a valid driver's license for a motor vehicle. Must be able to travel frequently and work outside normal office hours. Knowledge and experience of undercover work will be an added advantage. Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims Charter and Batho Pele Principles. Knowledge of the functioning of the various levels of courts and the Criminal Justice System. Knowledge in cash handling and cash management. Knowledge of the Criminal Procedure Act, 1977, Knowledge of the Witness Protection Act, 1998 and knowledge of the PFMA, 1999. Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analyst test. Knowledge and experience in the implementation of the provisions of the Minimum Information Security Standards (MISS). Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving and fitness assessment.

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

**ENQUIRIES** : C Immelman Tel No: 053 807 4561  
**APPLICATIONS** : e mail Recruit202253@npa.gov.za

**POST 04/59** : **COURT PREPARATION OFFICER REF NO: RECRUIT 2022/54**  
National Prosecutions Service

**SALARY** : R261 372 per annum (Level 07), (excluding benefits)  
**CENTRE** : CPP: Upington  
**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 APPLICATIONS** : Nicholas Mogongwa Tel No: 053 807 4539  
: e mail Recruit202254@npa.gov.za

**POST 04/60** : **ADMINISTRATIVE OFFICER REF NO: RECRUIT 2022/55**  
Specialised Commercial Crimes Unit

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07), (excluding benefits)  
: Mthatha  
: 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** : Render administration services within the legal Administration Section in the SCCU Component. Provide high quality administrative support to the office of the SDDPP and/Director of Public Prosecutions. This will include: receiving guests and visitors, and screening calls. Management of correspondence. Liaise and communicate with a range of stakeholders in the justice sector. Render Docket Admin, Finance, Procurement and HR administration (Recruitment and Selection, Leave, PMDS etc) in the SCCU unit. 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. Prepare travel documentation and coordinate bookings for international travel for all SCCU staff. Make travel and logistical arrangements for meetings and events. Take minutes during meetings and prepare same for signatures in advance. Handle procurement of standards items such as stationery and refreshments. Provide general administration support to the manager and operation staff.

**ENQUIRIES APPLICATIONS** : Tulusa Sibindlana Tel No: 047 501 2669  
: e mail Recruit202255@npa.gov.za

**POST 04/61** : **FINANCE CLERK: SUPERVISOR REF NO: RECRUIT 2022/56**  
National Prosecutions Service

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07), (excluding benefits)  
: DPP: Mpumalanga  
: An appropriate B Degree (NQF 7) / Three (3) year Diploma (NQF 6) in Financial Management or equivalent. Minimum two years relevant experience in Finance. In depth knowledge of financial systems i.e. BAS; LOGIS and PERSAL. In depth knowledge of 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 PFMA and Treasury Regulations. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Leadership, people management and empowerment. General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint).

**DUTIES** : Receiving, recording and processing of all financial transactions in the region. Develop a system where all documents and transactions with financial implications in the region will be received, captured, processed till such time they are approved and finalized. Verifying correctness of all S&T claims, overtime and other

transactions with financial implications before approval on the PERSAL and BAS system. Draw a weekly, monthly and quarterly report for budget and expenditure for monitoring and reporting purposes. Manage and use of petty cash in the region. Report all discrepancies and irregularities to Assistant Director: Finance. Develop systems and mechanisms to ensure and maintain a clean audit in the region.

**ENQUIRIES  
APPLICATIONS**

: Tebogo Mashile Tel No: 013 045 0686  
: e mail Recruit202256@npa.gov.za

**POST 04/62**

: **HUMAN RESOURCE CLERK: SUPERVISOR REF NO: RECRUIT 2022/61**  
National Prosecutions Service

**SALARY  
CENTRE  
REQUIREMENTS**

: R261 372 per annum (Level 07), (excluding benefits)  
: DPP: Mthatha  
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in Human Resource Management or equivalent. Minimum two years relevant experience in Human Resources Administration. Working knowledge of PERSAL. In depth knowledge of 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 PFMA and Treasury Regulations. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Leadership, people management and empowerment. General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint).

**DUTIES**

: Administer PMDS in the region (Performance contracts/reviews, performance rewards, pay progression). Administer training Development in the Region. Co-ordinate & administer employee Health Wellness in the Region. Prepare and submit monthly and quarterly reports. Administer recruitment and selection. Preside as an HR rep for shortlisting and interviews. Prepare appointment memorandum. Administer the implementation of service benefits. Ensure processing of leave on PERSAL. Approve transactions on PERSAL. Conduct leave inspections and compile report. Implementation of labour relations awards. Implementation of salary structure and updating of personnel information. Process resettlements benefits. Process recognition of long service. Process housing allowance. Process internal transfer. Oversee leave implementation and staff terminations. Process injury on duty. Monitor the processing of salary adjustment. Implementation of job evaluation results. Oversee all Human Resources Administration functions. Supervise staff in the relevant section. Implement and ensure compliance with policies and procedures.

**ENQUIRIES  
APPLICATIONS**

: Tulusa Sibindlana Tel No: 047 501 2669  
: e mail Recruit202261@npa.gov.za

**POST 04/63**

: **PERSONAL ASSISTANT REF NO: RECRUIT 2022/63**  
Office of the NDPP

**SALARY  
CENTRE  
REQUIREMENTS**

: R261 372 per annum (Level 07), (excluding benefits)  
: Pretoria: Head Office  
: 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 skills and knowledge in programs such as MS Word, Excel, and Outlook. 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. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Good grooming and presentation. Good people skills. Strong interpersonal and communication skills. Excellent typing skills and experience on Word, Excel and PowerPoint. A valid driver's license.

**DUTIES**

: Establish and maintain an effective diary for the Special Director: NDPP. Manage and coordinate the diary and appointments with the ONDPP. Act as receptionist for

the Special Director Office. Manage incoming and outgoing calls and maintain the telephone register. Provide hospitality services to all guests visiting. Render an office support and administration function, filing system and pending system with task list. Perform variety of miscellaneous tasks for the Special Director. Keep records of all incoming and outgoing documentation on a daily basis according to the MISS requirements. Ensure the office security is maintained with regard to access to the office of the Special Director. Draft letters, Memoranda as required by Special Director. Maintaining a tasks list for the office of the NDPP. Managing travel requests for Special Director. Daily interaction with the Executive Personal Assistant of the NDPP.

**ENQUIRIES** : Danie Schmidt Tel No: 012 845 6769  
**APPLICATIONS** : e mail Recruit202263@npa.gov.za

**POST 04/64** : **HUMAN RESOURCES CLERK**  
National Prosecutions Service

**SALARY** : R176 310 per annum (Level 05), (excluding benefits)  
**CENTRE** : DPP: Limpopo (Polokwane) Ref No: Recruit 2022/57  
DPP: Pretoria Ref No: Recruit 2022/62

**REQUIREMENTS** : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.

**DUTIES** : Provide high level HRM&D administration to the region. Facilitate the recruitment process. Process applications for service benefits and exit in the region. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Liaise with customers and stakeholders regarding all HR Functions. Assist in the training and development programs in the region. Assist in the performance assessment process.

**ENQUIRIES** : DPP: Limpopo Thuba Thubakgale Tel No: 015 045 0285  
**APPLICATIONS** : DPP: Pretoria Godfrey Ramakuella Tel No: 012 352 6808  
DPP: Limpopo e mail Recruit202257@npa.gov.za  
DPP: Pretoria e mail Recruit202262@npa.gov.za

**POST 04/65** : **LIBRARY ASSISTANT REF NO: RECRUIT 2022/58**  
National Prosecutions Service

**SALARY** : R176 310 per annum (Level 05), (excluding benefits)  
**CENTRE** : DPP: Johannesburg

**REQUIREMENTS** : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills. Knowledge of bibliographic information criteria on published works, library services policies and procedures, SCM procedures, departmental policies and procedures.

**DUTIES** : Provide administrative support services. Prepare Library material received from suppliers for exhibitions and process the return of unselected material. Order, procure and process library material with the ambit of supply Chain Management and asset management functions. Select and prepare library material for processing purposes. Receive processed items and link catalogue record on system. Verify correct labelling against bibliographic information. File returned library material. Provide support with setting up stock and stock taking. Render collection development services. Search for items for cataloguing on bibliographic database. Sort and prioritise items for cataloguing. Sort returned Library material by identification for filing, discard, repair, binding requirements. Prepare list and dispatch new items for collection. Update correct SLIMS records regarding assets



allocation information. Circulate special collections and audio-visual material on short loan.

**ENQUIRIES** : Khensani Manganye Tel No: 011 220 4266  
**APPLICATIONS** : e mail Recruit202258@npa.gov.za

**POST 04/66** : **SWITCHBOARD OPERATOR REF NO: RECRUIT 2022/59**  
National Prosecutions Service

**SALARY** : R176 310 per annum (Level 05), (excluding benefits)  
**CENTRE** : DPP: Johannesburg  
**REQUIREMENTS** : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills.

**DUTIES** : Answer all incoming calls. Keep staff extension numbers register up to date and change register when staff changes offices. Registration of daily incoming inquest in the section. Report faulty machines when out of order. Attend to public at reception. Sort out incoming faxes and distribute to relevant officials. Maintain register of outgoing mail. Maintain telephone list.

**ENQUIRIES** : Khensani Manganye Tel No: 011 220 4266  
**APPLICATIONS** : e mail Recruit202259@npa.gov.za

**POST 04/67** : **DRIVER MESSENGER REF NO: RECRUIT 2022/60**  
National Prosecutions Service

**SALARY** : R147 459 per annum (Level 04), (excluding benefits)  
**CENTRE** : DPP: Mthatha  
**REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Registry procedures. Able to work extended hours. 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** : Tulusa Sibindlana Tel No: 047 501 2669  
**APPLICATIONS** : e mail Recruit202260@npa.gov.za