

**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 2022-2026, 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** : 04 October 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 ONLY (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. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs. NB! All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting.
- ERRATUM:** The centre for the post Driver Messenger with Recruit 2022/407 is DDPP: Port Elizabeth not CPP: Port Elizabeth. The post of Deputy Director of Public Prosecutions with Recruit 2022/266; Administrative Clerk: Enforcement with Ref No: Recruit 2022/380; Enforcement Officer with Ref No: Recruit 2022/342 and Ref No: Recruit 2022/348 advertised in Circular 30 dated 12 August 2022 are hereby withdrawn.

## OTHER POSTS

- POST 35/76** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**  
National Prosecutions Services
- SALARY CENTRE** : R1 327 971 per annum (Level 14), (total cost package)  
: DPP: Cape Town Ref No: Recruit 2022/410 (X2 posts)  
: DPP: Kimberley Ref No: Recruit 2022/411  
: DPP: Pretoria Ref No: Recruit 2022/412 (X2 Posts)
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid drivers license.
- DUTIES** : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
- ENQUIRIES** : DPP: Cape Town Francios Brandt Tel No: 021 487 7144  
: DPP: Kimberley Nicholas Mogongwa Tel No: 053 807 4539  
: DPP: Pretoria Godfrey Ramakuella Tel No: 012 351 6808
- APPLICATIONS** : DPP: Cape Town e mail [Recruit2022410@npa.gov.za](mailto:Recruit2022410@npa.gov.za)  
: DPP: Kimberley e mail [Recruit2022411@npa.gov.za](mailto:Recruit2022411@npa.gov.za)  
: DPP: Pretoria e mail [Recruit2022412@npa.gov.za](mailto:Recruit2022412@npa.gov.za)
- POST 35/77** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/413**  
National Prosecutions Services
- SALARY CENTRE** : R1 327 971 per annum (Level 14), (total cost package)  
: DDPP: Durban (Organised Crime Component)
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Experience or knowledge in POCA legislation will be an added advantage and racketeering applications. Thorough understanding of OC offences and related legislations. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid drivers license.
- DUTIES** : Manage the portfolio assigned by the Supervisor. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including POCA related matters, racketeering applications, complex/high profile matters, in the high court, the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases and manage all racketeering applications authorisations to the office of the NDPP. Provide

legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, racketeering applications, POCA related matters, criminal matters and make review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES** : Siyanda Salman Tel No: 031 334 5272  
**APPLICATIONS** : e mail [Recruit2022413@npa.gov.za](mailto:Recruit2022413@npa.gov.za)

**POST 35/78** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/414**  
 Priority Crime Litigation Unit

**SALARY** : R1 327 971 per annum (Level 14), (total cost package)  
**CENTRE** : Head Office: Pretoria  
**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Thorough understanding and/or knowledge in POCDATARA, implementation of the Rome Statute of the International Criminal Court Act, domestic and international laws related to PCLU. Proficiency in prosecution. Competency in guiding investigations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. Valid drivers license.

**DUTIES** : Manage the portfolio assigned by the Director. Manage and conduct prosecution on matters arising thereon and falling within the PCLU. Manage and attend to all applications for the authorisations to the office of the NDPP. Give guidance and training to the prosecutors in PCLU and DPP offices on the management of investigations and prosecutions referred to them. Develop and guide investigative plans in conjunction with the DPCI and/or the DPP offices. Give guidance to the DPCI on specific investigations. Conduct research on legal matters falling within the PCLU mandate and compile opinions. Present training to the NPA and other stakeholders. Provide legal oversight and guidance in investigation projects and legal casework. Represent PCLU in inter-departmental working groups and various meetings. Represent the NPA in legal challenges brought in the Civil Courts. Prepare cases for court including the acquisition of additional evidence, drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out.

**ENQUIRIES** : Gija Maswanganyi Tel No: 012 845 6944  
**APPLICATIONS** : e mail [Recruit2022414@npa.gov.za](mailto:Recruit2022414@npa.gov.za)

<b><u>POST 35/79</u></b>	:	<b><u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (REGIONAL HEAD)</u></b> <b><u>REF NO: RECRUIT 2022/416</u></b> Asset Forfeiture Unit (Re-advert)
<b><u>SALARY</u></b>	:	R1 327 971 per annum (Level 14), (total cost package)
<b><u>CENTRE</u></b>	:	Mmabatho
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admitted Attorney and/or Advocate. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Ability to act independently. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. Willing to travel and able to work extended hours.
<b><u>DUTIES</u></b>	:	Undertake litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture / confiscation of property / assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Manage the regional office.
<b><u>ENQUIRIES</u></b>	:	Lindie Swanepoel Tel No: 012 845 6638
<b><u>APPLICATIONS</u></b>	:	e mail: <a href="mailto:Recruit2022416@npa.gov.za">Recruit2022416@npa.gov.za</a>
<b><u>POST 35/80</u></b>	:	<b><u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/417</u></b> Specialised Commercial Crime Unit
<b><u>SALARY</u></b>	:	R1 327 971 per annum (Level 14), (total cost package)
<b><u>CENTRE</u></b>	:	Cape Town
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Drivers licence.
<b><u>DUTIES</u></b>	:	Manage and direct activities and portfolios assigned by the Regional Head. Manage and direct the activities of the office. Provide guidance and training to stakeholders and staff members. Ensure appropriate performance management and development is implemented. Conduct prosecution of complex commercial crime cases. Advise police on the investigation of complex commercial crime cases. 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 the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Provide mentorship and guidance to lower level staff. Generally conduct prosecution on behalf of the state. Ensure a high standard of professionalism and quality of work.
<b><u>ENQUIRIES</u></b>	:	Francios Brand Tel No: 021 487 7144
<b><u>APPLICATIONS</u></b>	:	e mail: <a href="mailto:Recruit2022417@npa.gov.za">Recruit2022417@npa.gov.za</a>
<b><u>POST 35/81</u></b>	:	<b><u>CHIEF PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R1 327 971 per annum (Level 14), (total cost package)
<b><u>CENTRE</u></b>	:	CPP: Kimberley Ref No: Recruit 2022/418 CPP: Upington Ref No: Recruit - 2022/419
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least ten years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Organisational and leadership skills. Ability to think strategically and innovatively. Ability to manage the performance of the Cluster. Strong interpersonal and communication skills. General computer literacy and

- knowledge of programs in Microsoft Office. Decision making ability. A valid driver's license is a requirement.
- DUTIES** : Manage the performance of the NPA personnel in the lower courts, aligning such performance to the strategic plans of the NPA. Manage and oversee resources of the cluster and align them to the objectives of the NPA. Manage, train and guide Prosecutors and stakeholders in respect of all litigations in the cluster. Study, decide and recommend on budget and expenditure in line with the decision of NPA Administration and NPS. Manage the institution of/and conduct criminal proceedings on behalf of the State, in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross-examining witnesses as well as presenting arguments in court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Compile reports and enter into correspondence on matters and activities pertaining to the cluster. Map out and implement strategic interventions for the cluster to guide prosecutors towards achieving strategic objectives. Check and ensure that a high standard of professional work is being carried out.
- ENQUIRIES** : Nicholas Mogongwa Tel No: 053 807 4539
- APPLICATIONS** : CPP: Kimberley e mail [Recruit2022418@npa.gov.za](mailto:Recruit2022418@npa.gov.za)  
CPP: Upington e mail [Recruit2022419@npa.gov.za](mailto:Recruit2022419@npa.gov.za)
- POST 35/82** : **SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2022/420**  
National Prosecutions Service
- SALAR** : R997 764.per annum (total cost package) to R1 559 616.per annum (total cost package) (Level CM-1)
- CENTRE** : CPP: Mthatha (Maluti)
- 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. General computer literacy with excellent knowledge of MS Word, PowerPoint, Excel and Outlook.
- DUTIES** : Manage and supervise allocation of work and management of performance for lower level prosecutors. 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 in court, lead and cross examination of witnesses and address court inter alia conviction and sentencing. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead prosecutor towards achieving strategic goals and operational targets set by the NPA, DPP office and CPP. Perform all duties including administrative duties related thereto in accordance to the code of conduct, policy directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
- ENQUIRIES** : Tulusa Sibindlana Tel No: 047 501 2669
- APPLICATIONS** : e mail [Recruit2022420@npa.gov.za](mailto:Recruit2022420@npa.gov.za)
- POST 35/83** : **SENIOR STATE ADVOCATE**  
National Prosecutions Service
- SALARY** : R997 764 per annum (total cost package) - R1 559 616 per annum (total cost package) (LP-9)
- CENTRE** : DPP: Johannesburg Ref No: Recruit 2022/421 (X2 Posts)  
DPP: Mmabatho Ref No: Recruit 2022/422
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal

practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.

**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 cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in 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. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

**ENQUIRIES** : DPP: Johannesburg Khensane Manganye Tel No: 011 220 4266

**APPLICATIONS** : DPP: Mmabatho Flora Kalakgosi 018 381 9041  
DPP Johannesburg e mail [Recruit2022421@npa.gov.za](mailto:Recruit2022421@npa.gov.za)  
DPP: Mmabatho e mail [Recruit2022422@npa.gov.za](mailto:Recruit2022422@npa.gov.za)

**POST 35/84** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/423**  
National Prosecutions Service

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

**CENTRE** : DPP: Cape Town (STU)

**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least six years of relevant criminal court work experience in advocacy and drafting. Extensive prosecutorial or litigation experience regarding commercial crimes, fraud, theft and other common law/statutory offences relating to tax evasion is essential. Knowledge of legislation relating to Income Tax, VAT, PAYE as well as Tax Administration Act and Customs and Exercise Act required. Knowledge of Company Law. Proficiency in prosecuting, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. Well-developed skills in legal research. Good interpersonal, analytical, organisational and communication skills. Ability to mentor, train and quality check the work of Advocates. Assist with the Performance management and assessments of staff. General computer literacy required. Excellent administrative skills. 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.

**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 the Policy Manual 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 State's case in court. Present the evidence, cross-examine and address the court on inter alia, conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument for complex matters and argue cases in appropriate court. 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 the supervisor, related thereto in accordance with the Code of Conduct, policy and directives of the NPA. Supervise and manage performance of State Advocate(s) when required. Conduct performance assessment of staff. Quality check work of advocates. Mentor and guide Advocates, prosecutors, and stakeholders. 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. Manage allocated portfolio within

STU. 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 Brand Tel No: 021 487 7144  
: [e mail Recruit2022423@npa.gov.za](mailto:Recruit2022423@npa.gov.za)

**POST 35/85** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/424**  
Specialised Commercial Crime Unit

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

**CENTRE REQUIREMENTS** : Limpopo (Polokwane)  
: An LLB or any appropriate legal qualification for serving prosecutors. At least eight years' post qualification experience in civil and/or criminal litigation. Six years of excellent Criminal Court work experience in advocacy and drafting. 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. Well developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations in complex or more difficult commercial crimes, fraud, theft and common law/statutory offences relating to corruption is essential. Knowledge of legislation relating to corruption, POCA, MFMA as well as the cybercrimes required. Knowledge of Company law. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. Ability to act independently. Strong computer skills.

**DUTIES** : Conduct prosecution of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.

**ENQUIRIES APPLICATIONS** : Thuba Thubakgale Tel No: 015 045 0285  
: [e mail Recruit2022424@npa.gov.za](mailto:Recruit2022424@npa.gov.za)

**POST 35/86** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/425 (X3 POSTS)**  
(2 re advert)  
Specialised Commercial Crime Unit

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

**CENTRE REQUIREMENTS** : Port Elizabeth  
: An LLB or any appropriate legal qualification for serving prosecutors. At least eight years' post qualification 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. Knowledge of civil and/or criminal procedure. Experience or knowledge in environmental cases will be an added advantage. Ability to draft charge sheets and complex court documents. Ability to act independently. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. Valid driver's license.

**DUTIES** : Study case dockets, decide on the institution of and conduct criminal proceedings of a general and more advanced nature. Draft charge sheets and other court documents, present and assist prosecutors to present the state's case in court, to lead witnesses, cross examine and address the court on inter alia, or conviction and sentence in general co prosecution on behalf of the state. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

**ENQUIRIES APPLICATIONS** : Anthony Bean Tel No: 046 602 3041  
: e mail: [Recruit2022425@npa.gov.za](mailto:Recruit2022425@npa.gov.za)

<b><u>POST 35/87</u></b>	:	<b><u>SENIOR STATE ADVOCATE</u></b> Specialised Commercial Crime Unit
<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>	:	Cape Town (George) Ref No: Recruit 2022/426, (Re-advert) Mmabatho Ref No: Recruit 2022/427
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Strong interpersonal and communication skills. General computer literacy and knowledge of programs in MS Office. Well developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, organization and communication skills.
<b><u>DUTIES</u></b>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets. Deal with any representation. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<b><u>ENQUIRIE</u></b>	:	Cape Town Francios Brandt Tel No: 021 487 7144 Mmabatho Flora Kalakgosi Tel No: 018 381 9041
<b><u>APPLICATIONS</u></b>	:	Cape Town (George) e mail <a href="mailto:Recruit2022426@npa.gov.za">Recruit2022426@npa.gov.za</a> Mmabatho e mail <a href="mailto:Recruit2022427@npa.gov.za">Recruit2022427@npa.gov.za</a>
<b><u>POST 35/88</u></b>	:	<b><u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/428</u></b> National Prosecutions Service
<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>	:	DPP: Mthatha (OCC)
<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. Five years' experience in legal practice will be an added advantage. Knowledge of POCA, racketeering, and ability to prosecute those cases. Knowledge of civil and/or criminal procedure. Experience or knowledge in environmental cases 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 on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents, present and assist prosecutors to present states case in court, to lead witnesses, cross-examine and address the court on inter-alia, or conviction and sentence in general conduct prosecution on behalf of the state. Mentor and coach junior staff and quality check their work. Provide appropriate guidance and direction and issue proper instruction to advocates/prosecutors/SAPS/DPCI on all aspects of work. Participate in the assessment of staff being mentored. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<b><u>ENQUIRIES</u></b>	:	Thulisa Sibindlana Tel No: 047 501 2669



<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022428@npa.gov.za">Recruit2022428@npa.gov.za</a>
<b><u>POST 35/89</u></b>	:	<b><u>SENIOR DATA ANALYST RECRUIT 2022/429 (X3 POSTS)</u></b> Investigating Directorate
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R882 042 per annum (MMS Level 12), (total cost package) Pretoria: Head Office An appropriate B -degree (NQF level 7) or Advanced Diploma or B-Tech in policing, law, forensics, computer science, data and or physical science, engineering or equivalent qualification. At least 5 years' experience as a Data Analyst in criminal and/or forensic investigations. Knowledge of legislation and regulations pertaining to data analysis for criminal investigations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Vocational training in criminal investigations other specialised courses. Experience in testifying on criminal matters in at least the High Court. (Persons that have been found as an unreliable witness in any court would not be considered); and Experience in managing and directing Forensic Service providers in criminal and forensic matters. General management and project management Skills. Communication Skills. Planning and Prioritising. Research Skills. Administration Skills. Valid driver's license.
<b><u>DUTIES</u></b>	:	Provide strategic planning and implementation for expert services about data analysis and research. Contribute to the development of tools and methods for analysing data. Develop processes and standard operating procedures for data analysis in criminal investigations. Contribute to the development of the focus area's strategic planning to support the criminal investigations, taking into consideration the findings and evidence led before the relevant commissions of enquiry and progress made within investigations. Ensure the conducting of quality analysis of data to support the criminal investigations within the allocated responsibilities of the investigation team. Continuously review the analysis of the data and utilisation data sources to support the investigative objectives and focus. Provide operational guidance in data analysis. Coordinate and manage stakeholder relations concerning criminal investigations. Contribute to the development and management of MOUs with relevant stakeholders for investigations; and Perform data analysis, generate reports and present expert evidence in courts and or hearings.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Maureen Dibetle Tel No: 012 845 7727 e mail <a href="mailto:Recruit2022429@npa.gov.za">Recruit2022429@npa.gov.za</a>
<b><u>POST 35/90</u></b>	:	<b><u>DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: RECRUIT 2022/442</u></b> Strategy Management Office
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R882 042 per annum (MMS Level 12), (total cost package) Head Office: Pretoria An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Commerce, Risk Management, Auditing, Accounting or equivalent. At least 5 years relevant experience in risk management at ASD position. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General management and project management Skills. Planning and Prioritising. Research Skills. Administration Skills. Strategic capability and leadership, General management skills, Communication, Administration skills, Customer Focus and Responsiveness, Planning and Prioritizing, Problem Solving and Decision Making. Willing to travel, able to work extended hours. Facilitation skills, Risk assessment, analysis and evaluation, Problem solving and negotiating skills, Task/time management skills, Good communication skills (written and verbal). General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point. Able to understand profit and loss calculations and basic business finance. Valid driver's license.
<b><u>DUTIES</u></b>	:	Support the Directorate and the Business unit head in the management and execution of enterprise risk management. Assist the business unit in developing plans and controls for enterprise risk management. Support management in the identification, evaluation and managing risks and risk control strategies. Coordinate and compile monthly reports in the unit's performance in mitigating risks. Coordinate the collection, analysis, interpretation and presentation of information regarding risk management for the business unit and provide reports. Drive and facilitate the embedding of risk

management into the respective business unit, Business activities processes and systems. Serve as a link between employees and management in the ongoing management, administration and communication of the Enterprise Risk Management system and its components. Design and manage business continuity functions of the organization. Develop policies, strategies and framework to ensure pro-active business continuity management. Liaise with relevant stakeholders & ensure awareness on Business Continuity Management.

<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Makgomo Thupana Tel No: 012 845 6176 e mail <a href="mailto:Recruit2022442@npa.gov.za">Recruit2022442@npa.gov.za</a>
<b><u>POST 35/91</u></b>	:	<b><u>REGIONAL COURT CONTROL PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R859 752 per annum (total cost package) to R1 405 245.per annum (total cost package) (Level SU-3)
<b><u>CENTRE</u></b>	:	CPP: Ntunzuma Ref No: Recruit 2022/430 (X2 Posts) CPP: Pretoria (Pretoria North) Ref No: Recruit 2022/431 CPP: Mmabatho (Taung) Ref No: Recruit 2022/432 (Molopo) Ref No: Recruit 2022/433, (Re-advert) CPP: Odi (Bafokeng) Ref No: Recruit 2022/434, (Re-Advert)
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills.
<b><u>DUTIES</u></b>	:	Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<b><u>ENQUIRIES</u></b>	:	CPP: Ntuzuma Siyanda Salman Tel No: 031 334 5272 CPP: Pretoria Godfrey Ramakuella Tel No: 012 351 6808 CPP: Mmabatho & CPP: Odi Flora Kalakgosi Tel No: 018 381 9041
<b><u>APPLICATIONS</u></b>	:	CPP: Ntunzuma e mail <a href="mailto:Recruit2022430@npa.gov.za">Recruit2022430@npa.gov.za</a> CPP: Pretoria (Pretoria North) email <a href="mailto:Recruit2022431@npa.gov.za">Recruit2022431@npa.gov.za</a> CPP: Mmabatho (Taung) e mail <a href="mailto:Recruit2022432@npa.gov.za">Recruit2022432@npa.gov.za</a> (Molopo) e mail <a href="mailto:Recruit2022433@npa.gov.za">Recruit2022433@npa.gov.za</a> CPP: Odi (Bafokeng) e mail <a href="mailto:Recruit2022434@npa.gov.za">Recruit2022434@npa.gov.za</a>
<b><u>POST 35/92</u></b>	:	<b><u>STATE ADVOCATE RECRUIT 2022/435</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 (OCC)
<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. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. High level of proficiency in prosecution and presenting/arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and/or experience in the litigation of the Prevention of Organised Act matters. Written and verbal communication skills. Valid drivers license.

**DUTIES** : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the state in all courts. Case dockets, decide on the institution of and conduct criminal proceedings. Present the State's case in court, 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 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 the partners in the criminal justice system.

**ENQUIRIES APPLICATIONS** : Francios Brandt Tel No: 021 487 7144  
: e mail [Recruit2022435@npa.gov.za](mailto:Recruit2022435@npa.gov.za)

**POST 35/93** : **STATE ADVOCATE**  
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** : CPP: Nelspruit Ref No: Recruit 2022/436  
(Tonga) Ref No: Recruit 2022/437

**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience in the prosecution of Sexual Offences; Criminal Procedure, Civil litigation and management of Gender based violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences.

**DUTIES** : To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated sexual offences courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of gender-based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at dedicated sexual offences courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.

**ENQUIRIES APPLICATIONS** : Tebogo Mashile Tel No: 013 045 0686  
: CPP: Nelspruit e mail [Recruit2022436@npa.gov.za](mailto:Recruit2022436@npa.gov.za)  
(Tonga) e mail [Recruit2022437@npa.gov.za](mailto:Recruit2022437@npa.gov.za)

**POST 35/94** : **STATE ADVOCATE REF NO: RECRUIT 2022/438 (X3 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: Limpopo

**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. Well-

- developed skills in legal research and legal drafting. 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. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision.
- 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. Perform all duties including administrative 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 the partners in the criminal justice system.
- ENQUIRIES APPLICATIONS** : Thuba Thubakgale Tel No: 015 045 0285  
: e mail [Recruit2022438@npa.gov.za](mailto:Recruit2022438@npa.gov.za)
- POST 35/95** : **STATE ADVOCATE**  
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: Grahamstown (PCLU) Ref No: Recruit 2022/439  
DPP: Grahamstown (East London/Bisho) (PCLU) Ref No: Recruit 2022/440
- 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. Well-developed skills in legal research and legal drafting. 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. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision.
- DUTIES** : Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts.
- ENQUIRIES APPLICATIONS** : Bonisile Vinjwa Tel No: 012 842 1459  
: DPP: Grahamstown e mail [Recruit2022439@npa.gov.za](mailto:Recruit2022439@npa.gov.za)  
: DPP: Grahamstown (East London/Bisho) e mail [Recruit2022440@npa.gov.za](mailto:Recruit2022440@npa.gov.za)
- POST 35/96** : **STATE ADVOCATE REF NO: RECRUIT 2022/441 (X4 POSTS)**  
(Re-advert)  
Investigating Directorate
- SALARY** : R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)
- CENTRE** : Pretoria: Head Office
- 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. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.
- DUTIES** : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for

court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice independently without supervision and manage court and case flow management independently.

**ENQUIRIES** : Maureen Dibetle Tel No: 012 845 7727  
**APPLICATIONS** : e mail [Recruit2022441@npa.gov.za](mailto:Recruit2022441@npa.gov.za)

**POST 35/97** : **STATE ADVOCATE REF NO: RECRUIT 2022/493**  
 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** : Durban  
**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 [Recruit2022493@npa.gov.za](mailto:Recruit2022493@npa.gov.za)

**POST 35/98** : **DATA SCIENTIST REF NO: RECRUIT 2022/476**  
 Investigating Directorate

**SALARY** : R744 255 per annum (MMS Level 11), (total cost package)

**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : An appropriate B -degree (NQF level 7) or Advanced Diploma in Statistics, Applied Mathematics, Computer Science, Engineering, Physics or equivalent qualification with specialisation in data science, big data and machine learning or equivalent qualification. At least one (1) year of technical experience in mining, programming and analysing transactional electronic data. Vocational training in data analytics, data processing and database programming. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to data analysis for criminal investigations Strategic capacity and leadership. General management skills. People management and empowerment. Administration skills. Communication. Planning and Prioritising. Customer Focus and Responsiveness. Problem Solving and Decision Making.

**DUTIES** : Lead the development and maintenance of data models using data mining and other analytical techniques. Design and develop models and cloud solutions that use predictive analytics, text analytics and cognitive computing and big data frameworks with the objective to identify anomalies and hidden patterns. Create database dashboard to visualise and integrate data from multiple sources and formats. Enhance data collection procedures to include information that is relevant for building analytic systems and predictive modelling. Develop new insights across available data using programming languages and statistical packages. Provide inputs with respect to practice

technology initiatives and investments. Ensure that all chain of custody requirements are adhered to and properly documented. Assist in preparing and presenting complex written and verbal reports. Format and convert unstructured data into a usable data. Contribute to the development, and ongoing improvement of in-house platforms. Testify in court or at other hearings as and when required. Maintain and support data warehouse. Provide advice and guidance on big data extraction and parameters of requests, to Investigators and other staff requesting information. Process and clean data for analysis, identifying trends and issues of strategic significance regarding trend, risks and threats relevant to the ID. Perform data mining on criminal data, including aggregation, validation and reconciliation, advanced modelling techniques and explaining results in a clear manner. Ensure the conducting of quality data examination to support the investigations within the allocated responsibilities of the investigation team. Contribute to the development of processes and standard operating procedures for forensic data analytics in criminal investigations. Conduct operational forensic data analytics and ensure timely submission of the data to criminal investigators, analysts and digital forensic examiners and the report.

- ENQUIRIES** : Maureen Dibetle Tel No: 012 845 7727
- APPLICATIONS** : e mail [Recruit2022476@npa.gov.za](mailto:Recruit2022476@npa.gov.za)
- POST 35/99** : **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: West Rand Ref No: Recruit 2022/443  
CPP: Ntuzuma Ref No: Recruit 2022/444  
CPP: Mthatha (Maluti) Ref No: Recruit 2022/446  
CPP: Cape Town Ref No: Recruit 2022/447
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting independently. Professionally, Accountable and with Credibility. Good management skills. Proficiency in Prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.
- DUTIES** : Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal; proceedings of a general and more advanced nature in the both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.
- ENQUIRIES** : CPP: West Rand Sydwell Namuhuchu Tel No: 011 220 4005  
CPP: Ntuzuma Siyanda Salman Tel No: 031 334 5272  
CPP: Mthatha Tulisa Sibindlana Tel No: 047 504 2669  
CPP: Cape Town Francios Brandt Tel No: 021 487 7144
- APPLICATIONS** : CPP: West Rand e mail [Recruit2022443@npa.gov.za](mailto:Recruit2022443@npa.gov.za)  
CPP: Ntuzuma e mail [Recruit2022444@npa.gov.za](mailto:Recruit2022444@npa.gov.za)  
CPP: Mthatha (Maluti) e mail [Recruit2022446@npa.gov.za](mailto:Recruit2022446@npa.gov.za)  
CPP: Cape Town e mail [Recruit2022447@npa.gov.za](mailto:Recruit2022447@npa.gov.za)
- POST 35/100** : **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: Ntuzuma Ref No: Recruit 2022/448 (X3 Posts)  
CPP: Pretoria Ref No: Recruit 2022/450 (X3 Posts)  
(Pretoria North) Ref No: Recruit 2022/451

		(Atteridgeville) Ref No: Recruit 2022/452 CPP: Modimolle (Mokopane) Ref No: Recruit 2022/453 CPP: Thohoyandou (Sibasa) Ref No: Recruit 2022/454 CPP: Mthatha (Maluti) Ref No: Recruit 2022/455 (X3 Posts) CPP: Nelspruit (Tonga) Ref No: Recruit 2022/456
<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: Ntuzuma Siyanda Salman Tel No: 031 334 5272 CPP: Pretoria Godfrey Ramakuela Tel No: 012 351 6808 CPP: Modimolle & CPP: Thohoyandou Thuba Thubakgale Tel No: 015 045 0285 CPP: Mthatha Tulisa Sibindalana Tel No: 047 501 2669 CPP: Nelspruit Tebogo Mashile Tel No: 013 045 0686
<b><u>APPLICATIONS</u></b>	:	CPP: Ntuzuma e mail <a href="mailto:Recruit2022448@npa.gov.za">Recruit2022448@npa.gov.za</a> CPP: Pretoria e mail <a href="mailto:Recruit2022450@npa.gov.za">Recruit2022450@npa.gov.za</a> (Pretoria North) e mail <a href="mailto:Recruit2022451@npa.gov.za">Recruit2022451@npa.gov.za</a> (Atteridgeville) e mail <a href="mailto:Recruit2022452@npa.gov.za">Recruit2022452@npa.gov.za</a> CPP: Modimolle (Mokopane) e mail <a href="mailto:Recruit2022453@npa.gov.za">Recruit2022453@npa.gov.za</a> CPP: Thohoyandou (Sibasa) e mail <a href="mailto:Recruit2022454@npa.gov.za">Recruit2022454@npa.gov.za</a> CPP: Mthatha (Maluti) e mail <a href="mailto:Recruit2022455@npa.gov.za">Recruit2022455@npa.gov.za</a> CPP: Nelspruit (Tonga) e mail <a href="mailto:Recruit2022456@npa.gov.za">Recruit2022456@npa.gov.za</a>
<b><u>POST 35/101</u></b>	:	<b><u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2022/449</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: Wynberg (Paarl)
<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. Prepared to travel to periodical courts. Valid driver's license.
<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>	:	Francios Brandt Tel No: 21 487 7144
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2022449@npa.gov.za">Recruit2022449@npa.gov.za</a>
<b><u>POST 35/102</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: Mthatha (OCC) Ref No: Recruit 2022/457 CPP: Butterworth (OCC) Ref No: Recruit 2022/458
<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>	:	Tulisa Sibindlana Tel No: 047 501 2669
	:	CPP: Mthatha e mail <a href="mailto:Recruit2022457@npa.gov.za">Recruit2022457@npa.gov.za</a>
	:	CPP: Butterworth e mail <a href="mailto:Recruit2022458@npa.gov.za">Recruit2022458@npa.gov.za</a>
<b><u>POST 35/103</u></b>	:	<b><u>HEAD CONTROL PROSECUTOR 2 REF NO: RECRUIT 2022/459</u></b> (Re-advert) National Prosecutions Service
<b><u>SALARY</u></b>	:	R518 088 per annum, (excluding benefits) to R1 210 842 per annum (total cost package) (Level SU-1 to SU-2)
<b><u>CENTRE REQUIREMENTS</u></b>	:	CPP: Nelspruit
	:	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.
<b><u>DUTIES</u></b>	:	Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	CPP: Nelspruit Tebogo Mashile Tel No: 013 045 0686
	:	e mail <a href="mailto:Recruit2022459@npa.gov.za">Recruit2022459@npa.gov.za</a>
<b><u>POST 35/104</u></b>	:	<b><u>BUSINESS ANALYST REF NO: RECRUIT 2022/460</u></b> Information Systems Management
<b><u>SALARY</u></b>	:	R477 090 per annum (Level 10), (excluding benefits)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Head Office
	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in IT related or equivalent qualification. Minimum five years' relevant experience in Business Analyst within ICT industry. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Certification in Business Analysis. Certification in ITIL (minimum ITIL Foundation). Minimum one year Project Management experience. Research, presentation, and facilitation. Strategic planning skills. Knowledge management. Service delivery and innovation skills. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Determine operational objectives by studying business functions; gathering information; evaluating output requirements and formats. Review a variety of areas including operations, purchasing, inventory, distribution and facilities. Construct workflow charts and diagrams by studying system capabilities and writing specifications. Improve systems by studying current practices and designing modifications. Perform daily, weekly and monthly reviews and analyses of current processes using operational metrics and reports.



Recommend controls by identifying problems and writing improved procedures. Monitor project progress by tracking activity, resolving problems and publishing progress reports for recommending actions. Conduct insightful, ad hoc analyses to investigate ongoing or one-time operational issues. Conduct and coordinate research to support strategic and business planning within the various units and programs of the client group. Define project requirements by identifying project milestones, phases and elements; forming project team; establishing project budget. Understand and communicate the financial and operational impact of any changes. Validate resource requirements and develop cost estimate models. Interpret, evaluate and interrelate research data and develop integrated business analyses and projections for incorporation into strategic decision-making. Maintain user confidence and protect operations by keeping information confidential. Prepare technical reports by collecting, analyzing and summarizing information and trends. Create informative, actionable and repeatable reporting that highlights relevant business trends and opportunities for improvement. Understand and communicate the financial and operational impact of any changes. Validate resources requirements and develop cost estimate models.

**ENQUIRIES  
APPLICATIONS**

: Obert Masango Tel No: 012 845 7958  
: e mail [Recruit2022460@npa.gov.za](mailto:Recruit2022460@npa.gov.za)

**POST 35/105**

: **DATA ANALYST REF NO: RECRUIT 2022/461 (X9 POSTS)**  
Investigating Directorate

**SALARY  
CENTRE  
REQUIREMENTS**

: R477 090 per annum (Level 10), (excluding benefits)  
: Head Office: Pretoria  
: An appropriate B -degree (NQF level 7) or Advanced Diploma or B-Tech in Policing, Law, Forensics, Data and/or Physical Science, Engineering or equivalent qualification. Three (3) years' experience in criminal and/or Forensic Investigations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to data analysis for criminal investigations. Experience in testifying on criminal matters in at least Regional Court. Experience in managing and directing Forensic Service providers in criminal and forensic matters. General Management skills. Strategic capability and leadership. People management and empowerment. Planning and prioritizing. Valid driver's license.

**DUTIES**

: Provide strategic planning and implementation for expert services about data analysis and research. Coordinate and manage stakeholder relations concerning criminal investigations. Ensure the conducting of quality analysis of data to support the criminal investigations within the allocated responsibilities of the investigation team. Perform data analysis, generate reports and present expert evidence in courts and/or hearings.

**ENQUIRIES  
APPLICATIONS**

: Maureen Dibetle Tel No: 012 845 7727  
: e mail [Recruit2022461@npa.gov.za](mailto:Recruit2022461@npa.gov.za)

**POST 35/106**

: **FINANCIAL ANALYST REF NO: RECRUIT 2022/462**  
Asset Forfeiture Unit

**SALARY  
CENTRE  
REQUIREMENTS**

: R382 245 per annum (Level 09), (excluding benefits)  
: Kimberley  
: An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Accounting, Forensic Auditing or equivalent. Three (3) years financial analysis experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The ability to offer direction and leadership to a team of officials to ensure the attainment of objectives. Seeks opportunities to increase personal contribution and level of responsibility. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/deliverables. The means of formal, clear and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time-and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Written and verbal communication. Must be able to plan and organise work and distinguish between urgent and important tasks/activities. Must be able to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and ensure the highest level of customer care and customer

satisfaction. Must be able to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.

**DUTIES** : Capture and convert data into usable information. Conduct analysis of information gathered.

**ENQUIRIES** : Lindie Swanepoel Tel No: 012 845 6638

**APPLICATIONS** : e mail [Recruit2022462@npa.gov.za](mailto:Recruit2022462@npa.gov.za)

**POST 35/107** : **DATABASE ADMINISTRATOR REF NO: RECRUIT 2022/463 (X2 POSTS)**  
Investigating Directorate

**SALARY** : R382 245 per annum (Level 09), (excluding benefits)

**CENTRE** : Pretoria: Head Office

**REQUIREMENTS** : An appropriate B degree (NQF level 7) or Advanced Diploma in Information Systems, Computer Science, Information Technology or equivalent qualification with specialisation in databases design and implementation. At least three (3) years of technical experience in database design, implementation and administration. Demonstrable competency in acting independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to data for criminal investigations.

**DUTIES** : Ensure the integrity of the data related to financial and criminal investigations. Continuously review and monitor cybersecurity measures. Authentic data. Monitor the administration of a crime analysis database and data tracking systems. Preserve data integrity. Monitor the performance of hardware and software. Configure servers and databases for optimal functioning and performance. Provide database technical support and resolve issues. Identify problems at the database and system level and recommends solutions to problem. Monitor and maintain database health and performance. Perform database upgrades and patching. Provide backup, safekeeping and recovery of data. Make recommendations regarding enhancements and improvements of databases applications. Monitor malware protection software. Perform troubleshooting and solve problems. Perform relational database design. Apply rules to make the data entry, updates and deletions to be efficient. Ensure that the data retrieval, summarisation and reporting is efficient. Design a database in a way that it behave predictably. Refine the physical design to meet system storage requirements. Implement standards that allow the database to be self-documenting. Implement processes that make changes to the database schema. Conduct resource planning. Implement database privileges to users and groups required to meet audit requirements. Control access permissions and privileges. Implement policies for allocation of resource by both plan and consumer groups. Apply resource plan directives by implementing a plan that assigns consumer groups or subplans to resource plans. Evaluate database features and database related products required to support business application systems. Conduct research into latest technology and trends related to databases.

**ENQUIRIES** : Maureen Dibetle Tel No: 012 845 7727

**APPLICATIONS** : e mail [Recruit2022463@npa.gov.za](mailto:Recruit2022463@npa.gov.za)

**POST 35/108** : **ICT ADMINISTRATOR REF NO: RECRUIT 2022/464**  
Information Systems and Management Service

**SALARY** : R382 245 per annum (Level 09), (excluding benefits)

**CENTRE** : Head Office: Pretoria

**REQUIREMENTS** : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Industry related qualification such as MCSE or Microsoft Azure Administrator Associate will be an added advantage. Three years working experience in an IT environment. Demonstrable competency in acting independently, Professionally, Accountable and with Credibility. Knowledge of Microsoft Windows server 2016, Wide Area Network and User Administration, Active Directory 2016, Exchange 2016, Exchange Online, Information Technology Infrastructure Library. LAN Administration. 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. Administration and communication skills. IT technical knowledge and application. Willing to work

<b><u>DUTIES</u></b>	:	extended hours and willing to travel. Reliable, tolerant, and determined. Valid driver's license required.
	:	Manage and monitor network connectivity and servers. Provide support on Windows Operating Systems and Server 2016. 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 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 updates and anti-virus updates are updated on a regular basis. 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 APPLICATIONS</u></b>	:	Khutso Makwela Tel No: 012 845 7150
	:	e mail <a href="mailto:Recruit2022464@npa.gov.za">Recruit2022464@npa.gov.za</a>
<b><u>POST 35/109</u></b>	:	<b><u>ICT ADMINISTRATOR REF NO: RECRUIT 2022/465</u></b> Investigating Directorate
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum (Level 09), (excluding benefits)
	:	Head Office: Pretoria
	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Industry related qualification such as MCSE or Microsoft Azure Administrator Associate will be an added advantage. Three years working experience in an IT environment. Demonstrable competency in acting independently, Professionally, Accountable and with Credibility. Knowledge of Microsoft Windows server 2016, Wide Area Network and User Administration, Active Directory 2016, Exchange 2016, Exchange Online, Information Technology Infrastructure Library. LAN Administration. 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. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Reliable, tolerant, and determined. Valid driver's license required.
<b><u>DUTIES</u></b>	:	Manage and monitor network connectivity and servers. Provide support on Windows Operating Systems and Server 2016. 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 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 updates and anti-virus updates are updated on a regular basis. 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 APPLICATIONS</u></b>	:	Maureen Dibetle Tel No: 012 845 7727
	:	e mail <a href="mailto:Recruit2022465@npa.gov.za">Recruit2022465@npa.gov.za</a>
<b><u>POST 35/110</u></b>	:	<b><u>ASSISTANT DIRECTOR: SALARIES AND BANKING REF NO: RECRUIT 2022/466</u></b> Financial Accounting- Salaries and Banking
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum (Level 09), (excluding benefits)
	:	Head Office: Pretoria
	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Financial Management or equivalent. Demonstrable competency in acting independently, Professionally, Accountable and with Credibility. Minimum 3 years relevant experience in Finance in the public sector. At least 3 years' experience in the post of Senior State Accountant in Salaries or Banking section and 3 years' experience in managing subordinates. Experience in

<b><u>DUTIES</u></b>	:	authorizing transactions on PERSAL. In depth knowledge of PERSAL, BAS, Safetyweb, PFMA, Treasury Regulations and relevant prescripts.
	:	Manage payroll/salaries and suspense accounts. Manage PMG bank account and Bookkeeping in the Public Sector. Manage the BAS/PERSAL reconciliation. Provide monthly information for management report. Provide support to auditors and implement audit recommendations. Manage decentralized functions (petty cash and overtime). Conduct awareness sessions with regional offices and provide support. Manage staff and other resources within the sub-directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Jenny Coertzen Tel No: 012 845 6073
	:	e mail <a href="mailto:Recruit2022466@npa.gov.za">Recruit2022466@npa.gov.za</a>
<b><u>POST 35/111</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: RECRUIT 2022/487</u></b> (Re-advert)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum (Level 09), (excluding benefits)
	:	Head Office: Pretoria
	:	An Appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Human Resources or equivalent. A certificate in ODETDP will be an added advantage. Minimum three (3) years' experience in Human Resources Development of which two (2) years should be supervisory. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of policy development and implementation. Knowledge of Human Resource Development. Understanding of government legislation. Financial management, knowledge of PFMA. Knowledge of techniques and procedures for planning and execution of operations. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Valid driver's license.
<b><u>DUTIES</u></b>	:	Provide input in development of HRD policy and strategy, analyse human resources development trends. Develop and implement the workplace skills plan. Conduct departmental Skills audit and training needs assessments. Assist with the design, development, implementation and review of the quality assurance system in accordance to the relevant legislation. Direct the implementation of the approved training plan. Manage the implementation of the HRD programmes such as training courses, bursary scheme, internship, learnership and induction. Monitor and evaluate the implementation of the individual performance management and development system, measure compliance in terms of policies and information processes.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Lerato Matau Tel No: 012 845 6174
	:	e mail <a href="mailto:Recruit2022487@npa.gov.za">Recruit2022487@npa.gov.za</a>
<b><u>POST 35/112</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT REF NO: RECRUIT 2022/475</u></b> Financial Accounting-Salaries and Banking
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum (Level 08), (excluding benefits)
	:	Pretoria: Head Office
	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Financial Management or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Minimum 3 years relevant experience in Finance in the public sector. At least 3 years' experience in managing subordinates. At least 3 years' experience in the post of Chief Accounting Clerk in Salaries. Experience in authorizing transactions on PERSAL and BAS systems. In depth knowledge of PERSAL, BAS, PFMA, Treasury Regulations and relevant prescripts.
<b><u>DUTIES</u></b>	:	Authorization of PERSAL transactions. Manage payroll and electronic payslips. Manage tax. Ensure monthly and annual tax reconciliations are done and submitted on time. Clear suspense accounts and compile reconciliations. Compile monthly BAS/PERSAL reconciliation. Provide support to auditors and implement audit recommendations. Manage decentralized functions (overtime) and provide support to regions. Manage staff and other resources within the sub-directorate. Provide monthly information for management report.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Jenny Coertzen Tel No: 012 845 6073
	:	e mail <a href="mailto:Recruit2022475@npa.gov.za">Recruit2022475@npa.gov.za</a>

**POST 35/113** : **SENIOR ADMINISTRATIVE OFFICER: ENTERPRISE RISK REF NO: RECRUIT 2022/481**  
Strategy Management Office

**SALARY** : R321 543 per annum (Level 08), (excluding benefits)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Commerce, Business Management, Internal Audit, Risk Management or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Minimum 2 years relevant experience in risk management or auditing field. Willing to travel, able to work extended hours. Administration capabilities/skills, Coordination skills, Communication, Drafting of minutes. Customer Focus and Responsiveness, Planning and Prioritizing, Problem Solving and Decision Making. Facilitation skills, Risk assessment, analysis and evaluation, Problem solving and negotiating skills, Task/time management skills, Good communication skills (written and verbal). General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point. Able to understand profit and loss calculations and basic business finance. A valid driver's license.

**DUTIES** : Conduct risk assessments to identify strategic and operational risks. Draft risk control action plans and strategies. Monitor and report on progress of risk mitigation in the risk control action plans. Maintain, report on risk registers and facilitate updates. Monitor risk profiles. Conduct research on requested aspects of enterprise management. Attend to internal and external audit queries related to enterprise risk management. Provide support in the coordination of risk management training or workshop. Prepare training packs and any other logistical issues to ensure the smooth and effective delivery of training or workshop. Provide end-user support and guidance to all users of the ERM software tool.

**ENQUIRIES** : Muzi Madlala Tel No: 012 845 6256  
**APPLICATIONS** : e mail [Recruit2022481@npa.gov.za](mailto:Recruit2022481@npa.gov.za)

**POST 35/114** : **COMMUNICATION OFFICER REF NO: RECRUIT 2022/467**  
Investigating Directorate

**SALARY** : R261 372 per annum (Level 07), (excluding benefits)  
**CENTRE** : Head Office: Pretoria  
**REQUIREMENTS** : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Journalism or equivalent. At least one year relevant experience in communication field. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility Strategic capability and leadership. General management skills. People management empowerment. Administration skills. Communication skills. Planning and Prioritizing. Customer Focus and Responsiveness. Problem Solving and Decision Making. Valid driver's license.

**DUTIES** : Develop and manage implementation of communication strategy for the ID. Provide communication advice to the leadership of the ID. Plan and co-ordinate internal and external communication using communication platforms relevant to the ID. Communicate national news and information in NPA ID. Publicise the work of the NPA in the national through enhancement of community outreach and marketing. Educate and raise awareness on the work and performance of the ID offices. Plan and manage exhibitions and community outreach events in line with the NPA strategic objectives. Promote the brand image and reputation of the organisation in the National. Develop and implement a media strategy for the National, including operating as National spokesperson. Monitor media coverage and plan media response mechanisms, in consultation with the Directorate: ID. Draft and issue media statements and conduct key media briefings for the National. Draft speeches and media briefing notes for the National leadership. Optimize information dissemination media for maximum public reach. Ensure the effective utilisation of resources.

**ENQUIRIES** : Adelle Jankowitz Tel No: 012 845 6703  
**APPLICATIONS** : e mail [Recruit2022467@npa.gov.za](mailto:Recruit2022467@npa.gov.za)

**POST 35/115** : **LIBRARIAN REF NO: RECRUIT 2022/468**  
Information Systems and Management Service

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

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Pretoria
	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). At least two years relevant experience preferable in a law library environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility Ability to work on an electronic library management system including e-Books. Computer literacy in MS Word, Excel, and PowerPoint. At least two years' experience in utilization of search of search including Jutastat, Lexis Nexis, Sabinet and WorldShare. Willingness to travel.
<b><u>DUTIES</u></b>	:	Catalog and classify library material utilising available databases. Maintain asset register of library material including disposals. Renew standing orders. Conduct inter and intra-Library loans. Conduct periodic stock take and keep statistics. Procure and process new material for both head office and regions. Loose leaf administration. Liaise with external clients. Assist with information projects of the NPA. Process all requests in terms of law reports, statutes and reference material. Assist with training of clients in use of online databases. Submit monthly reports.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Nozuko Mdingi Tel No: 012 845 6868
	:	e mail <a href="mailto:Recruit2022468@npa.gov.za">Recruit2022468@npa.gov.za</a>
<b><u>POST 35/116</u></b>	:	<b><u>ADMINISTRATIVE CLERK: SUPERVISOR: ENFORCEMENT REF NO: RECRUIT 2022/469</u></b> Asset Forfeiture Unit
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum (Level 07), (excluding benefits)
	:	Pretoria: Head Office
	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Administration, communication skills. Interpersonal relations skills. Reporting skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Thorough knowledge of supply chain management regulations, PFMA, Treasury Regulations and Asset management guidelines. Knowledge in Document Administration, writing and task/time management skills.
<b><u>DUTIES</u></b>	:	Provide general administration for head office. Proper administration for the enforcement component. Receive and open files for Curator accounts from regions. Ensure that curator accounts submitted to head of office for review and approval. Accurate and reliable information of the CARA an unfulfilled report. Receive and file proofs of CARA deposits from regions. Check and verify CARA deposits on statements from Treasury against proof of deposits received from AFU regions. Prepare monthly CARA reconciliation and send to enforcement officers, CARU, and AFU management and report to the head of enforcement. Capture and update a list of CARA and victims unfulfilled cases and ensure backlog is reduced. Capture and update list of abandoned cases.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Lindie Swanepoel Tel No: 012 845 6638
	:	e mail <a href="mailto:Recruit2022469@npa.gov.za">Recruit2022469@npa.gov.za</a>
<b><u>POST 35/117</u></b>	:	<b><u>ADMINISTRATION OFFICER</u></b> Office for Witness Protection
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum (Level 07), (excluding benefits)
	:	Northern Cape: Kimberley Ref No: Recruit 2022/470
	:	Free State: Bloemfontein Ref No: Recruit 2022/415
	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum two years relevant experience in the field of Finance and Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in cash handling and cash management. Knowledge of legislation and regulations pertaining to PFMA Act, Treasury regulations and other government related legislations. Knowledge of Accounting and Asset Management. Knowledge of the MISS document. Good Communication, liaison and presentation skills. Computer Literacy, including Microsoft office suite (Word, Excel, PowerPoint and Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritizing skills. Problem solving and decision making. A valid driver's license required.
<b><u>DUTIES</u></b>	:	Ensure proper management of the finances including cash management, internal bank transfers and EFT Payments. Ensure proper usage, management

and replenishment of the office Petty Cash. Proper document management of all financial transactions on the covert accounts. Compilation and timeous submission of cash book & petty cash register. Assisting in contributing to cash flow request by ensuring correct inputs to the regional budget. Process and assist in the management of all payments and transactions of covert accounts. Assist in the provisioning of travelling and accommodation services. Responsible for correct financial reporting and administration. Ensure expenditure is complete and correct. Conduct extensive communication as it relates to operational and management of finances. Work under pressure and ensure adherence to timelines.

- ENQUIRIES** : Kimberley: C Immelman Tel No: 053 807 4561  
Bloemfontein: Mr G Tau Tel No: 051 410 3512
- APPLICATIONS** : Northern Cape: Kimberley e mail [Recruit2022470@npa.gov.za](mailto:Recruit2022470@npa.gov.za)  
Free State: Bloemfontein e mail [Recruit2022415@npa.gov.za](mailto:Recruit2022415@npa.gov.za)
- POST 35/118** : **COURT PREPARATION OFFICER**  
National Prosecutions Service
- SALARY CENTRE** : R261 372 per annum (Level 07), (excluding benefits)  
: CPP: Mthatha Ref No: Recruit 2022/471  
: CPP: Wynberg (Robertson) Ref No: Recruit 2022/472, (Re-advert)  
: CPP: Cape Town Ref No: Recruit 2022/473  
: CPP: Klerksdorp Ref No: Recruit 2022/474  
: CPP: Modimolle Ref No: Recruit 2022/488  
: (Sekhukhune) Ref No: Recruit 2022/489  
: (Groblersdal) Ref No: Recruit 2022/490  
: (Lephalale) Ref No: Recruit 2022/495  
: (Thabazimbi) Ref No: Recruit 2022/496  
: CPP: Polokwane (Nkowankowa) Ref No: Recruit 2022/491  
: (Lenyenye) Ref No: Recruit 2022/492  
: (Phalaborwa) Ref No: Recruit 2022/497
- REQUIREMENTS** : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6) in Social Science/Behavioural Studies or equivalent. At least one year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.
- DUTIES** : Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
- ENQUIRIES** : CPP: Mthatha Tulisa Sibindlana Tel No: 047 501 2699  
: CPP: Wynberg & CPP: Cape Town Francios Brandt Tel No: 021 487 7144  
: CPP: Klerksdorp Flora Kalakgosi Tel No: 018 381 9041  
: CPP: Modimolle & CPP: Polokwane Thuba Thubakgale Tel No: 015 045 0285
- APPLICATIONS** : CPP: Mthatha e mail [Recruit2022471@npa.gov.za](mailto:Recruit2022471@npa.gov.za)  
: CPP: Wynberg (Robertson) e mail [Recruit2022472@npa.gov.za](mailto:Recruit2022472@npa.gov.za)  
: CPP: Cape Town e mail [Recruit2022473@npa.gov.za](mailto:Recruit2022473@npa.gov.za)  
: CPP: Klerksdorp e mail [Recruit2022474@npa.gov.za](mailto:Recruit2022474@npa.gov.za)  
: CPP: Modimolle e mail [Recruit2022488@npa.gov.za](mailto:Recruit2022488@npa.gov.za)  
: (Sekhukhune) e mail [Recruit2022489@npa.gov.za](mailto:Recruit2022489@npa.gov.za)  
: (Groblersdal) e mail [Recruit2022490@npa.gov.za](mailto:Recruit2022490@npa.gov.za)  
: (Lephalale) e mail [Recruit2022495@npa.gov.za](mailto:Recruit2022495@npa.gov.za)  
: (Thabazimbi) e mail [Recruit2022496@npa.gov.za](mailto:Recruit2022496@npa.gov.za)  
: CPP: Polokwane (Nkowankowa) e mail [Recruit2022491@npa.gov.za](mailto:Recruit2022491@npa.gov.za)  
: (Lenyenye) e mail [Recruit2022492@npa.gov.za](mailto:Recruit2022492@npa.gov.za)  
: (Phalaborwa) e mail [Recruit2022497@npa.gov.za](mailto:Recruit2022497@npa.gov.za)
- POST 35/119** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/477 (X4 POSTS)**  
Investigating Directorate
- SALARY CENTRE** : R176 310 per annum (Level 05), (excluding benefits)  
: Head Office: Pretoria

<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent. Able to type. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Excellent organizational and planning skills. Able to work extended hours. Excellent administration skills. Ability to identify and handle highly confidential matters. 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.
<b><u>DUTIES</u></b>	:	Prepare documents for scanning. Scan documents by performing actual conversion to digital copies. Produce digital copies of documents. Check quality of scanned documents. Compile scanned documents into a logical folder, for quick reference. Ensure the safekeeping of all documentation produced in line with relevant legislation and policies. File and retrieve documents as required. Communicate concerns to Technicians and maintain co-ordination of movement of file boxes. Type documents for the manager and other staff within the unit. Operate office equipment like fax machines, photocopiers and scanners. Collects all relevant documents to enable the managers to perform their duties. Ensure the effective flow of information and documents to and from the office of the manager. Provide reception desk duties, receive calls and direct customers. Handle routine enquiries.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Maureen Dibetle Tel No: 012 845 7727
	:	e mail <a href="mailto:Recruit2022477@npa.gov.za">Recruit2022477@npa.gov.za</a>
<b><u>POST 35/120</u></b>	:	<b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/478</u></b> Specialised Commercial Crime Unit
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 per annum (Level 05), (excluding benefits)
	:	Durban
	:	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.
<b><u>DUTIES</u></b>	:	Record, organize, store, capture and retrieve correspondence and data. Update registers and statistics. Make photocopies and receive or send facsimiles. Keep and maintain the filing system for the unit. Keep and maintain asset register. Stock control of office stationery. Provide personnel administration clerk support services within the unit. Provide financial administration support services in the unit. Draft correspondence to members of the public, other organisations and State Departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Bongiwe Mlaba Tel No: 031 335 6617
	:	e mail <a href="mailto:Recruit2022478@npa.gov.za">Recruit2022478@npa.gov.za</a>
<b><u>POST 35/121</u></b>	:	<b><u>PARALEGAL REF NO: RECRUIT 2022/479</u></b> Asset Forfeiture Unit
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 per annum (Level 05), (excluding benefits)
	:	Pretoria
	:	Grade 12 or equivalent qualification plus Paralegal Certificate/ Diploma. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in



programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

**DUTIES** : Assistance with case preparation. Conduct legal research and drafting. Conduct investigation and fact-finding for cases. Provide courtroom and legal proceedings assistance. Case administration and document management. Provide administrative support services.

**ENQUIRIES APPLICATIONS** :  
: Lindie Swanepoel Tel No: 012 845 663  
: e mail [Recruit2022479@npa.gov.za](mailto:Recruit2022479@npa.gov.za)

**POST 35/122** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/480**  
Asset Forfeiture Unit  
(Re-advert)

**SALARY CENTRE REQUIREMENTS** : R176 310.per annum (Level 5) (Excluding Benefits)  
: Nelspruit  
: Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Administration, communication skills. Interpersonal relations skills. Reporting skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Thorough knowledge of supply chain management regulations, PFMA, Treasury Regulations and Asset management guidelines. Knowledge in Document Administration, writing and task/time management skills.

**DUTIES** : Provide general clerical support services. Provide asset management administrative services. Provide administrative support with regards to Unfulfilled cases. Provide general clerical support services. Provide asset management administration services. Provide administrative support with regards to unfulfilled cases. Receive and open files for curator accounts. Make photocopies, send emails,e.t.c. capture and stamp incoming curator accounts of the register. Capture and update spreadsheet and registers. Forward curator accounts for approval. Record invoices and forward for payment. Keep and maintain the filing system.

**ENQUIRIES APPLICATIONS** :  
: Lindie Swanepoel Tel No: 012 845 6638  
: e mail [Recruit2022480@npa.gov.za](mailto:Recruit2022480@npa.gov.za)

**POST 35/123** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/482**  
Specialised Commercial Crime Unit

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05), (excluding benefits)  
: Mmabatho  
: 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.

**DUTIES** : Provide high quality administrative 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 organisations and State departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, photocopying, faxing, receiving and dispatching documents. Provide efficient administrative services in the SCCU. Liaise with customers and stakeholders.

**ENQUIRIES APPLICATIONS** :  
: Flora Kalagosi Tel No: 018 381 9041  
: e mail [Recruit2022482@npa.gov.za](mailto:Recruit2022482@npa.gov.za)

**POST 35/124** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/483**  
National Prosecutions Service

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05), (excluding benefits)  
: CPP: Mthatha (Maluti)  
: 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.
<b><u>DUTIES</u></b>	:	Provide high quality administrative 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 organisations and State departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, photocopying, faxing, receiving and dispatching documents. Provide efficient administrative services in the Cluster. Liaise with customers and stakeholders.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Tulisa Sibindlana Tel No: 047 502 2669
	:	e mail <a href="mailto:Recruit2022483@npa.gov.za">Recruit2022483@npa.gov.za</a>
<b><u>POST 35/125</u></b>	:	<b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/484</u></b> Specialised Commercial Crime Unit
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 per annum (Level 05), (excluding benefits)
	:	Mthatha
	:	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.
<b><u>DUTIES</u></b>	:	Register incoming dockets and scanning thereof. Capturing information on the electronic case register (ECR). Daily updating of information from court. Provide dockets electronically to Defence on request of Prosecutors. Liaise with Prosecutors in respect of matters dealt with. Verify what is happening in court. Write up information to be captured on access. Contact Prosecutors for information to reconcile to access. Generate reports from ECR for statistics purposes. Generate various Statistics Sheet. Draw up reports from Access, Power BI and Powerpoint tools. Draw reports from ECR for submission to Supervisors, DPP and National Office for monthly reporting. Update electronic case register as and when additional data becomes available. Attend to queries on case flow from Prosecutors and SAPS from the ECR. Provide case administration and document management. Prepare and maintain files. Release appropriate documents to any other interested party. Maintain E disclosure platform. Handle Prosecutor caseloads.
<b><u>ENQUIRIES</u></b>	:	Mthatha Tulisa Sibindlana Tel No: 047 501 2669
<b><u>APPLICATIONS</u></b>	:	Cape Town Francios Brandt Tel No: 021 487 7144 Mthatha e mail <a href="mailto:Recruit2022484@npa.gov.za">Recruit2022484@npa.gov.za</a>
<b><u>POST 35/126</u></b>	:	<b><u>REGISTRY CLERK REF NO: RECRUIT 2022/485</u></b> ISM- Records Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R176 310 per annum (Level 05), (excluding benefits)
	:	Head Office: Pretoria
	:	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. Records management training will be an added advantage. Ability to prioritize. Good verbal and oral communication skills. Client orientation and customer focus. Good interpersonal skills.
<b><u>DUTIES</u></b>	:	Manage various duties within registries such as sorting, filing and referencing documents. Opening of new files. Drawing files on request. Do appointments, resignations, transfers and name changes. Maintenance of files. Handle all internal and external audit and general queries. Managing of incoming and outgoing courier mail.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Lerita Pretorius Tel No: 012 845 6640
	:	<a href="mailto:Recruit2022485@npa.gov.za">e mail Recruit2022485@npa.gov.za</a>
<b><u>POST 35/127</u></b>	:	<b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/494</u></b> Asset Forfeiture Unit
<b><u>SALARY CENTRE</u></b>	:	R176 310 per annum (Level 05), (excluding benefits)
	:	Head Office: Pretoria

- REQUIREMENTS** : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.
- DUTIES** : Provide high level administrative support to the office. Keep a well organised administrative system for the office. Execute a wide variety of administrative tasks. Provide administrative support to staff in Human Resource, Finance, Procurement and Logistical services.
- ENQUIRIES APPLICATIONS** :  
: Lindie Swanepoel Tel No: 012 845 6638  
: e mail [Recruit2022494@npa.gov.za](mailto:Recruit2022494@npa.gov.za)
- POST 35/128** : **DRIVER MESSENGER REF NO: RECRUIT 2022/486 (X2 POSTS)**  
Investigating Directorate
- SALARY CENTRE REQUIREMENTS** :  
: R147 459 per annum (Level 04), (excluding benefits)  
: Pretoria: Head Office  
: Grade twelve (12) or equivalent qualification. Knowledge of Registry procedures. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver's license.
- DUTIES** : Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the DPP office. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribute correspondence using the approved file plan for the office.
- ENQUIRIES APPLICATIONS** :  
: Maureen Dibetle Tel No: 012 845 7727  
: e mail [Recruit2022486@npa.gov.za](mailto:Recruit2022486@npa.gov.za)