

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** : 30 January 2023
- 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 **NB!** All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting. **ERRATUM:** The post of Director with Ref No: Recruit 2022/596 advertised in Public Service Vacancy Circular 46 dated 02 December 2022, the correct post

title is Director: Physical Security Management, the closing date is extended to 30 January 2023.

MANAGEMENT ECHELON

- POST 01/168** : **SPECIAL ADVISOR REF NO: RECRUIT 2023/01**
Office of the National Director of Public Prosecutions
(Contract Linked To the Term of Office of the NDPP)
- SALARY** : R1 308 051 per annum (Level 14), total cost package SMS
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B degree (NQF level 7) or Advanced diploma NQF 7. Five years senior management experience. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act and Regulations; PFMA; The NPA Act; BCEA; LRA and Access to information Act. Knowledge of Information Management and Legal Administration. Computer skills. Writing skills. Analytical and strategic thinking capability. General management skills; people management and empowerment. Planning and prioritising. Problem solving and decision-making skills.
- DUTIES** : Provide related environmental, strategic analysis and advice to the office of the NDPP and NPA's senior management to ensure NPA meets its constitutional, legislative and societal responsibilities in the most effective manner possible. Collaborate with other employees within the office of the NDPP as well as employees within the broader NPA to manage the daily operations of the office and the NPA. Manage information requirements. Provide support to the NDPP. Prepare, compile and coordinate speeches for the NDPP. Provide strategic and liaison support service in stakeholder management.
- ENQUIRIES** : Liezel Potgieter Tel No: 012 845 6198
APPLICATIONS : [e mail Recruit202301@npa.gov.za](mailto:Recruit202301@npa.gov.za)

OTHER POSTS

- POST 01/169** : **SENIOR PUBLIC PROSECUTOR (COMMUNITY PROSECUTION) REF NO: RECRUIT 2023/02**
National Prosecution Service
(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: Kimberley
REQUIREMENTS : An LLB or any appropriate legal qualification for current prosecutors. At least eight years post qualification litigation experience. Demonstrate required competency in: Acting Independently, Professionally, be Accountable and act with Credibility. Knowledge of legislation and regulations pertaining to the public service specifically: The Constitution; Criminal Procedure Act; Public Service Act, relevant Regulations and other related Legislation. General management skills. Strategic management and stakeholder engagement expertise. People management and empowerment skills. Good communication skills. Customer focus and responsiveness. Problem solving and decision making. Project management. Excellent administrative skills and report writing skills. Service delivery and innovation skills. Negotiation skills. Policy analysis and development of policy. Research, presentation and facilitation skills. Must be able to travel in the DPP-division and nationally. Positive security clearance. Valid driver's license is essential.
- DUTIES** : Develop local crime prevention initiatives and strategies in line with the Community Prosecution Initiative (CPI). Contribute to crime prevention and community justice through this initiative. Analyze local crime trends and dynamics of crime and insecurities of communities in respective DPP-divisions. Organize, execute and participate in community prosecution events and meetings locally, provincially and nationally. Build strategic partnerships for local crime prevention initiatives. Develop effective and efficient working relationships with internal and external stakeholders including current NPA Community Prosecution colleagues. Expand and increase the impact of the current CPI footprint in the division and nationally as a whole. Provide and promote education about the law to targeted groups within this initiative. Promote effective collaboration, interaction and cultivate partnerships with- and between stakeholders. Apply Batho Pele principles, Service Charter- and NPA

processes. Participate, contribute and represent the NPA at interdepartmental, local government, divisional and national structures. To monitor and evaluate statistical data and performance of initiatives implemented in the division where appointed. To develop and implement interventions in the divisions in line with the analysis of the statistical data. To provide feedback and the submission of reports (as determined by the National Coordinator at Head Office), regarding the identification of initiatives, the implementation thereof, progress and management of all related activities and initiatives in respective divisions, to both the DPP and the Office of the National Head Office Coordinator. Furthermore, it will be expected of the incumbent to also perform prosecutorial related duties such as prosecutor-guided investigations, the management of dockets, court and case management and the actual prosecution of related cases when required.

ENQUIRIES : Nicholas Mogongwa Tel No: 053 807 4539
APPLICATIONS : e mail Recruit202302@npa.gov.za

POST 01/170 : **SENIOR STATE ADVOCATE (OCC) REF NO: RECRUIT 2023/03**
 National Prosecutions Services

SALARY : R1 027 698 per annum (total cost package) to R1 606 404 per annum (total cost package) (LP-9)

CENTRE : Head Office: Pretoria

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. 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 experience in prosecution of complex high court trials and guiding of complex investigations. Extensive knowledge of civil and/or criminal procedure. Experience in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents dealing with representations. Prepared to travel when required and conduct prosecutions and attend to other matters outside Pretoria.

DUTIES : Oversee and monitor prosecution of serious, complex organised crime cases as well as all priority matters. Advise the police on investigation of serious complex organised crime cases. Conduct legal research and keep up to date with legal developments. Prepare reports on organised crime matters, peruse and process applications for the office of the NDPP. Liaison with the DPP and lower court staff. Represent the NPA in legal challenges brought in the civil courts. Perform other ad-hoc assignments as required by the senior management of the Organised Crime Component.

ENQUIRIES : Glittering Hlophe Tel No: 012 845 6336
APPLICATIONS : e mail Recruit202303@npa.gov.za

POST 01/171 : **STATE ADVOCATE REF NO: RECRUIT 2023/04 (X2 POSTS)**
 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 : CPP: Klerksdorp

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 : Flora Kalakgosi Tel No: 018 381 9041
APPLICATIONS : e mail Recruit202304@npa.gov.za

POST 01/172 : **STATE ADVOCATE REF NO: RECRUIT 2023/05**
 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 : CPP: Johannesburg
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. Extensive knowledge of the law and management in respect of Sexual Maintenance matters. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Extensive computer skills. Positive security clearance. 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 : assist in prosecuting complex sexual offences court. Tracking, monitoring and facilitation of cases through the criminal justice system. Assist in managing the court rolls at specialist hybrid court for Thuthuzela Care Centre reported cases and other sexual offences. Secure the attendance of witnesses, investigating officers and accused in custody at court. Ensure a reduction of turnaround time in the finalisation of cases to nine months as per units strategy. Responsible for prosecutor guided investigators of Thuthuzela Care Centre reported cases and other related sexual offences matters. Help improve functional relation hips. Constant follow-ups with the relevant stakeholders. Help increase the conviction rate. Perform other duties and activities as requested by the provincial Manager or head of unit. Assist in the setting up of Thuthuzela Care Centres and maintain the functioning thereof. Supervise, train and develop relevant role-players including prosecutors and police. Institute and conduct criminal proceedings on behalf of the state. Perform any act incidental thereto and carry out the duties and functions assigned to the prosecutor under any act and/policy manual. Study case dockets, make assessments thereof and decide on the institution prosecution. Prepare cases for court, including the acquisition of addition 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.

ENQUIRIES : Reuben Palai Tel No: 011 220 4124
APPLICATIONS : e mail Recruit202305@npa.gov.za

POST 01/173 : **PROJECT MANAGER REF NO: RECRUIT 2023/06 (X5 POSTS)**
 Investigating Directorate

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 Business Administration, Public Administration or equivalent qualification. At least three years' experience in Project Management co-ordination and administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good planning and organising skills, written and verbal communication skills. Problem solving skills and

- knowledge of project administration. General computer literacy skills and knowledge in programs such as Ms Word, Excel, PowerPoint, SharePoint etc. Strong interpersonal and communication skills.
- DUTIES** : Ensure the implementation and maintenance of the Investigating Directorate projects within the NPA. Develop project scope, plans, goal and budget; identifying resources needed. Develop the project methodology and ensure that the timelines are adhered. Guide and perform strategic analysis for the project. Organise and manage all phases of the project to ensure on- time completion. Identify project action, risk and mitigation plans. Ensure deliverables are met and proof of work executed is kept. Prepare requests for proposals and conduct all necessary meetings to facilitate selection of project services and products. Plan and oversee the preparation and dissemination of project Communications. Liaise with NPA and other project stakeholders. Ensure that administration of projects are up to date. Ensure that expenditure reports on BAS are drawn. Maintain accounting records and report the variance between budget and expenditure. Compile minutes, action logs and issue logos for project meetings. Track and provide weekly project status reports and compile monthly reports. Maintain project files both hard copy and on SharePoint.
- ENQUIRIES APPLICATIONS** : Maureen Dibetle Tel No: 012 845 7727
: e mail Recruit202306@npa.gov.za
- POST 01/174** : **DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2023/07**
National Prosecutions Service
- SALARY** : R533 985 per annum (excluding benefits) to R1 247 166.per annum (total cost package) (Level SU-1 to SU-2)
- CENTRE REQUIREMENTS** : CPP: Odi (Ga-Rankuwa)
: 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 APPLICATIONS** : Flora Kalagosi Tel No: 018 381 9041
: e mail Recruit202307@npa.gov.za
- POST 01/175** : **REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2023/08**
National Prosecutions Service
- SALARY** : R533 985 per annum (excluding benefits) to R1 247 166 per annum (total cost package) (Level SU-1 to SU-2)
- CENTRE REQUIREMENTS** : CPP: Mmabatho (Vryburg)
: An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting.
- DUTIES** : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote

partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.

ENQUIRIES : Flora Kalakgosi Tel No: 018 381 9041
APPLICATIONS : e mail Recruit202308@npa.gov.za

POST 01/176 : **ASSISTANT DIRECTOR ADMINISTRATION REF NO: RECRUIT 2023/09**
Investigating Directorate

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 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. Good planning and organising skills, written and verbal communication skills. Planning and Prioritising skills. General computer literacy skills and knowledge in programs such as Ms Word, Excel, PowerPoint, etc. General management skills and communication skills. 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 : Supervise and direct the administration of finance and supply chain serviced. Provide administrative support in analysing budget and expenditure report. Ensure that records of all finance documents and requisitions are kept. Ensure that systems are put in place for proper management and S&T, cell phone and standby claims. Ensure the administration of petty cash. Ensure that all financial systems within the office. Ensure proper inventory maintenance of all stores and assets. Supervise the provision of supply chain administration services. Certify effective and efficient management to assets. Ensure proper management of fleet, travel and accommodation services. Ensure compliance with all financial relevant legislation and prescripts. Provide human resource management and development services. Undertake Human Resource and other related administrative services. Facilitate service benefits for staff and procession thereof (housing, pension, leaves etc). Guarantee proper implementation of policies, guidelines and procedures. Monitor performance of employees and determine training needs. Consolidate staff establishment statistics on a monthly basis. Ensure that performance agreement, development plans and assessments are submitted on time. Implement operational plans emanating from strategic initiatives. Planning and coordination of workshop and meetings. Monitor the provision of administration support and document management services. Manage the provision of effective registry services including proper filing systems for easy retrieval of files. Manage all corporate services files (HR and Finance files). Ensure compliance of all relevant legislations, prescripts, processes and procedures. Compile monthly reports and statistics. Establish the smooth running of facilities management. Supervise the provision of cleaning and other facilities contracts and ensure compliance with service level agreements. Coordinate any tenant installations, renovations, and maintenance related issues as and when required. Facilitate the allocation of office accommodation and parking bays to officials. Ensure the compliance of all facility related legislations, prescripts, processes and procedures (OHS etc). Supervise staff.

ENQUIRIES : Matodzi Makhari Tel No: 012 845 6012
APPLICATIONS : e mail Recruit202309@npa.gov.za

POST 01/177 : **FINANCIAL ANALYST REF NO: RECRUIT 2023/10 (X2 POSTS)**
Investigating Directorate

SALARY : R393 711 per annum (Level 09), (excluding benefits)

- CENTRE REQUIREMENTS** :
- Pretoria: Head Office
- : 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. Collate, clean up and arrange spreadsheets obtained from Financial Analyst. Analyse bank statements and telephone billing information with the aim of corroborating case docket information with data obtained from the AFU electronic database. Identify and advise on gaps that may exist in the criminal investigation. Obtain information and AFU database information relating to cases that have been referred to the AFU for investigation. Conduct analysis of information gathered. Determine activities in a bank account, telephone billing, etc that the Financial Investigators would need. Analyse information to enable date interrogation and manipulation. Depict information by way of link charts (Analyst Notebook), Association charts, PowerPoint presentations, or general charting to visually display the information/evidence to enable the interpretation and understanding thereof. Present analysis product by way of a quality written report or a sworn affidavit indicating the results of the analysis and any gaps that may be identified.
- ENQUIRIES APPLICATIONS** :
- Maureen Dibetle Tel No: 012 845 7727
- : e mail Recruit202310@npa.gov.za
- POST 01/178** :
- ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2023/11**
National Prosecutions Service
- SALARY CENTRE REQUIREMENTS** :
- R269 214 per annum (Level 07), (excluding benefits)
- : CPP: Queenstown (Graaf-Reinet)
- : 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** :
- Provide secretarial, administration support and personal assistant service in the office. Receiving and screening telephone calls and refer the calls to the correct role players. Type documents for the office. Operate office equipment like fax machines and photo copiers. Ensure liaison with finance office with regard to travel and logistical arrangements for meetings and events. Record incoming and outgoing documents. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Administrative support to the Chief Prosecutor and the staff in the cluster. Take minutes during meetings, draft routine correspondence. Maintain an accessible and user-friendly filing system. Liaise with other offices of the NPA and Administration with regards to all matters pertaining to the administrative function of the office.
- ENQUIRIES** :
- Ziyanda Mtwazi Tel No: 046 602 6000

APPLICATIONS : e mail Recruit202311@npa.gov.za

POST 01/179 : **COURT PREPARATION OFFICER**
National Prosecutions Service

SALARY CENTRE : R269 214.per annum (Level 07), (excluding benefits)
: CPP: Queenstown (Cradock) – Ref No: Recruit 2023/12(Re-advert)
: CPP: Klerksdorp (Wolmaransstad) – Ref No: Recruit 2023/13

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: Queenstown Ziyanda Mtwazi Tel No: 046 602 3000
: CPP: Klerksdorp Flora Kalakgosi Tel No: 018 381 9041

APPLICATIONS : CPP: Queenstown (Cradock) e mail Recruit202312@npa.gov.za
: CPP: Klerksdorp (Wolmaransstad) e mail Recruit202313@npa.gov.za