

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** : 20 December 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 (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). 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. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA. NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za/vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.
- ERRATUM:** The post of Deputy Director of Public Prosecutions with Recruit 2022/254 advertised in PSVC 30 dated 12 August 2022 is hereby withdrawn; Administrative Clerk with Recruit 2022/578 advertised in PSVC 42 dated 04

November 2022, the e mail address is Recruit2022578@npa.gov.za the closing date will be 20 December 2022.

MANAGEMENT ECHELON

- POST 46/214** : **DIRECTOR: STRATEGY, OPERATIONS AND COMPLIANCE REF NO: RECRUIT 2022/596**
Security Management Service
- SALARY** : R1 105 383 per annum (Level 13), (total cost package) SMS
CENTRE : Head Office: Pretoria
REQUIREMENTS : A recognized B-degree (NQF level 7) or Postgraduate in Security Management, Law/Policing and/or Social Sciences. Minimum Ten years' experience in the field of Security Management of which five years' management experience must be on Middle or Senior Management level. Demonstrable competency security discipline, be able to act Independently, Professionally, Accountable and with Credibility. Experience in Safety, Counter- Intelligence, OHS and Security Technology. Understanding of Security Threat and Risk Assessments, Security Breach Investigations. Candidates who have attended State Security Agency (SSA) / SA Defence Security Managers/Advisory course training will be an added advantage. Candidates must have comprehensive knowledge in Criminal Justice systems, sound knowledge of MISS, MPSS, Disaster Management Act and other security related legislations and regulations. Project management, planning and organising, financial and change management skills. Computer skills (MS Office), presentation skills. Assertive, innovative and reliable with sound administrative skills. Good interpersonal, research, and knowledge management skills. Management capability, problem solving. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Public Service Act and Regulations; PFMA; Treasury Regulations; NPA Act; BCEA; Access to Information Act. Knowledge and understanding of government wide strategic planning, and performance management processes. Understanding Fraud and Corruption Prevention Regulatory Framework and Business Continuity Planning. Able to plan, organise, work under pressure. Willing to travel extensively and be able to work extended hours. Able to work independently with little supervision. Excellent communication and administrative skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. A valid driver's license.
- DUTIES** : To manage and provide direction in Physical Security Management functions of the NPA (Guarding, Infrastructure and Protective Security and Close Protection Services). Manage and direct Security Management Services for all NPA DDP's Divisions and offices at Regional Level. To manage Security outsourced services for Guarding, Security Protective and Close Protection Services, Integrated Security Systems installations, and commissioning. Provide management support for the Chief Directorate in facilitating the development/review of Security Policies, plans, procedures, and other directives. Manage the process of implementation of Security Protective and Close Protection Services to the NPA officials who receives threats to their lives relating to their work responsibilities. Provide accountability for the directorate resources, budget, personnel, and allocated assets are effectively managed. Manage and coordinate Security outsourced services for guarding, deployed in the NPA DDP's Divisions and other corporate buildings. Provide management support for the implementation of BCM program and planning in the NPA. Liaise regularly with security external stakeholders (SAPS, Crime Intelligence, SSA, other organs of the State and SOE). To manage the processes of conducting Physical Security Breaches Investigative Enquiries and reporting to the relevant authorities.
- ENQUIRIES** : Tshildzi Mukwevho Tel No: 012 845 6785
APPLICATIONS : e mail Recruit2022596@npa.gov.za

OTHER POSTS

- POST 46/215** : **SENIOR STATE ADVOCATE**
Asset Forfeiture Unit
- SALARY** : R1 027 698 per annum (total cost package) to R1 606 404 per annum (total cost package) (Level LP-9)
- CENTRE** : Head Office: Pretoria Ref No: Recruit 2022/597 (X2 Posts)
East London Ref No: Recruit 2022/598
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy and legal drafting skills. Admitted advocate and/or attorney will be an added advantage. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Ability to act independently. Willing to travel and work extended hours. Ability to do legal research. Valid driver's license.
- DUTIES** : Litigation and supervising litigation. Civil litigation regarding all aspects of the freezing and forfeiture/ confiscation of property/ assets derived from criminal activity. Drafting applications and preparing heads of argument and presenting cases in court. Supervise, train and develop junior legal and investigative staff. Train AFU staff in the use of asset forfeiture procedures. Legal research and keep up to date with legal developments. Assist with general management of the unit, including developing the systems, receiving and analyzing reports and making recommendations to the unit.
- ENQUIRIES** : Lindie Swanepoel Tel No: 012 845 6638
- APPLICATIONS** : Head Office: Pretoria e mail Recruit2022597@npa.gov.za
East London e mail Recruit2022598@npa.gov.za
- POST 46/216** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/599 (X4 POSTS)**
National Prosecutions Services
- SALARY** : R1 027 698 per annum (total cost package) to R1 606 404 per annum (total cost package) (Level LP-9)
- CENTRE** : DDPP: Bhisho
- 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. Must be an admitted and enrolled advocate in terms of the Admissions of Advocates Act, or the Legal Practice Act or an attorney who has complied with section 25 of the Legal Practice Act or must have obtained an LLB degree before November 2018 and able to be enrolled and admitted as an advocate. Five years' experience in legal practice will be an added advantage. Ability to act independently.
- DUTIES** : Study case dockets, decide in the institution of conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
- ENQUIRIES** : Talita Raga Tel No: 040 608 6800
- APPLICATIONS** : e mail Recruit2022599@npa.gov.za
- POST 46/217** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/600 (X3 POSTS)**
National Prosecutions Services
(2 re-advert)
- SALARY** : R1 027 698 per annum (total cost package) to R1 606 404 per annum (total cost package) (Level LP-9)
- CENTRE** : DPP: Pietermaritzburg
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Must be an admitted and enrolled advocate in terms of the Admissions of Advocates Act, or the Legal Practice Act or an attorney who has complied with section 25 of the Legal Practice Act or must

- have obtained an LLB degree before November 2018 and able to be enrolled and admitted as an advocate. Five years' experience in legal practice will be an added advantage. Ability to act independently.
- DUTIES** : Study case dockets, decide in the institution of conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and other 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 heads 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. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
- ENQUIRIES APPLICATIONS** : Thabsile Radebe Tel No: 033 392 8753
: e mail Recruit2022600@npa.gov.za
- POST 46/218** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/601**
National Prosecutions Services
(Re-advert)
- SALARY** : R1 027 698 per annum (total cost package) to R1 606 404 per annum (total cost package) (Level LP-9)
- CENTRE REQUIREMENTS** : Head Office: Pretoria
: An LLB or appropriate legal qualification for serving prosecutors. At least eight years' post qualification legal experience, in criminal and/or Civil Litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Experience in operations and stakeholder management and good understanding of the workings of JCPS cluster will be an added advantage. Proficiency in MS Word, Excel and PowerPoint. Experience Good interpersonal, analytical, presentation and communications skills.
- DUTIES** : Make legal decisions in accordance with the law, NPA prosecution policies and directives. Management of the international cooperation in criminal matters (mutual legal assistance and extradition) including the processes provided for in Chapter 5 of the Cybercrime Act 19 of 2020. Conduct legal research, prepare reports, and draft legal opinions, policies, legislation, MOU and other legal documents. Participate in and represent the NPA in stakeholder engagements, meetings and projects. Assist with the development of strategic, operational and implementation plans. Identify and resolve challenges affecting the performance of the NPA and CJS.
- ENQUIRIES APPLICATIONS** : Mlungisi Baloyi Tel No: 012 845 6927
: e mail Recruit2022601@npa.gov.za
- POST 46/219** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/602**
National Prosecutions Services
- SALARY** : R1 027 698 per annum (total cost package) to R1 606 404 per annum (total cost package) (Level LP-9)
- CENTRE REQUIREMENTS** : DPP: Mpumalanga (OCC)
: 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. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently. A valid driver's license.
- DUTIES** : Conduct prosecution of serious, complex and organised crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents. 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 do appeals and reviews. Generally conduct prosecution on behalf of the state.
<u>ENQUIRIES APPLICATIONS</u>	:	Tebogo Mashile Tel No: 013 045 0686 e mail Recruit2022602@npa.gov.za
<u>POST 46/220</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/603</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R1 027 698 per annum (total cost package) to R1 606 404 per annum (total cost package) (Level LP-9)
<u>CENTRE REQUIREMENTS</u>	:	Durban An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Eight years' experience in legal experience in criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Well developed skill in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Ability to act independently or with minimum supervision. Proficiency in prosecution, competency in guiding investigation, drafting charge sheets, indictments and court documents and dealing with representations.
<u>DUTIES</u>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent state in all courts. Prepare 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 and argue cases in appropriate court. Conduct prosecutions of serious, complex and organised commercial crime cases and corruption matters. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties, including administration duties, related thereto in accordance with the code of Conduct, policy directives of the National Prosecuting Authority.
<u>ENQUIRIES APPLICATIONS</u>	:	Bongiwe Mlaba Tel No: 031 334 6617 e mail Recruit2022603@npa.gov.za
<u>POST 46/221</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2022/604</u> National Prosecutions Service
<u>SALARY</u>	:	R885 546 per annum (total cost package) to R1 447 401 per annum (total cost package) (Level SU-3)
<u>CENTRE REQUIREMENTS</u>	:	CPP: Port Shepstone (Kokstad) An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Regional court experience will an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. 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. Experience in prosecuting and guiding investigation of more complex cases that are heard in the Regional court and Sexual Offences cases and cases involving children. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills. A valid driver's licence.
<u>DUTIES</u>	:	Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the

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

ENQUIRIES : Phiwayinkosi Nhlengethwa Tel No: 031 334 5003
APPLICATIONS : e mail Recruit2022604@npa.gov.za

POST 46/222 : **STATE ADVOCATE**
National Prosecutions Service

SALARY : R797 901 per annum (total cost package) to R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)

CENTRE : DPP: Kimberley Ref No: Recruit 2022/605
DPP: Pietermaritzburg Ref No: Recruit 2022/606 (X2 Posts) (Re advert)
DDPP: Middelburg Ref No: Recruit 2022/607

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. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.

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

ENQUIRIES : DPP: Kimberley: Nicholas Mogongwa Tel No: 053 807 4539
DPP: Pietermaritzburg: Thabsile Radebe Tel No: 033 392 8753
DDPP: Middelburg: Tebogo Mashile Tel No: 013 045 0686

APPLICATIONS : DPP Kimberley e mail Recruit2022605@npa.gov.za
DPP: Pietermaritzburg e mail Recruit2022606@npa.gov.za
DDPP: Middelburg e mail Recruit2022607@npa.gov.za

POST 46/223 : **STATE ADVOCATE REF NO: RECRUIT 2022/608**
Asset Forfeiture Unit

SALARY : R797 901 per annum (total cost package) to R1 323 702 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. 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 Recruit2022608@npa.gov.za

POST 46/224 : **STATE ADVOCATE REF NO: RECRUIT 2022/609 (X2 POSTS)**
Specialised Commercial Crime Unit

SALARY : R797 901 per annum (total cost package) to R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)

CENTRE : Mthatha
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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 with voluminous data and paperwork in order to provide sound decisions in Complex Commercial Crime cases. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Prepare detailed written reports on decisions taken regarding complex commercial crimes.

ENQUIRIES : Tulisa Sibindlana Tel No: 047 501 2669
APPLICATIONS : e mail Recruit2022609@npa.gov.za

POST 46/225 : **SENIOR FINANCIAL INVESTIGATOR REF NO: RECRUIT 2022/610 (X2 POSTS)**
Asset Forfeiture Unit

SALARY : R766 584 per annum (MMS Level 11), (total cost package)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner will be an added advantage. At least 5 years' experience in financial investigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership. General management and empowerment. People management and empowerment. Administration skills. Planning and organizing skills. Customer focus and responsiveness. Problem solving and Decision-Making skills. Knowledge of legislation and regulations and regulations pertaining to public service administration. Computer skills, such as MS WORD, MS EXCEL, MS Outlook, MS PowerPoint, etc.

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

ENQUIRIES : Lindie Swanepoel Tel No: 012 845 6638
APPLICATIONS : e mail Recruit2022610@npa.gov.za

<u>POST 46/226</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R533 985 per annum (excluding benefits) to R1 247 166 per annum (total cost package) (Level SU-1 to SU-2)
<u>CENTRE</u>	:	CPP: Middelburg Ref No: Recruit 2022/611 CPP: Pretoria (Brits) Ref No: Recruit 2022/612
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	CPP: Middelburg: Tebogo Mashile Tel No: 013 045 0686 CPP: Pretoria Godfrey Ramakuella Tel No: 012 351 6808
<u>APPLICATIONS</u>	:	CPP: Middelburg e mail Recruit2022611@npa.gov.za CPP: Pretoria (Brits) e mail Recruit2022612@npa.gov.za
<u>POST 46/227</u>	:	<u>HEAD CONTROL PROSECUTOR 2</u> National Prosecutions Service
<u>SALARY</u>	:	R533 985 per annum (excluding benefits) to R1 247 166 per annum (total cost package) (Level SU-1 to SU-2)
<u>CENTRE</u>	:	CPP: East London (King Williams Town) Ref No: Recruit 2022/613 CPP: Pietermaritzburg (New Hanover) Ref No: Recruit 2022/614
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	CPP: East London Talita Raga Tel No: 040 608 6800 CPP: Pietermaritzburg Thabsile Radebe Tel No: 033 392 8753
<u>APPLICATIONS</u>	:	East London (King Williams Town) e mail Recruit2022613@npa.gov.za CPP: Pietermaritzburg (New Hanover) e mail Recruit2022614@npa.gov.za

<u>POST 46/228</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R533 985 per annum (excluding benefits) to R1 247 166 per annum (total cost package) (Level LP-5 to LP- 6)
<u>CENTRE</u>	:	CPP: Empangeni Ref No: Recruit 2022/615 CPP: Bloemfontein Ref No: Recruit 2022/616 (X2 Posts) CPP: Klerksdorp (Potchefstroom) Ref No: Recruit 2022/ 617 CPP: Mmabatho (Molopo) Ref No: Recruit 2022/618 CPP: Port Elizabeth Ref No: Recruit 2022/619 (Re-advert) CPP: Thohoyandou (Musina) Ref No: Recruit 2022/620 CPP: Pietermaritzburg Ref No: Recruit 2022/621 (X2 posts) (1 re-advert) CPP: Durban Ref No: Recruit 2022/622 CPP: Durban (Umlazi) Ref No: Recruit 2022/623 CPP: Pretoria (Bronkhorstspuit) Ref No: Recruit 2022/624
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	CPP: Empangeni Anele Ngubane Tel No: 031 334 5049 CPP: Klerksdorp & CPP: Mmabatho Flora Kalakgosi Tel No: 018381 9041 CPP: Bloemfontein Lemmer Ludwick Tel No: 051 410 6001 CPP: Port Elizabeth Andiswa Tengile Tel No: 012 842 1450 CPP: Thohoyandou Thuba Thubakgale Tel No: 015 045 0285 CPP: Pietermaritzburg Thabsile Radebe Tel No: 033 392 8753 CPP: Durban Phiwa Nhlengethwa Tel No: 031 334 5003 CPP: Pretoria Godfrey Ramakuela Tel No: 012 351 6808
<u>APPLICATIONS</u>	:	CPP: Empangeni e mail Recruit2022615@npa.gov.za CPP: Bloemfontein e mail Recruit2022616@npa.gov.za CPP: Klerksdorp (Potchefstroom) e mail Recruit2022617@npa.gov.za CPP: Mmabatho (Molopo) e mail Recruit2022618@npa.gov.za CPP: Port Elizabeth e mail Recruit2022619@npa.gov.za CPP: Thohoyandou (Musina) e mail Recruit2022620@npa.gov.za CPP: Pietermaritzburg e mail e mail Recruit2022621@npa.gov.za CPP: Durban - Recruit2022622@npa.gov.za CPP: Durban (Umlazi) email Recruit2022623@npa.gov.za CPP: Pretoria (Bronkhorstspuit) e mail Recruit2022624@npa.gov.za
<u>POST 46/229</u>	:	<u>ASSISTANT DIRECTOR ADMINISTRATION REF NO: RECRUIT 2022/625</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R393 711 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Finance, Public Administration or equivalent qualification. Minimum three years relevant experience in finance and/or administration in the Public Service. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Negotiating and supervisory skills. Problem solving skills and ability to meet strict deadlines. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act, PFMA and Treasury Regulations. Strong administrative, decision making, organizational and general office management skills. Good planning skills. Performance management skills. Execution, interpretation and recommendations on policies and procedures. Computer literacy in programmes such as MS Word, Excel, PowerPoint and Outlook. Reliable, organized and able to work in a team.

- DUTIES** : Manage and supervise court administration including court roll management, court statistics compilation. Manage the provision of effective register services. Develop and maintain reliable register system to monitor the movement of files, documents and faxes. Manage corporate services files. Manage finance and supply chain functions. Compilation and interpretation of budget. Manage regional expenditure. Supervise management of S & T claims. Compile and submit monthly finance statistics. Implement and ensure compliance with policies and procedures. Liaise with the stakeholders/customers and suppliers. Perform monthly inspections. Act in the absence of Director: Administration. staff.
- ENQUIRIES** : Lemmer Ludwick Tel No: 051 410 6001
APPLICATIONS : e mail Recruit2022625@npa.gov.za
- POST 46/230** : **ASSISTANT DIRECTOR SCM RISK AND PERFORMANCE MANAGEMENT**
REF NO: RECRUIT 2022/626 (X2 POSTS)
 Financial Management - Supply Chain Management
- SALARY** : R393 711 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration/Supply Chain Management or equivalent. Minimum three years relevant experience in Supply Chain Management Administration in the Public Service. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound knowledge of the PFMA, PPPFA, Treasury Regulations, SCM Policy and related legislation. Willing to work extended hours where necessary. Excellent communication and administrative skills. Knowledge and experience of Central Supplier Database (CSD) knowledge of CSD support function will be an added advantage. Report writing good problem solving and analytical skills. Good problem solving and analytical skills. Ability to work under pressure. Supervisory skills. Computer literacy in programmes such as MS Word, Excel (Intermediate or Advanced), PowerPoint and Outlook. Knowledge of Microsoft Dynamics CRM will be an added advantage. A valid driver's license.
- DUTIES** : Supervise and undertake risk management assessments. Supervise and implement fraud and SCM abuse prevention strategies. Supervise and undertake supplier performance assessments. Provide administrative and specialised and procurement support to the NPA. Liaise with internal and external clients. Maintain comprehensive databases to ensure capturing of accurate and relevant information for work within your area of responsibility. Ensure compliance with Treasury Regulations, PFMA and internal prescripts. Respond to all internal and external queries. Perform any other duties as deemed necessary by the supervisor. Staff may be rotated to other sections within Supply Chain Management.
- ENQUIRIES** : James Patterson Tel No: 012 845 6451
APPLICATIONS : e mail Recruit2022626@npa.gov.za
- POST 46/231** : **ENFORCEMENT OFFICER**
 Asset Forfeiture Unit
- SALARY** : R393 711 per annum (Level 09), (excluding benefits)
CENTRE : Head Office: Pretoria Ref No: Recruit 2022/627
 Mthatha Ref No: Recruit 2022/628 (Re-advert)
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Finance or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' relevant experience. Strategic capability and leadership. General management, administration, and communication skills. People management and empowerment skills. Customer focus and responsiveness. Planning and prioritizing, including interpersonal relation skills. Problem solving and Decision-making skills. Knowledge of the following Acts: PSA, SA Archives, PFMA, POCA, Administration of Estates, Insolvency, NPA, Access to Information and SCM Framework. Knowledge of Finance, Supply Chain Management, Information Management. Knowledge of NPA and AFU policies and procedures relevant to the job functions. Skills in MS Office suite, specifically MS Word, Excel, Outlook, Power Point, Visio and MS Project. Skills in ECMS and iBase, including Operations Management, Public, Information

<u>DUTIES</u>	:	and Finance Management and Writing. Skills in Administration systems, Task/time management, conflict and Analytic.
	:	Facilitate the SCM process of identifying curators and appointing auctioneers. Monitor the performance of curators or delegated officials to ensure prompt collection of money due to the state. Perform reconciliations on curator accounts and the criminal asset recovery account. Capture finance information on the system: Curator disbursements and fees, deposits and payment to victims. Process payments.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel No: 012 845 6638
	:	Head Office: Pretoria e mail Recruit2022627@npa.gov.za Mthatha e mail Recruit2022628@npa.gov.za
<u>POST 46/232</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: RECRUIT 2022/629</u> Financial Management-Supply Chain Management- Procurement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R331 188 per annum (Level 08), (excluding benefits)
	:	Pretoria: Head Office
	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) or equivalent qualification. Minimum of three years' relevant experience in Supply Chain/hands on approach and experience in government procurement management environment particularly Demand and Acquisition Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive knowledge of the PFMA, PPPFA, BBEE, Treasury Regulations, Supply Chain Management and other relevant public service prescripts. Good interpersonal skills. Good planning and organizing skills. Excellent communication and administrative skills. Advanced computer literacy in Ms Office packages (Ms Word, Ms Excel, Ms PowerPoint) and outlook. Presentation skills. Knowledge of project management. Good written and verbal communication skills. Problem solving and decision making. Able to work independently under pressure. Willing to travel and able to work extended hours where necessary. Be reliable, creative thinker, tolerant, and determined. A valid drivers' license.
<u>DUTIES</u>	:	Administration of all bid transactions, capturing of all bid requests, opening of the bid, opening of envelopes/responses after closing dates for bids. Check bids for administrative compliance according to responsive criteria. Compile and update bids register. Respond to bid related queries. Provide administrative and secretarial support to bid specification, evaluation and adjudication committees. Evaluation of closed bids. Compile and present bid specification and evaluation recommendation reports to the Bid Adjudication Committee for approval. Communicate outcomes of BAC to end-user. Conduct the bid briefings sessions and site visits to potential bidders. Compile memoranda/submissions for all bid related matters. Take and keep records of all minutes of committee meetings. Monitor bid validity periods and request extension when necessary. Compile monthly reports. Check the prohibition status of the recommended company and its Directors with the National Treasury. Prepare and issue letters of acceptance of bids awarded including unsuccessful responses to non-responsive bidders. Advise the internal and external stakeholders on SCM processes. Supervise junior staff and conduct performance assessment in line with policies. Support the supervisor with other administrative related matters including perform supervisory duties. Perform any other duties as deemed necessary by your supervisor. You may be rotated to other sections within Supply Chain Management.
<u>ENQUIRIES APPLICATIONS</u>	:	Boitumelo Molopyane Tel No: 012 845 6037
	:	e mail Recruit2022629@npa.gov.za
<u>POST 46/233</u>	:	<u>HUMAN RESOURCES CLERK: SUPERVISOR REF NO: RECRUIT 2022/630</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 per annum (Level 07), (excluding benefits)
	:	DPP: Cape Town
	:	An appropriate B degree (NQF level 7) or Three year Diploma (NQF level 6). Minimum two years' relevant experience in Human Resources Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Working knowledge of PERSAL. Knowledge of legislation and regulations pertaining to public service administration, specifically: the Public Service Act and Regulations, NPA Act, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills

- Development Act. Knowledge of HR information management. Computer literacy in MS Word, Excel, Outlook and PowerPoint. Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination, administrative skills.
- DUTIES** : Administer recruitment and selection. Preside as an HR rep for shortlisting and interviews. Prepare appointment memorandum. Administer the implementation of service benefits. Ensure processing of leave on PERSAL. Approve transactions on PERSAL. Conduct leave inspections and compile report. Processing of performance rewards (pay progression and grade progression). Implementation of labour relations awards. Implementation of salary structures and updating of personnel information. Process resettlement benefits. Process recognition of long service. Process housing allowance. Process internal transfers. Oversee leave implementation and staff terminations. Process injury on duty. Monitor the processing of salary adjustment. Implementation of job evaluation results. Oversee all Human Resources Administration functions. Supervise staff in the relevant section. Implement and ensure compliance with policies and procedures.
- ENQUIRIES APPLICATIONS** : Francios Brandt Tel No: 021 487 7144
: e mail Recruit2022630@npa.gov.za
- POST 46/234** : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2022/632**
National Prosecutions Service
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07), (excluding benefits)
: DPP: Mthatha
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Administration, Document Management Section and Court Support processes. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Understanding of criminal court administration processes. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.
- DUTIES** : Render administration services within the legal Administration section. Manage court rolls. Check and sign off court files. Check and sign off electronic registers (Appeals, Police dockets, etc.). Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Manage and/or supervise human resource functions of staff in the Court Support. Perform any other duties as deemed necessary by the supervisor. Draw up performance management contracts of staff and be responsible for performance assessment of staff. Draw and manage the court roll.
- ENQUIRIES APPLICATIONS** : Tulusa Sibindlana Tel No: 047 501 2669
: e mail Recruit2022632@npa.gov.za
- POST 46/235** : **COURT PREPARATION OFFICER**
National Prosecutions Service
- SALARY CENTRE** : R269 214 per annum (Level 07), (excluding benefits)
: CPP: Kimberley (Douglas) Ref No: Recruit 2022/633
: CPP: Upington Ref No: Recruit 2022/634
: CPP: Upington (Prieska) Ref No: Recruit 2022/635
: CPP: Pietermaritzburg Ref No: Recruit 2022/636
: CPP: Ladysmith Ref No: Recruit 2022/637
- REQUIREMENTS** : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	CPP: Kimberley & CPP: Upington: Nicholas Mogongwa Tel No: 053 807 4539 CPP: Ladysmith: Thabsile Radebe Tel No: 033 392 8753
<u>APPLICATIONS</u>	:	CPP: Kimberley (Douglas) e mail Recruit2022633@npa.gov.za CPP: Upington e mail Recruit2022634@npa.gov.za CPP: Upington (Prieska) e mail Recruit2022635@npa.gov.za CPP: Pietermaritzburg e mail Recruit2022636@npa.gov.za PP: Ladysmith e mail Recruit2022637@npa.gov.za
<u>POST 46/236</u>	:	<u>ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2022/638</u> National Prosecutions Service
<u>SALARY</u>	:	R269 214 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DPP: Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Administration, Document Management Section and Court Support processes. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Understanding of criminal court administration processes. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.
<u>DUTIES</u>	:	Manage and/or supervise the registry section. Manage all non-legal filing in the DPP Document Centre. Check and sign-off closed files. Check and sign off Electronic Registers (Corporate Service files, HR, Fleet and Finance etc.). Perform monthly inspections. Manage case files. Compile and submit statistics. Implement and ensure compliance with policies and procedures. Liaise with customers/stakeholders. Respond to audit queries. Manage and/or Supervise human resource functions of staff in the Registry / Legal Admin and Document Management Section. Perform any other duties as deemed necessary by supervisor.
<u>ENQUIRIES</u>	:	Lemmer Ludwick Tel No: 051 410 6001
<u>APPLICATIONS</u>	:	e mail Recruit2022638@npa.gov.za
<u>POST 46/237</u>	:	<u>HUMAN RESOURCES CLERK REF NO: RECRUIT 2022/639 (X2 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R181 599 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Provide high level HRM&D administration to the region. Facilitate the recruitment process. Process applications for service benefits and exit in the region. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Liaise with customers and stakeholders regarding all HR Functions. Assist in the training and development programs in the region. Assist in the performance assessment process.
<u>ENQUIRIES</u>	:	Francios Brandt Tel No: 021 487 7144
<u>APPLICATIONS</u>	:	e mail: Recruit2022639@npa.gov.za

<u>POST 46/238</u>	:	<u>PARALEGAL REF NO: RECRUIT 2022/640</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R181 599 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	e mail Recruit2022640@npa.gov.za
<u>POST 46/239</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/641</u> National Prosecutions Service
<u>SALARY</u>	:	R181 599 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Mmabatho
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Provide high level administrative support within the legal administration. Compile and submit court statistics. Maintain electronic and manual registers. Liaise with customers and stakeholders. Provide reception desk duties, receive calls and direct customers. Render administrative support services. Ensure safekeeping of all documentation produced in the office of the manager in line with legislation and policies. Draft documents as required. Operate office equipment like fax machine and photo copier. Collect all relevant documents to enable the manager to perform their duties. Ensure e effective flow of information and documents to and from the office of the manager. Attend to subsistence and travel claims. Provide support the manager regarding meetings. Coordinate logistical arrangements for meetings when required.
<u>ENQUIRIES</u>	:	Flora Kalagosi Tel No: 018 381 9041
<u>APPLICATIONS</u>	:	e mail Recruit2022641@npa.gov.za
<u>POST 46/240</u>	:	<u>ADMINISTRATIVE CLERK</u> Financial Management- Demand and Acquisition; Disposal and Risk and Logistics
<u>SALARY</u>	:	R181 599 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office (Demand and Acquisition) Ref No: Recruit 2022/642 (X3 Posts) Pretoria: Head Office (Disposal and Risk) Ref No: Recruit 2022/643 (X2 Posts) Pretoria: Head Office (Demand and Acquisition) Ref No: Recruit 2022/644 (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Relevant experience in Supply Chain /Procurement Management will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound knowledge of the PFMA, Treasury regulations and Supply Chain Management. Able to work extended hours where necessary. Computer literacy MS Excel (Intermediate) and general computer literacy and knowledge of programs in MS Word and Outlook. Good written and verbal communication skills. Able to work under pressure. Reliable, tolerant and determined.
<u>DUTIES</u>	:	Provide administrative and specialised and procurement support to the NPA. Capture and compile requests for procurement for approval. Liaise with internal and external clients. Maintain comprehensive databases to ensure capturing of accurate and relevant information for work within your area of responsibility. Ensure compliance to Treasury regulations, PFMA and internal prescripts.

		Respond to all queries. Perform any other duties as deemed necessary by your supervisor. Staff may be rotated to other sections within Supply Chain Management.
<u>ENQUIRIES</u>	:	Boitumelo Molopyane Tel No: 012 845 6037/ James Patterson Tel No: 012 845 6451/ John Solomon Tel No: 012 845 6770
<u>APPLICATIONS</u>	:	Pretoria: Head Office (Demand and Acquisition) e mail Recruit2022642@npa.gov.za Pretoria: Head Office (Disposal and Risk) e mail Recruit2022643@npa.gov.za Pretoria: Head Office (Demand and Acquisition) e mail Recruit2022644@npa.gov.za
<u>POST 46/241</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/645</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R181 599 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Provide high quality 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 resources, finance, procurement and logistical services.
<u>ENQUIRIES</u>	:	Tebogo Mashile Tel No: 013 045 0686
<u>APPLICATIONS</u>	:	e mail Recruit2022645@npa.gov.za
<u>POST 46/242</u>	:	<u>ADMINISTRATIVE CLERK: ENFORCEMENT (SPECIAL PROJECTS) REF NO: RECRUIT 2022/646</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R181 599 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Provide general clerical support services. Provide asset management administrative services. Provide administrative support with regards to unfulfilled cases. Receive and open files for Curator accounts. Capture and stamp incoming Curator accounts in the register. Capture and update spreadsheets and registers. Forward Curator accounts for approval. Record invoices and forward for payments. Keep and maintain the filing system. Maintain register for incoming and outgoing correspondence. Asset management. Maintain all unfulfilled cases. Capture and update a list of CARA and victims unfulfilled cases and ensure backlog is reduced. Capture and updated a list of abandoned cases. Ensure that payment of confiscation order is not outstanding for more than 60 days.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	e mail Recruit2022646@npa.gov.za
<u>POST 46/243</u>	:	<u>ADMINISTRATIVE CLERK</u> National Prosecutions Service
<u>SALARY</u>	:	R181 599 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	CPP: Witbank (Secunda) Ref No: Recruit 2022/647 DPP: Mpumalanga Ref No: Recruit 2022/648
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and

written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.

DUTIES

: Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks. Draft correspondence to members of the public, other organisations and state departments. Liaise with administration with all matters pertaining to the administrative function of the office. Provide administrative support to legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.

**ENQUIRIES
APPLICATIONS**

: Tebogo Mashile Tel No: 013 045 0686
: CPP: Witbank Secunda e mail Recruit2022647@npa.gov.za
: DPP: Mpumalanga e mail Recruit2022648@npa.gov.za

POST 46/244

: **ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/649**
National Prosecutions Service

**SALARY
CENTRE
REQUIREMENTS**

: R181 599 per annum (Level 05), (excluding benefits)
: CPP: Ladysmith
: Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.

DUTIES

: Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks. Draft correspondence to members of the public, other organisations and state departments. Liaise with administration with all matters pertaining to the administrative function of the office. Provide administrative support to legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.

**ENQUIRIES
APPLICATIONS**

: Thabsile Radebe Tel No: 033 392 8753
: e mail Recruit2022649@npa.gov.za