

## 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 June 2022
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Handwritten Z83 must be completed in BLOCK LETTERS. 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. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA. NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application form for employment 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.
- ERRATUM:** The post Deputy Director of Public Prosecutions (Regional Head) with Recruit 2022/02 advertised in the PSVC 2 of 2022 dated 21 January is hereby withdrawn.

## MANAGEMENT ECHELON

- POST 20/75** : **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: RECRUIT 2022/214**  
Financial Management- Management Accounting
- SALARY** : R1 073 187 per annum (Level 13), (total cost package) SMS  
**CENTRE** : Head Office: Pretoria  
**REQUIREMENTS** : A recognized B-degree or Advanced Diploma (NQF level 7). Ten (10) years working experience in public sector financial management. At least five (5) years management experience on middle or senior management level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of Public Finance Management Legislation and other regulatory framework. Knowledge of legislation and regulations pertaining to Public Service Administration. Sound knowledge of GRAP (Generally Recognised Accounting Practices) and GAAP (Generally Accepted Accounting Practices) and zero-based basis of accounting, performance budgeting. Above average computer skills and system literacy -PERSAL; BAS and LOGIS. Sound knowledge of strategic planning and associated budgetary process. Strong leadership ability to secure financial resources to adequately fund the Strategic Plan of the NPA. Above average communication as well as report writing skills.
- DUTIES** : Assist with the budget planning and monitoring in line with the Strategic and Annual Plans of the organization in terms of the PFMA. Align/monitor budget and monthly expenditure according to Business Units and Annual Plans. Timely reporting on all budgeting related activities. Budget reporting presentations to NPA Management. Manage BAS as well as SafetyNet System. Manage maintenance of the NPA Code Structure. Review and amend SCOA classifications where required. Manage the production of accurate, reliable and timely financial and management accounting reports on an annual and quarterly basis. Manage requests, receipt, consolidation and analysis of all financial and non-finance inputs received annually and quarterly. Manage all audit adjustments and resubmissions of financial and management accounting reports. Manage information and reviews provided of the Annual Financial Statements as part of the Annual Report before publication. Manage an effective debtors' system within the NPA. Manage compilation of monthly debt account reconciliations and management reports. Review and manage all debt cases referred to Recovery Agency. Manage irregular expenditure, fruitless and wasteful expenditure and thefts/ losses cases presented to committees and management of registers accordingly. Manage the verification of SCOA allocations in respect of all payments processed. Liaise with the relevant role players within the various spheres of government. Provide clear aims, targets and strategies with respect to prioritization, institutional arrangements and a clear indication of resources and inputs required to achieve the units desired outcomes. Assist with the development of a budget, reporting and debt staff team who are committed to the vision and goals of the unit and have trust and leadership of the organization. Manage and encourage people, optimize their outputs and effectively manage relationships in order to achieve organizational goals.
- ENQUIRIES** : Hanika van Zyl Tel No: 012 845 6116  
**APPLICATIONS** : e mail Recruit2022214@npa.gov.za

## OTHER POSTS

- POST 20/76** : **SENIOR STATE ADVOCATE (OCC) REF NO: RECRUIT 2022/215**  
National Prosecutions Services
- SALARY** : R997 764 per annum (total cost package) – R1 559 616 per annum (total cost package) (LP-9)  
**CENTRE** : Head Office: Pretoria  
**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Two years of such experience must be High Court prosecution and/or organised/commercial crimes prosecution related. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Thorough understanding and experience or knowledge in POCA legislation and racketeering application. Demonstrable competency in acting Independently,

Professionally, Accountable and with Credibility. Experience in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents dealing with representations. Extensive knowledge of civil and/or criminal procedure. Good advocacy and well-developed skills in legal research and legal drafting. Good interpersonal, analytical, presentation and communication skills. Extensive knowledge of civil and/or criminal procedure. High level of proficiency in prosecuting and presenting/arguing cases in court. Understanding of the work of NPS units will be an added advantage. Computer skills. Valid driver's license.

**DUTIES** : Attend and monitor racketeering applications for the authorization of the NDPP. Analyse evidence and prosecution of serious and complex organized and commercial crime cases, as well as all priority matters. Advise prosecutors and police on investigation of serious complex organised crime cases. Conduct legal research and keep up to date with legal developments. Prepare reports on organized crime matters, peruse and process applications for the office of the NDPP. Liaise with DPP's and lower court staff. Represent the NPA in legal challenges brought in the civil courts and/or representations related to OCC. Perform other ad hoc assignments as required by the senior management of the OCC.

**ENQUIRIES APPLICATIONS** : Gija Maswanganyi Tel No: 012 845 6944  
: e mail Recruit2022215@npa.gov.za

**POST 20/77** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/216 (X2 POSTS)**  
National Prosecutions Services

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

**CENTRE REQUIREMENTS** : Head Office: Pretoria  
: An LLB or appropriate legal qualification for serving prosecutors. At least eight years' post qualification legal experience, in criminal and/or Civil 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 interpersonal, analytical, presentation and communications skills.

**DUTIES** : Make legal decisions in accordance with the law, NPA prosecution policies and directives. Management of the international cooperation in criminal matters (mutual legal assistance and extradition) including the processes provided for in Chapter 5 of the Cybercrime Act 19 of 2020. Conduct legal 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. Assist with the development of strategic, operational and implementation plans. Identify and resolve challenges affecting the performance of the NPA and CJS.

**ENQUIRIES APPLICATIONS** : Gija Maswanganyi Tel No: 012 845 6944  
: e mail Recruit2022216@npa.gov.za

**POST 20/78** : **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 (Bafokeng) Ref No: Recruit 2022/220  
(Ga-Rankuwa) (Re-advert) Ref No: Recruit 2022/237  
CPP: Mmabatho (Molopo) Ref No: Recruit 2022/221  
CPP: Ladysmith (Madadeni) Ref No: Recruit 2022/222

**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 & CPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9041
- APPLICATIONS** : CPP: Ladysmith Thabsile Radebe Tel No: 033 392 8753  
 CPP: Odi (Bafokeng) e mail [Recruit2022220@npa.gov.za](mailto:Recruit2022220@npa.gov.za)  
 (Ga-Rankuwa) e mail [Recruit2022237@npa.gov.za](mailto:Recruit2022237@npa.gov.za)  
 CPP: Mmabatho (Molopo) e mail [Recruit2022221@npa.gov.za](mailto:Recruit2022221@npa.gov.za)  
 CPP: Ladysmith (Madadeni) e mail [Recruit2022222@npa.gov.za](mailto:Recruit2022222@npa.gov.za)
- POST 20/79** : **STATE ADVOCATE REF NO: RECRUIT 2022/217**  
 Asset Forfeiture Unit  
 (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** : Cape Town
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least five years post qualification legal experience in civil and /or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Valid 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.
- DUTIES** : Civil Litigation on behalf of the State regarding all aspects of freezing of property and obtaining final forfeiture / confiscation orders. Liaise with prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train Prosecutors and investigators in the use of Asset Forfeiture Law. Conduct research on identified areas of the law. Draft head of argument and policy documents on behalf of the unit. Keep up to date with legal developments.
- ENQUIRIES** : Lindie Swanepoel Tel No: 012 845 6638
- APPLICATIONS** : e mail [Recruit2022217@npa.gov.za](mailto:Recruit2022217@npa.gov.za)
- POST 20/80** : **STATE ADVOCATE REF NO: RECRUIT 2022/218 (X5 POSTS)**  
 National Prosecutions Service
- 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: Mmabatho
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently.
- DUTIES** : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy

and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES** : Flora Kalagosi Tel No: 018 381 9041  
**APPLICATIONS** : e mail Recruit2022218@npa.gov.za

**POST 20/81** : **STATE ADVOCATE (STU) REF NO: RECRUIT 2022/219**  
National Prosecutions Service

**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: Pietermaritzburg  
**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least 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** : Thabsile Radebe Tel No: 033 392 8753  
**APPLICATIONS** : e mail Recruit2022219@npa.gov.za

**POST 20/82** : **HEAD CONTROL PROSECUTOR 2**  
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: Ladysmith (Greytown) Ref No: Recruit 2022/223 (Re-advert)  
CPP: Ntuzuma (Hammersdale) Ref No: Recruit 2022/224  
CPP: Klerksdorp (Schweizer-Reneke) Ref No: Recruit 2022/225

**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** : CPP: Ladysmith Thabsile Radebe Tel No: 033 392 8753  
 CPP: Ntuzuma Sibongiseni Ngcamu Tel No: 031 334 5068

**APPLICATIONS** : CPP: Klerksdorp Flora Kalakgosi Tel No: 018 381 9041  
 CPP: Ladysmith (Greytown) e mail [Recruit2022223@npa.gov.za](mailto:Recruit2022223@npa.gov.za)  
 CPP: Ntuzuma (Hammersdale) e mail [Recruit2022224@npa.gov.za](mailto:Recruit2022224@npa.gov.za)  
 CPP: Klerksdorp (Schweizer-Reneke) e mail [Recruit2022225@npa.gov.za](mailto:Recruit2022225@npa.gov.za)

**POST 20/83** : **REGIONAL COURT PROSECUTOR**  
 National Prosecutions Service

**SALARY** : R518 088 per annum (excluding benefits) to R1 210 842 per annum (total cost package) (Level LP-5 to LP-6)

**CENTRE** : CPP: Ladysmith (Madadeni) Ref No: Recruit 2022/226 (Re-advert)  
 (Greytown) Ref No: Recruit 2022/227  
 CPP: Mmabatho (Molopo) Ref No: Recruit 2022/228  
 CPP: Durban Ref No: Recruit 2022/238  
 CPP: Middelburg (Carolina) Ref No: Recruit 2022/239 (Re-advert)

**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting.

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

**ENQUIRIES** : CPP: Ladysmith Thabsile Radebe Tel No: 033 392 8753  
 CPP: Mmabatho: Flora Kalakgosi Tel No: 018 381 9041  
 CPP: Durban Sibongiseni Ngcamu Tel No: 031 334 5068  
 CPP: Middelburg (Carolina) Tebogo Mashile Tel No: 013 045 0686

**APPLICATIONS** : CPP: Ladysmith (Madadeni) e mail [Recruit2022226@npa.gov.za](mailto:Recruit2022226@npa.gov.za)  
 (Greytown) e mail [Recruit2022227@npa.gov.za](mailto:Recruit2022227@npa.gov.za)  
 CPP: Mmabatho (Molopo) e mail [Recruit2022228@npa.gov.za](mailto:Recruit2022228@npa.gov.za)  
 CPP: Durban e mail [Recruit2022238@npa.gov.za](mailto:Recruit2022238@npa.gov.za)  
 CPP: Middelburg (Carolina) e mail [Recruit2022239@npa.gov.za](mailto:Recruit2022239@npa.gov.za)

**POST 20/84** : **PERSONAL ASSISTANT REF NO: RECRUIT 2022/229**  
 National Prosecutions Service

**SALARY** : R261 372 per annum (Level 07), (excluding benefits)

**CENTRE** : Head Office: Pretoria

**REQUIREMENTS** : Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. 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. 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. Good people's 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: NPS. Manage and coordinate the diary and appointments with the office of the Special Director. Act as receptionist for the Special Director's Office. Manage incoming and outgoing calls and maintain the telephone register. Provide hospitality services to all guest visiting. Render an office support and administration function, filing system and pending system with task list. Perform a 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 regards to access to the office of the Special Director. Draft letters and memorandum as requested by the Special Director. Maintaining a tasks list for the office of the SDPP. Managing travel requests for the Special Director. Daily interaction with the Personal Assistant of the DNDPP.
- ENQUIRIES** : Gija Maswanganyi Tel No: 012 845 6944  
**APPLICATIONS** : e mail Recruit2022229@npa.gov.za
- POST 20/85** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/230**  
Priority Crime Litigation Unit
- SALARY** : R176 310 per annum (Level 05), (excluding benefits)  
**CENTRE** : Head Office: Pretoria  
**REQUIREMENTS** : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Administration related qualification will be an added advantage. Basic knowledge of PFMA and Treasury Regulations. Sound planning and organizing skills, written and verbal communication skills. General computer literacy skills. Ability to act independently. Ensure compliance with NPA policies and guidelines and all relevant prescripts. Basic numeracy skills.
- DUTIES** : Process the payments for the service providers for the unit e.g Substance and travelling claims, cellphone claims. Render support in the compilation and control budget. Carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with the procurement policy. Check discrepancies in salary reports and distribute IRP5's. Administer stationary in the unit and manage petty cash. Design and keep a well organized administrative system for the office. Liaise with corporate service with all matters pertaining to the administrative functioning of the office. Render general administrative support such as filling, photocopying, faxing, receiving and dispatching of documents.
- ENQUIRIES** : Bonakele Jali Tel No: 012 845 6395  
**APPLICATIONS** : e mail Recruit2022230@npa.gov.za
- POST 20/86** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/231**  
National Prosecutions Service
- SALARY** : R176 310 per annum (Level 05), (excluding benefits)  
**CENTRE** : DPP: Mpumalanga  
**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. Customers focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Documentation administration, writing skills and task management skills.
- DUTIES** : Provide high level administration support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries.

Draft correspondence to members of the public, other organizations and state Departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resource. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.

**ENQUIRIES** :  
**APPLICATIONS** : Tebogo Mashile Tel No: 013 045 0686  
e mail Recruit2022231@npa.gov.za

**POST 20/87** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/232 (X4 POSTS)**  
National Prosecutions Service

**SALARY** : R176 310 per annum (Level 05), (excluding benefits)  
**CENTRE** : DPP: Pietermaritzburg  
**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. Customers focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook.

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

**ENQUIRIES** : Thabisile Radebe Tel No: 033 392 8753  
**APPLICATIONS** : e mail Recruit2022232@npa.gov.za

**POST 20/88** : **REGISTRY CLERK**  
National Prosecutions Service

**SALARY** : R176 310 per annum (Level 05), (excluding benefits)  
**CENTRE** : DPP: Kimberley Ref No: Recruit 2022/233  
DPP: Pietermaritzburg Ref No: Recruit 2022/234  
**REQUIREMENTS** : Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good administrative skills. Good planning and organizing skills. Ability to work under pressure and independently. Ability to prioritize. Good verbal and oral communication skills. Client orientation and customer focus. Good interpersonal skills.

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

**ENQUIRIES** : DPP: Kimberley Nicolas Mogongwa Tel No: 053 807 4539  
**APPLICATIONS** : DPP: Pietermaritzburg Thabisile Radebe Tel No: 033 392 8753  
DPP: Kimberley e mail [Recruit2022233@npa.gov.za](mailto:Recruit2022233@npa.gov.za)  
DPP: Pietermaritzburg e mail [Recruit2022234@npa.gov.za](mailto:Recruit2022234@npa.gov.za)

**POST 20/89** : **SWITCHBOARD OPERATOR REF NO: RECRUIT 2022/235**  
National Prosecutions Service

**SALARY** : R147 459 per annum (Level 04), (excluding benefits)  
**CENTRE** : DPP: Limpopo  
**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** : Thuba Thubakgale Tel No: 015 045 0285  
**APPLICATIONS** : e mail Recruit2022235@npa.gov.za

**POST 20/90** : **DRIVER MESSENGER REF NO: RECRUIT 2022/236**  
National Prosecutions Service

**SALARY** : R147 459 per annum (Level 04), (excluding benefits)  
**CENTRE** : DPP: Pietermaritzburg

**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** : Thabsile Radebe Tel No: 033 392 8753  
**APPLICATIONS** : e mail Recruit2022236@npa.gov.za