

**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** : 17 May 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 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. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.
- ERRATUM:** The post of Driver Messenger Recruit 2022/60 advertised in Public Service Vacancy Circular 04 of 04 February 2022; Regional Head Recruit 2022/106; Senior State Advocate Recruit 2022/144 Regional Communication Officer Recruit 2022/156 and Senior Public Prosecutor (Community Prosecution) Recruit 2022/76 advertised in Public Service Vacancy Circular 08 of 04 March 2022 are hereby withdrawn.

**OTHER POSTS**

- POST 15/84** : **SENIOR PUBLIC PROSECUTOR**  
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: Ntuzuma Ref No: Recruit 2022/161 (Re-advert)  
CPP: Wynberg (Worcester) Ref No: Recruit 2022/162  
CPP: Mthatha Ref No: Recruit 2022/163 (Re-advert)
- 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	CPP: Ntuzuma Sibongiseni Ngcamu Tel No: 031 334 5068 CPP: Wynberg Francios Brandt Tel No: 021 487 7144 CPP: Mthatha Tulisa Sibindlana Tel No: 047 501 2669
<b><u>APPLICATIONS</u></b>	:	CPP: Ntuzuma e mail <a href="mailto:Recruit2022161@npa.gov.za">Recruit2022161@npa.gov.za</a> CPP: Wynberg (Worcester) e mail <a href="mailto:Recruit2022162@npa.gov.za">Recruit2022162@npa.gov.za</a> CPP: Mthatha e mail <a href="mailto:Recruit2022163@npa.gov.za">Recruit2022163@npa.gov.za</a>
<b><u>POST 15/85</u></b>	:	<b><u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/164</u></b>
<b><u>SALARY</u></b>	:	R997 764 per annum (Total Cost Package) – R1 559 616 per annum (Total cost package) (LP-9)
<b><u>CENTRE REQUIREMENTS</u></b>	:	DDPP: Port Elizabeth
	:	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. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Andiswa Tengile Tel No: 012 845 1450 e mail <a href="mailto:Recruit2022164@npa.gov.za">Recruit2022164@npa.gov.za</a>
<b><u>POST 15/86</u></b>	:	<b><u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/165 (X2 POSTS)</u></b> National Prosecutions Services
<b><u>SALARY</u></b>	:	R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP-9)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Pretoria
	:	An LLB or appropriate legal qualification for serving prosecutors. At least eight years' post qualification legal experience, in 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. Experience in operations and stakeholder management and a good understanding of the workings of the JCPS cluster will be an advantage. Proficiency in MS Word, Excel, and PowerPoint is required. Experience with MS Teams and Power BI will be an advantage.
<b><u>DUTIES</u></b>	:	Make legal decisions in accordance with the law, NPA prosecution policies and directives. Conduct research, prepare reports, and draft legal opinions, policies, legislation, MOU and other legal documents. Participate in and represent the NPA in stakeholder engagements, meetings and projects. Monitor, analyze and report on performance information and statistics. Assist with the development of strategic, operational and implementation plans. Identify and resolve challenges affecting the performance of the NPA and CJS.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Gija Maswanganyi Tel No: 012 845 6944 e mail <a href="mailto:Recruit2022165@npa.gov.za">Recruit2022165@npa.gov.za</a>

<b><u>POST 15/87</u></b>	:	<b><u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/212</u></b> Specialised Commercial Crime Unit (Re-advert)
<b><u>SALARY</u></b>	:	R997 764 per annum (Total Cost Package) – R1 559 616 per annum (Total cost package) (LP-9)
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Bonakele Jali Tel No: 012 845 6395
<b><u>APPLICATIONS</u></b>	:	e mail Recruit2022212@npa.gov.za
<b><u>POST 15/88</u></b>	:	<b><u>REGIONAL HEAD REF NO: RECRUIT 2022/166</u></b> Office for Witness Protection (Re-advert)
<b><u>SALARY</u></b>	:	R882 042 per annum (MMS Level 12), (Total Cost Package)
<b><u>CENTRE</u></b>	:	Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate B degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Btec i Advance Certificate: VIP Protection will be an advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of understanding of and competency in people protection. Competency in at least two official languages, one of which must be English (multi-linguistic skills will be advantageous). Must have at least five years relevant experience. Communication skills (verbal and written). Planning, organisational and financial management skills. High level of sensitivity towards people management. Knowledge of the Witness Protection Act, 112 of 1998, 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 National Crime Prevention strategy. Sound knowledge of the Minimum-Security Information Standards. Sound Knowledge of leading and planning operations. Valid driver's license. Willing to undergo security clearance.
<b><u>DUTIES</u></b>	:	Provide leadership to and manage the Regional Office under the supervision and guidance of the Director. Responsible for the efficient management and administration of the Regional Office: including the effective utilisation and training of staff, maintenance of discipline, promotion of sound, labour relations and the proper use and care of government property. Manage the finances, budget of the regional office in accordance with the Public Finance Management Act, No 1 of 1999, the prescripts of the Department of State Expenditure and Treasury and comply with the Auditor-General Act, No 12 of 1995. Provide the necessary support to the Director regarding core responsibilities within the OWP. Voluntarily work outside his/her normal hours of work whenever necessary or required, devoted such portion of his/her time, attention and expertise to the affairs of the OWP, as could, in circumstances, be reasonably expected of him/her. Consult with other relevant role players likely to be affected by strategic initiatives with regard to governance,

resources and service delivery. Manage the welfare of witnesses within the Province. Manage the Provincial Assets and Fleet. Ensure proper implementation of relevant prescripts and standard operation procedures. Implement Security Measures for Protection of Information as prescribed in the MISS Document. Manage the letting and leasing of properties within the Province.

**ENQUIRIES APPLICATIONS** : Girles-Kate Maletswa Tel No: 012 845-6913  
: e mail Recruit2022166@npa.gov.za

**POST 15/89** : **DEPUTY DIRECTOR: COURT PREPARATION REF NO: RECRUIT 2022/167**  
National Prosecutions Service  
(Re-Advert)

**SALARY CENTRE REQUIREMENTS** : R882 042 per annum (MMS Level 12), (Total Cost Package)  
: DPP: Kimberley  
: 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.

**DUTIES** : 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.

**ENQUIRIES APPLICATIONS** : Nicholas Mogongwa Tel No: 053 807 4539  
: e mail Recruit2022167@npa.gov.za

**POST 15/90** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: RECRUIT 2022/168**  
HRM & D- Labour Relations

**SALARY CENTRE REQUIREMENTS** : R882 042 per annum (MMS Level 12), (Total Cost Package)  
: Pretoria: Head Office  
: An appropriate 4 – year legal qualification. At least seven (7) years working experience in labour relations of which a minimum of five (5) years must be at supervisory level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework, including Labour Relations Act, BCEA, Public Service Act, Employment Equity Act, COIDA, Public Service prescripts and resolutions etc. Extensive experience in appearing in conciliations and arbitrations proceedings. Extensive knowledge experience and skills in handling of complaints, disciplinary, hearings, appeals and grievances. Above average verbal and written communication skills. Knowledge and understanding of the functions of Bargaining Councils and CCMA. The ability to think strategically and creatively. The ability to utilize alternative dispute resolution interventions to resolve disputes. Policy development skills. General administration and expertise. Experience in client liaison and liaising with the State Attorney.

**DUTIES** : Manage discipline matters and grievances. Develop mechanisms which minimize disputes and support sound relations in the work place. Receive, manage and monitor disputes. Conduct training of line managers and staff on

labour relations and management of cases. Serve as interface between the Labour Relations unit and other Business units within the NPA as well as other Government Departments. Ensure that the NPA complies with all statutory requirements, collective agreements and employment practices. Participate in the development of appropriate policies and procedure. Provide appropriate labour relations interventions. Provide support to NPA line functionaries on issues of compliance. Assume ultimate responsibility for resolving employees' grievances and disputes. Represent the NPA in internal and external disputes including Collective Bargaining experience. Provide necessary support to the appointed Legal Counsel. Prepare and/ or ensure adequate preparations and presentation of NPA in disputes referred to the Bargaining Council and Labour Courts. Maintain labour peace by ensuring that a conducive relationship exist with other stakeholders. General administration and management of the work of sub- directorate. Compile labour relations reports. Maintain labour cases and report as required. Supervise and develop staff. Prepare and submit monthly, quarterly and annual reports to National Treasury, Public Commission, DPSA and Ministry where appropriate. Compile and submit memorandum to the HOD and Executing authority. Research and analyze trends, case law and emerging methodology in labour law.

**ENQUIRIES**  
**APPLICATIONS**

: Ronnie Pather Tel No: 012 845 6186  
: e mail Recruit2022168@npa.gov.za

**POST 15/91**

: **REGIONAL COURT CONTROL PROSECUTOR**  
National Prosecutions Service

**SALARY**

: R859 752 per annum (Total Cost Package) to R1 405 245 per annum (Total Cost Package) (Level SU-3)

**CENTRE**

: CPP: Odi (Moretele) Ref No: Recruit 2022/174 (Re-advert)  
CPP: Mthatha Ref No: Recruit 2022/175  
(Mt Frere) Ref No: Recruit 2022/176

**REQUIREMENTS**

: An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills.

**DUTIES**

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

**ENQUIRIES**

: CPP: Odi Flora Kalakgosi Tel No: 018 381 9041

**APPLICATIONS**

: CPP: Mthatha Tulisa Sibindlana Tel No: 047 501 2669  
e mail **CPP: Odi (Moretele)** e mail [Recruit2022174@npa.gov.za](mailto:Recruit2022174@npa.gov.za)  
**CPP: Mthatha** e mail [Recruit2022175@npa.gov.za](mailto:Recruit2022175@npa.gov.za)  
**(Mt Frere)** e mail [Recruit2022176@npa.gov.za](mailto:Recruit2022176@npa.gov.za)

**POST 15/92**

: **STATE ADVOCATE**  
Asset Forfeiture Unit

**SALARY**

: R774 660 per annum (Total Cost Package) to R1 285 149 per annum (Total Cost Package) (Level LP- 7 to LP-8)

**CENTRE**

: Johannesburg Ref No: Recruit 2022/169 (Re-advert)  
Port Elizabeth Ref No: Recruit 2022/170 (Re-advert)  
Pretoria Ref No: Recruit 2022/213 (Re-advert)

<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least five years post qualification legal experience in civil and /or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Valid Drivers licence. Professional and able to act independently. Willing to travel and able to work extended hours. Excellent communication skills. Well-developed skills in legal drafting and advocacy. Good knowledge of Asset Forfeiture Law will be an added advantage. Excellent interpersonal, analytical and presentation skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Lindie Swanepoel Tel No: 012 845 6638
<b><u>APPLICATIONS</u></b>	:	<b>Johannesburg</b> e mail <a href="mailto:Recruit2022169@npa.gov.za">Recruit2022169@npa.gov.za</a> <b>Port Elizabeth</b> e mail <a href="mailto:Recruit2022170@npa.gov.za">Recruit2022170@npa.gov.za</a> <b>Pretoria</b> e mail <a href="mailto:Recruit2022213@npa.gov.za">Recruit2022213@npa.gov.za</a>
<b><u>POST 15/93</u></b>	:	<b><u>STATE ADVOCATE REF NO: RECRUIT 2022/171</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R774 660 per annum (Total Cost Package) to R1 285 149 per annum (Total Cost Package) (Level LP- 7 to LP-8)
<b><u>CENTRE</u></b>	:	CPP: Wynberg
<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.
<b><u>ENQUIRIES</u></b>	:	Francios Brandt Tel No: 021 487 7144
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022171@npa.gov.za">Recruit2022171@npa.gov.za</a>
<b><u>POST 15/94</u></b>	:	<b><u>STATE ADVOCATE (STU) REF NO: RECRUIT 2022/172 (X2 POSTS)</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R774 660 per annum (Total Cost Package) to R1 285 149 per annum (Total Cost Package) (Level LP- 7 to LP-8)
<b><u>CENTRE</u></b>	:	DPP: Cape Town

**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 5 years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least four years of relevant criminal court work experience in advocacy and drafting. Well-developed skills in legal research. Good interpersonal, analytical, organizational and communication skills. General computer literacy required. Excellent administrative skills. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters is essential. Proficiency in guiding, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheet, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor and train prosecutors and stakeholders. Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the Division to prosecute tax cases as and when required. Valid driver's license is required.

**DUTIES**

: To institute and conduct criminal proceedings on behalf of the state, to perform any act incidental thereto and carry out the duties and functions assigned to the prosecution under any Act and/or any directives, inter alia, to study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding the investigation, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the state's case in court. Present evidence, cross-examine and address the court on inter alia, conviction and sentence. Study appeals and review, prepare options and heads of argument for complex matters and argue cases in the appropriate court with right of appearance. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all duties, including administrative duties and specific tasks assigned by supervisor, related thereto in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority. Mentor and guide prosecutors and stakeholders (SARS CI Investigators, SAPS investigators). Assist in the keeping of proper records, statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics/reports. Assist Deputy Directors in high-profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES  
APPLICATIONS**

: Francios Brandt Tel No: 021 487 7144  
: Cape Town e mail Recruit2022172@npa.gov.za

**POST 15/95**

: **STATE ADVOCATE REF NO: RECRUIT 2022/173**  
Specialised Commercial Crime Unit

**SALARY**

: R774 660 per annum (Total Cost Package) to R1 285 149 per annum (Total Cost Package) (Level LP- 7 to LP-8)

**CENTRE  
REQUIREMENTS**

: Cape Town  
: An LLB or any appropriate legal qualification for serving prosecutors. At least 5 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. At least four years of relevant criminal court work experience in advocacy and drafting. Good interpersonal, analytical, organizational and communication skills. General computer literacy required. Excellent administrative skills. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters is essential. Proficiency in guiding, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheet, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor and train prosecutors and stakeholders. Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the Division to prosecute tax cases as and when required. Valid driver's license is required.

- 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, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA.
- ENQUIRIES APPLICATIONS** : Lungiswa Priscilla Mtatase Tel No: 021 944 6700  
: e mail Recruit2022173@npa.gov.za
- POST 15/96** : **ICT SPECIALIST (SYSTEMS AND DATA MANAGEMENT) REF NO: RECRUIT 2022/177**  
Information Systems and Management
- SALARY CENTRE REQUIREMENTS** : R744 255 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). Minimum three years relevant experience. Industrial related qualifications MSCE requirement. Working knowledge of Microsoft platforms: Server 2012 R2 2019, MS Hyper-V, MS Active Directory 2016/2019, MS Azure, MS Exchange 2016, MS Exchange Online, Office 365, MS SCCM and MS SCOM. Experience in Wide Area Networks and User Administration. Basic knowledge of Public Service Act and Regulations; PFMA and ECT Act. Reliable and willing to work in a team. Willing to travel extensively and able to work extended hours. Good communication and administrative skills. Valid driver's license. Project Management skills. Problem solving and decision making. Good interpersonal skills.
- DUTIES** : Plan, implement and manage systems. Provide input into ICT strategy and annual ICT budget. Designing, implementing and supporting exchange services. Administer MS Exchange servers and services. Maintain email and email continuity and archiving solutions. Administer Email content filtering. Administer Internet filtering. Define Internet Usage Policies. Ensure servers and virtual servers are optimally configured. User administration and support. Backups and restores of data. Administering and supporting MS Windows Servers, MS AD 2016/2019, MS Azure administration, MS Exchange 2016 servers and MS Exchange Online. Liaison and escalation with relevant 3rd parties. Prepare technical reports, technology architecture designs on the operation systems and platforms. Recommend, architectural designs, hardware specifications and equipment. Implement and support Cloud Platforms. Administer all software licensing. Administer the performance, maintenance, synchronization, security, and accessibility of all database systems. Troubleshoot system issues. Monitor scheduled jobs and performance of databases, network usage, optimization of network traffic, Regional Server and data centre management.
- ENQUIRIES APPLICATIONS** : Manith Jugmohan Tel No: 012 845 7571  
: e mail Recruit2022177@npa.gov.za
- POST 15/97** : **DISTRICT COURT CONTROL PROSECUTOR**  
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: George (Thembalethu) Ref No: Recruit 2022/178  
(Plettenberg Bay) Ref No: Recruit 2022/179  
CPP: Wynberg (Robertson) Ref No: Recruit 2022/180  
CPP: Witbank Ref No: Recruit 2022/181
- 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

<b><u>DUTIES</u></b>	:	complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently. 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: George & CPP: Wynberg, Francios Brandt Tel No: 021 487 7144 CPP: Witbank, Tebogo Mashile Tel No: 013 045 0686
<b><u>APPLICATIONS</u></b>	:	CPP: George (Thembaletu) e mail <a href="mailto:Recruit2022178@npa.gov.za">Recruit2022178@npa.gov.za</a> (Plettenberg Bay) e mail <a href="mailto:Recruit2022179@npa.gov.za">Recruit2022179@npa.gov.za</a> CPP: Wynberg (Robertson) e mail <a href="mailto:Recruit2022180@npa.gov.za">Recruit2022180@npa.gov.za</a> CPP: Witbank e mail <a href="mailto:Recruit2022181@npa.gov.za">Recruit2022181@npa.gov.za</a>
<b><u>POST 15/98</u></b>	:	<b><u>REGIONAL COURT PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R518 088 per annum (excluding benefits) to R1 210 842 per annum (Total Cost Package) (Level LP-5 to LP-6)
<b><u>CENTRE</u></b>	:	CPP: George (Oudtshoorn) Ref No: Recruit 2022/182 CPP: Middelburg Ref No: Recruit 2022/183 (Re-advert) CPP: Kimberley (Galeshewe) Ref No: Recruit 2022/184 CPP: Upington (Kuruman) Ref No: Recruit 2022/185 CPP: Mthatha Ref No: Recruit 2022/186
<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. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	CPP: George Francios Brandt Tel No: 047 501 2669 CPP: Middelburg Tebogo Mashile Tel No: 013 045 0686 CPP Kimberley (Galeshewe) Mogongwa NK Tel No: 053 807 4539 CPP:Upington (Kuruman) Mogongwa NK Tel No: 053 807 4539 CPP: Mthatha Tulisa Sibindlana Tel No: 047 501 2669
<b><u>APPLICATIONS</u></b>	:	CPP: George (Oudtshoorn) e mail <a href="mailto:Recruit2022182@npa.gov.za">Recruit2022182@npa.gov.za</a> CPP: Middelburg e mail <a href="mailto:Recruit2022183@npa.gov.za">Recruit2022183@npa.gov.za</a> CPP Kimberley (Galeshewe) e mail <a href="mailto:Recruit2022184@npa.gov.za">Recruit2022184@npa.gov.za</a> CPP: Upington (Kuruman) e mail <a href="mailto:Recruit2022185@npa.gov.za">Recruit2022185@npa.gov.za</a> CPP: Mthatha e mail <a href="mailto:Recruit2022186@npa.gov.za">Recruit2022186@npa.gov.za</a>
<b><u>POST 15/99</u></b>	:	<b><u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2022/187</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R518 088 per annum (excluding benefits) to R1 210 842 per annum (Total Cost Package) (Level LP-5 to LP-6)
<b><u>CENTRE</u></b>	:	DDPP: Durban (OCC)
<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. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Proficiency in prosecuting. Experience in guiding investigations and giving

		instructions in law and statutory offences. Experience or knowledge in POCA legislation.
<b><u>DUTIES</u></b>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Prepare cases for court. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Siyanda Salman Tel No: 031 334 5272
	:	e mail Recruit2022187@npa.gov.za
<b><u>POST 15/100</u></b>	:	<b><u>REGIONAL COURT PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R518 088 per annum (excluding benefits) to R1 210 842 per annum (Total Cost Package) (Level LP-5 to LP-6)
<b><u>CENTRE</u></b>	:	CPP: Nelspruit Ref No: Recruit 2022/188 (Tonga) Ref No: Recruit 2022/189
<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. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Tebogo M Mashile Tel No: 013 045 0686
	:	CPP: Nelspruit e mail <a href="mailto:Recruit2022188@npa.gov.za">Recruit2022188@npa.gov.za</a> (Tonga) e mail <a href="mailto:Recruit2022189@npa.gov.za">Recruit2022189@npa.gov.za</a>
<b><u>POST 15/101</u></b>	:	<b><u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: RECRUIT 2022/190</u></b> HRM & D - Labour Relations
<b><u>SALARY</u></b>	:	R477 090 per annum (Level 10), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pietermaritzburg
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF 7) in Law. LLB will be an added advantage. Minimum three years' experience in Labour Relations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. Experience in appearing in conciliations, mediations and arbitration proceedings. Knowledge and experience in the handling of complaints, disciplinary hearings and grievances. Dispute resolution skills. Valid driver's license.
<b><u>DUTIES</u></b>	:	Represent the NPA in disciplinary hearings, conciliations, mediations and arbitration proceedings. Facilitate NPA representations and provide support to the counsel representing the NPA in external disputes. Facilitate the resolution of grievances and conduct necessary investigations for such resolutions. Facilitate disciplinary proceedings and conduct necessary investigations. Proactively implement mechanisms that minimize disputes and create sound employment relations. Participate in collective bargaining and facilitate the implementation of collective agreements. Prepare the necessary documents and provide opinions on the management and resolution of labour matters. Ensure compliance with grievances and disciplinary policies. Research and advice the NPA on the relevant legislative framework.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ronnie Pather Tel No: 012 845 6186
	:	e mail <a href="mailto:Recruit2022190@npa.gov.za">Recruit2022190@npa.gov.za</a>

<b><u>POST 15/102</u></b>	:	<b><u>ASSISTANT DIRECTOR-PAYMENTS REF NO: RECRUIT 2022/191</u></b> Financial Management-Financial Accounting (Re-advert)
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Financial Management or equivalent. Minimum three years relevant experience in Finance in the public sector. At least 3 years' experience in managing subordinates. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least 3 years' experience in the post of Senior State Accountant. Experience in processing payments on BAS, LOGIS and PERSAL. In depth knowledge of PFMA, Treasury Regulations and relevant prescripts.
<b><u>DUTIES</u></b>	:	Ensure that payments are authorized on time. Authorise BAS, LOGIS and PERSAL. Ensure safekeeping of payment batches. Reconcile creditors accounts. Reconcile transactions on financial systems. Provide monthly information for management report. Ensure smooth operation of the payment tracking system. Provide support to auditors. Conduct awareness sessions at regional offices. Manage staff and other resources within the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Matshidiso Morakile Tel No: 012 845 6543
<b><u>APPLICATIONS</u></b>	:	e mail Recruit2022191@npa.gov.za
<b><u>POST 15/103</u></b>	:	<b><u>NETWORK ADMINISTRATOR REF NO: RECRUIT 2022/192</u></b> Information Systems and Management
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09), (excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Information Technology or equivalent. Industry related qualification such as MCSE, CCNA and Network+ will be an added advantage. Three years working experience in an IT environment. Knowledge of Microsoft Windows server 2016/2019, LAN Administration, Wide Area Network, User Administration, MS Active Directory 2016, MS Exchange 2016/Exchange Online, Information Technology Infrastructure Library. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able to work in a team and independently. Knowledge of Microsoft Office/Office 365 and backup solutions. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Valid driver's license required.
<b><u>DUTIES</u></b>	:	Manage and monitor network connectivity and servers. Provide support on Window Operating Systems and servers 2016/2019 and MS Exchange 2016/Exchange Online/Office 365. Ensure data is backed up on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT problems and resolution. Keep website and intranet updated. Keep abreast of ICT and maintain library of information. Provide general end-user and VIP support. Liaise with third parties towards resolution of technical issues. Manage network security and performance. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Oversee file management on centralized resource or on individual workstations. Monitor network and system performance. Provide administrative support to all ICT related issues. Prepare technical reports on the operation of systems. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed.
<b><u>ENQUIRIES</u></b>	:	Manith Jugmohan Tel No: 012 845 7571
<b><u>APPLICATIONS</u></b>	:	e mail Recruit2022192@npa.gov.za
<b><u>POST 15/104</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2022/193</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09), (excluding benefits)
<b><u>CENTRE</u></b>	:	DPP Mmabatho
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum three years relevant experience. At least 3 years' supervisory experience in Administration. Demonstrable competency in acting

		Independently, Professionally, Accountable and with Credibility. In depth knowledge of the public Service Act, regulations and its application. Demonstrate 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, 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 skills. Performance management skills. Execution, interpretation and recommendations on policies and procedures. Computer literate. Reliable, organized and able to work in a team. Valid driver's license.
<b><u>DUTIES</u></b>	:	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 register/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 service. Ensure the reconciliation of books and facilitate the disposal thereof. Oversee the provision of messenger and switchboard services. Supervise staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Flora Kalakgosi Tel No: 018 381 9041
	:	e mail Recruit2022193@npa.gov.za
<b><u>POST 15/105</u></b>	:	<b><u>PERSONAL ASSISTANT REF NO: RECRUIT 2022/194</u></b> National Prosecutions Service (Re-advert)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum (Level 07), (excluding benefits)
	:	DPP: Kimberley
	:	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 Recruit2022194@npa.gov.za
<b><u>POST 15/106</u></b>	:	<b><u>COURT PREPARATION OFFICER</u></b> National Prosecutions Service
<b><u>SALARY CENTRE</u></b>	:	R261 372 per annum (Level 07), (excluding benefits)
	:	CPP: Mmabatho (Molopo) Ref No: Recruit 2022/195
	:	CPP: East London (Peddie) (Re-advert) Ref No: Recruit 2022/196
	:	DDPP: Bhisho Ref No: Recruit 2022/197
	:	CPP: Durban (Umlazi) Ref No: Recruit 2022/198
	:	CPP: Kimberley (Colesberg) Ref No: Recruit 2022/199

<b><u>REQUIREMENTS</u></b>	:	<p>CPP: Empangeni (Ulundi) Ref No: Recruit 2022/200</p> <p>An appropriate B Degree (NQF level 7) or 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.</p>
<b><u>DUTIES</u></b>	:	<p>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.</p>
<b><u>ENQUIRIES</u></b>	:	<p>CPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9041  DDPP: Bhisho &amp; CPP: East London Talita Raga Tel No: 040 608 6800  CPP: Durban &amp; CPP: Empangeni Ntokozo Dlamini Tel No: 031 334 5274  CPP: Kimberley Nicholas Mogongwa Tel No: 053 807 4539</p>
<b><u>APPLICATIONS</u></b>	:	<p>CPP: Mmabatho (Molopo) e mail <a href="mailto:Recruit2022195@npa.gov.za">Recruit2022195@npa.gov.za</a>  CPP: East London (Peddie) e mail <a href="mailto:Recruit2022196@npa.gov.za">Recruit2022196@npa.gov.za</a>  DDPP: Bhisho e mail <a href="mailto:Recruit2022197@npa.gov.za">Recruit2022197@npa.gov.za</a>  CPP: Durban (Umlazi) e mail <a href="mailto:Recruit2022198@npa.gov.za">Recruit2022198@npa.gov.za</a>  CPP: Kimberley (Colesberg) e mail <a href="mailto:Recruit2022199@npa.gov.za">Recruit2022199@npa.gov.za</a>  CPP: Empangeni (Ulundi) e mail <a href="mailto:Recruit2022200@npa.gov.za">Recruit2022200@npa.gov.za</a></p>
<b><u>POST 15/107</u></b>	:	<p><b><u>ADMINISTRATIVE OFFICER (PROCUREMENT) REF NO: RECRUIT 2022/201</u></b>  Supply Chain Management</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R261 372 per annum (Level 07), (excluding benefits)  Pretoria: Head Office</p>
<b><u>DUTIES</u></b>	:	<p>An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum three years' relevant experience in Supply Chain particularly Demand and Acquisition management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and other relevant public service prescripts. 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 travel and work extended hours where necessary. Presentation skills.</p> <p>Administer bid requests and capture them in the bid register and allocate bid numbers. Compile memorandums to initiate and commence with a bid process to seek approval thereof. Provide administrative and secretarial support to bid specification, evaluation and adjudication committees. Conduct market assessment for potential suppliers as well as industry analysis for requirements. Compile bid documents. Draft bid advertisement to be published in the government tender bulletin, National Treasury E-portal, NPA Website and other media platforms. Conduct the bid briefings sessions and site visits to potential bidders. Check submitted bids for administrative compliance according to responsive criteria. Arrange the opening and closing of bids including registering of received proposals. Organize and coordinate logistical arrangements for bid specification and evaluation meetings. Take and keep records of all minutes of committee meetings. Present bid evaluation recommended reports to the bid adjudication committee for approval. Prepare and send acceptance letter of awarded bids including unsuccessful letters. Compile and update bid register regularly. Assist in preparation of monthly reports. Monitor bid validity periods and request extension when necessary. Check the prohibition status of the recommended company and its directors with the National Treasury. Check the company status on Central Supplier Database (CSD)- status and ownership. Assist in conducting due diligence on recommended service providers. Respond to bid related queries from prospective service providers and business units. Liaise with National Treasury and the Auditor General regarding bid related matters. Perform any</p>

other duties deemed necessary by supervisor. You may be rotated to other sections within Supply Chain Management.

**ENQUIRIES** : Boitumelo Molopyane Tel No: 012 845 6037  
**APPLICATIONS** : e mail [Recruit2022201@npa.gov.za](mailto:Recruit2022201@npa.gov.za)

**POST 15/108** : **ADMINISTRATIVE OFFICER**  
Office for Witness Protection

**SALARY** : R261 372 per annum (Level 07), (excluding benefits)  
**CENTRE** : Mpumalanga (Witbank) Ref No: Recruit 2022/202  
Limpopo (Polokwane) Ref No: Recruit 2022/203

**REQUIREMENTS** : An appropriate B Degree (NQF 7) or 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** : Mpumalanga RL Mahlangu Tel No: 013 692 2050  
Limpopo LM Ledwaba Tel No: 015 045 0333

**APPLICATIONS** : Mpumalanga(Witbank) e mail [Recruit2022202@npa.gov.za](mailto:Recruit2022202@npa.gov.za)  
Limpopo (Polokwane) e mail [Recruit2022203@npa.gov.za](mailto:Recruit2022203@npa.gov.za)

**POST 15/109** : **ADMINISTRATIVE CLERK**  
National Prosecutions Service

**SALARY** : R176 310 per annum (Level 05), (excluding benefits)  
**CENTRE** : DPP: Mthatha Ref No: Recruit 2022/204  
CPP: Pretoria (Mamelodi) Ref No: Recruit 2022/205  
(Bronkhorstspruit) Ref No: Recruit 2022/206  
(Hatfield) Ref No: Recruit 2022/207

**REQUIREMENTS** : Grade 12 or equivalent. 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. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public services. Knowledge of NPA policies and procedures relevant to the job functions. The official must be willing to travel between two clusters on operational basis.

**DUTIES** : Provide high quality administrative support to the office of the Deputy Director of Public Prosecutions and Advocate in the group. Receiving guests and visitors, and screening calls. Management of correspondence. Liaise and communicate with a range of stakeholders in the Justice Sector. Plan organize and co-ordinate events, meetings or other arrangements. Manage information and ensure an appropriate filing system, provide a high-quality switchboard service to the office. Make travel and accommodation arrangements when necessary. Diary management. Receive correspondence for the section. Collect information. For civil matters, mental cases, environmental matters, appeals addressed to the unit/group. Open files for dockets and administer pends for docket and collect them. Collate and capture statistics.

**ENQUIRIES** : DPP: Mthatha Tulisa Sibindlana Tel No: 047 501 2669  
CPP: Pretoria Godfrey Ramakuella Tel No: 102 351 6808

**APPLICATIONS** : DPP: Mthatha e mail [Recruit2022204@npa.gov.za](mailto:Recruit2022204@npa.gov.za)  
CPP: Pretoria (Mamelodi) e mail [Recruit2022205@npa.gov.za](mailto:Recruit2022205@npa.gov.za)  
(Bronkhorstspruit) e mail [Recruit2022206@npa.gov.za](mailto:Recruit2022206@npa.gov.za)  
(Hatfield) e mail [Recruit2022207@npa.gov.za](mailto:Recruit2022207@npa.gov.za)

**POST 15/110** : **SUPPLY CHAIN CLERK REF NO: RECRUIT 2022/208**  
National Prosecutions Service

**SALARY** : R176 310 per annum (Level 05), (excluding benefits)  
**CENTRE** : DPP: Mthatha  
**REQUIREMENTS** : Grade 12 or equivalent. 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. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public services. The official must be willing to travel between two clusters on operational basis.

**DUTIES** : Render asset management clerical support. Compile and maintain records (e.g asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretarial or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in register. Update and maintain register of suppliers.

**ENQUIRIES** : Tulisa Sibindlana Tel No: 047 501 2669  
**APPLICATIONS** : e mail Recruit2022208@npa.gov.za

**POST 15/111** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/209**  
National Prosecutions Service

**SALARY** : R176 310 per annum (Level 05), (excluding benefits)  
**CENTRE** : CPP: Ntuzuma  
**REQUIREMENTS** : Grade 12 or equivalent. 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. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public services. The official must be willing to travel between two clusters on operational basis.

**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 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 and faxing, receiving and despatching documents.

**ENQUIRIES** : Sibongiseni Ngcamu Tel No: 031 334 5086 2669  
**APPLICATIONS** : e mail Recruit2022209@npa.gov.za

**POST 15/112** : **SUPPLY CHAIN CLERK (FLEET) REF NO: RECRUIT 2022/210**  
National Prosecutions Service

**SALARY** : R176 310 per annum (Level 05), (excluding benefits)  
**CENTRE** : DPP: Grahamstown  
**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 support to the office with regards to the Asset Management function. Render asset management clerical support. Compile and maintain records (asset records/databases); check and issue furniture, equipment and accessories to components and individuals. Issuing of government vehicles. Conducting pre and post trip vehicle inspections. Ensure that all government vehicles are properly utilized and maintained.

**ENQUIRIES APPLICATIONS** : Mzikayise Toni Tel No: 046 602 3050  
: e mail Recruit2022210@npa.gov.za

**POST 15/113** : **RECEPTIONIST REF NO: RECRUIT 2022/211**  
Asset Forfeiture Unit

**SALARY CENTRE REQUIREMENTS** : R147 459 per annum (Level 04), (excluding benefits)  
: Durban  
: Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Strong interpersonal and communication skills. Good grooming and presentation skills. Good verbal and written communication skills. Good interpersonal relations. Ability to act with tact and discretion. Integrity, reliable, tolerant and determined.

**DUTIES** : Receive telephone calls and refer the calls to the correct role players, if not meant for the relevant manager. Type documents for the manager and other staff within the unit. Operate office equipment like fax machine and photocopiers. Liaise with travel agency to make travel arrangements. Arrange meetings for the manager and the staff in the unit and taking of minutes thereof. Identify venues, invite role players and organize refreshments. Set up schedules for meetings and events. Manage attendance register for the office. Draft routine correspondence and reports. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments for the manager.

**ENQUIRIES APPLICATIONS** : Lindie Swanepoel Tel No: 012 845 6638  
: e mail Recruit2022211@npa.gov.za