

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** : 06 March 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. 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.
- ERRATUM:** The post of Administrative Clerk with Ref No: Recruit 2022/230 advertised in Public Service Vacancy Circular 20 dated 03 June 2022 the correct business unit is National Prosecution Services not Priority Crime Litigation Unit and the post of Regional Court Prosecutor with Ref No: Recruit 2023/45 advertised in Public Service Vacancy Circular 03 dated 27 January is hereby withdrawn.

MANAGEMENT ECHELON

- POST 06/130** : **CHIEF DATA ANALYST REF NO: RECRUIT 2023/48 (X3 POSTS)**
Investigating Directorate
- SALARY** : R1 105 383 per annum (Level 13), total cost package
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B degree (NQF level 7) or Advanced Diploma (NQF level 7) / B-tech qualification in policing, law, forensics, computer science, mathematics, physical science, engineering or equivalent. At least 10 years' experience in criminal and/ or forensic investigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Vocational training in criminal investigations other specialised courses. Experience in testifying criminal matters in at least the High Court. (Persons that have been found as an unreliable witness in any court would not be considered). Experience in managing and directing forensic service providers in criminal and forensic matters. Strategic capability and leadership, general management, and empowerment. Administration skills, communication, planning and prioritising, customer focused and responsiveness, problem solving and decision-making. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Constitution of South Africa and the rights of suspects, the Criminal Procedure Act 51 of 1977, Prevention Organized Crime Act 121 of 1988, with emphasis on racketeering, money laundering and asset forfeiture provisions, the NPA Act, Prevention and combating of corrupt activities Act 12 of 2004. Knowledge of writing skills, legal and administration, logistics management internal control and risk management, Knowledge of the NPA and policies and procedures relevant to the job functions. Valid drivers license.
- DUTIES** : Oversee the provisions of specialised services in respect of data analysis. Oversee the process of creating relational databases and data science tools for mining data sets to support evidence-based investigation and prosecution cases. Ensure the overall provisioning of digital forensic examinations. Oversee strategic leadership with pertaining to the development, implementation and maintenance of procedures, policies, guidelines related to data analysis and digital forensics. Liaise with local and international law enforcement institutions on financial and criminal investigators related matters. Oversee the compilation of reports and ensure the court readiness of investigations. Supervise staff.
- ENQUIRIES** : Maureen Dibetle Tel No: 012 845 7727
APPLICATIONS : e mail Recruit202348@npa.gov.za

OTHER POSTS

- POST 06/131** : **SENIOR DIGITAL FORENSIC ANALYST REF NO: RECRUIT 2023/49**
Investigating Directorate
- SALARY** : R908 502 per annum (Level 12), (total cost package)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF level 7), or Advanced Diploma (NQF level 7) / B-tech qualification in policing, law, forensics, computer science, data and physical science; engineering or equivalent. 5 years' experience in criminal and/or forensic investigation. Vocational training in criminal investigations other specialised courses. Experience in testifying on criminal matters in at least the Regional Court. (Persons that have been found as an unreliable witness in any court would not be considered). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in managing and directing forensic service providers in criminal and forensic matters. Strategic capability and leadership, administration skills, communication, planning and prioritising, customer focused and responsiveness, problem solving and decision making. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Constitution of South Africa and the rights of suspects, the criminal Procedure Act 51 of 1977, Investigation of common law offences as it pertains to fraud, forgery, uttering, theft, and offence involving dishonesty. Understanding of law of evidence in civil matters. Knowledge and experience of a wide range of computer/digital/devices/ cellular phones, software/operating systems, Knowledge of database structures and

configuration for formats such as SQL, SQLite, ESE, plist and MXL. Experience in at least EnCase, Cellebrite and XRY. Valid drivers' license.

DUTIES : Manage/ recover evidential data from computers, mobile devices, CCTV systems, servers, emails, cloud storage and other electronic devices with the standing Cyber Crime Act, and ISO17025 accredited investigative techniques. Manage the conducting of quality digital forensic examination of electronic devices or other devices which may contain data. Manage the development, maintenance and implementation of policies, standards, procedure and guidelines on digital forensic and related matters. Provide operational leadership and guidance with regards to overall conducting of digital forensics, handling, and safekeeping of electronic devices. Manage planning and implementation for expert services regarding examination and research. Ensure that appropriate security and access control of forensics tools, system and evidence are maintained at all times. Supervise staff. Guide expert testimony in court relevant to the investigations. Testify on the data extracted from the devices.

ENQUIRIES : Maureen Dibetle Tel No: 012 845 7727
APPLICATIONS : e mail Recruit202349@npa.gov.za

POST 06/132 : **REGIONAL COURT CONTROL PROSECUTOR**
National Prosecutions Service

SALARY : R885 546 per annum (total cost package) to R1 447 401 per annum (total cost package) (Level SU-3)

CENTRE : CPP: Thohoyandou (Sibasa) Ref No: Recruit 2023/50
CPP: Ladysmith Ref No: Recruit 2023/51

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

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

ENQUIRIES : CPP- Thohoyandou Thuba Thubakgale Tel No: 015 045 0285
CPP: Ladysmith Thabsile Radebe Tel No: 033 392 8753

APPLICATIONS : CPP: Thohoyandou (Sibasa) e mail Recruit202350@npa.gov.za
CPP: Ladysmith e mail Recruit202351@npa.gov.za

POST 06/133 : **HEAD CONTROL PROSECUTOR 2 REF NO: RECRUIT 2023/52**
National Prosecutions Service

SALARY : R533 631 per annum (excluding benefits) to R1 247 166 per annum (total cost package) (Level SU-1 to SU-2)

CENTRE : CPP: Empangeni (Emanguzi)

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least four years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in complex and more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision. Excellent administrative skills.

<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>	:	Anele Ngubane Tel No: 031 331 5049
<u>APPLICATIONS</u>	:	e mail Recruit202352@npa.gov.za
<u>POST 06/134</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R533 631 per annum (excluding benefits) to R1 247 166 per annum (total cost package) (LP 5 – LP6)
<u>CENTRE</u>	:	CPP: Odi (Rustenburg) Ref No: Recruit 2023/53 CPP: Odi (Ga-Rankuwa) Ref No: Recruit 2023/54 CPP: Ladysmith (Madadeni) Ref No: Recruit 2023/55 (Re-advert) CPP: Welkom Ref No: Recruit 2023/56 CPP: Nelspruit Ref No: Recruit 2023/57 CPP-Thohoyandou (Waterval) Ref No: Recruit 2023/74
<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: Odi Flora Kalakgosi Tel No: 018 381 9041 CPP: Ladysmith Thabsile Radebe Tel No: 033 392 8753 CPP: Welkom Lemmer Ludwick Tel No: 051 410 6001 CPP: Nelspruit Tebogo Mashile Tel No: 013 045 0686 CPP: Thohoyandou Thuba Thubakgale Tel No: 015 045 0285
<u>APPLICATIONS</u>	:	CPP: Odi (Rustenburg) e mail Recruit202353@npa.gov.za CPP: Odi (Ga- Rankuwa) e mail Recruit202354@npa.gov.za CPP: Ladysmith (Madadeni) e mail Recruit202355@npa.gov.za CPP: Welkom e mail Recruit202356@npa.gov.za CPP: Nelspruit e mail Recruit202357@npa.gov.za CPP-Thohoyandou (Waterval) email Recruit202374@npa.gov.za
<u>POST 06/135</u>	:	<u>ASSISTANT DIRECTOR: COMMUNICATION REF NO: RECRUIT 2023/58</u> Investigating Directorate
<u>SALARY</u>	:	R491 403 per annum (Level-10), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office -
<u>REQUIREMENTS</u>	:	An appropriate B-degree (NQF Level 7) or Three (3) year Diploma (NQF level 6) in the field of Marketing/Communication/Public Relations/Journalism/Media studies or equivalent. Two (2) years' experience in the communication environment. Exposure to legal background essential. Strategic capability and leadership, administration skills, communication, planning and prioritising, customer focused and responsiveness, problem solving and decision making. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Public Service Act

- and Regulations, Basic Conditions of Employment Act, Public Finance Management Act, DPSA Directives, Promotion of Access to information Act, MISS. Knowledge of management, internal and external liaison, publications and advertising and branding. Excellent report writing skills, research, presentation and facilitation. Valid driver's licence.
- DUTIES** : Provide medial liaison and stakeholder liaison services. Develop, implement and maintain IDs' internal processes, plans, policies and strategies for media liaison and stakeholder engagements in conformity to the broader NPAs' communication processes, policies and strategies. Manage/ render administrative and logistical support services. Develop and manage ID content on all NPA digital owned platforms. Develop key messages from the studies conducted in the ID in order to demystify perceptions and create awareness about ID work. Liaise with the broader NPA Communication Unit on final quality control on communications before it is published externally. Supervise staff.
- ENQUIRIES** : Maureen Dibetle Tel No: 012 845 7727
APPLICATIONS : e mail Recruit202358@npa.gov.za
- POST 06/136** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: RECRUIT 2023/59**
 HRM & D - Labour Relations
 (Re-advert)
- SALARY** : R491 403 per annum (Level 10), (excluding benefits)
CENTRE : Pietermaritzburg
REQUIREMENTS : An appropriate B-degree (NQF Level 7) or Three (3) year Diploma (NQF level 6) in Labour Relations (Studying towards LLB Degree will be an added advantage). Three years' experience in Labour Relations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. Experience in appearing in conciliations, mediations, and arbitration proceedings. Knowledge and experience in the handling of complaints, disciplinary hearings, and grievances. Dispute resolution skills. Valid driver's license.
- DUTIES** : Represent the NPA in disciplinary hearings, conciliations, mediations, and arbitration proceedings. Facilitate NPA representations and provide support to the counsel representing the NPA in external disputes. Facilitate the resolution of grievances and conduct necessary investigations for such resolutions. Facilitate disciplinary proceedings and conduct necessary investigations. Proactively implement mechanisms that minimize disputes and create sound employment relations. Participate in collective bargaining and facilitate the implementation of collective agreements. Prepare the necessary documents and provide opinions on the management and resolution of labour matters. Ensure compliance with grievances and disciplinary policies. Research and advice the NPA on the relevant legislative framework.
- ENQUIRIES** : Ronnie Pather Tel No: 012 845 6186
APPLICATIONS : e mail Recruit202359@npa.gov.za
- POST 06/137** : **DIGITAL FORENSIC ANALYST REF NO: RECRUIT 2023/60 (X2 POSTS)**
 Investigating Directorate
- SALAR** : R491 403 per annum (Level 10), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B-degree (NQF level 7) or Advanced Diploma (NQF level 7) / B-Tech qualification in policing, law, forensics, computer science, data and or physical science, engineering or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 5 years' experience in criminal and/or forensic investigations. Vocational training in criminal investigations other specialised courses. Experience in testifying on criminal matters in at least the High Court. (Persons that have been found as an unreliable witness in any court would not be considered). Experience in managing and directing forensic service providers in criminal and forensic matters. Strategic capability and leadership, administration skills, communication, planning and prioritising, customer focused and responsiveness, problem solving and decision making. Knowledge of legislation and regulations pertaining to data analysis for criminal investigations, the Constitution of South Africa and the rights of suspects; the Criminal Procedure Act 52 of 1977 and any other statutory offence involving

dishonesty. Knowledge and experience of a wide range of computer/digital/devices/ cellular phones, software/operating systems, Knowledge of database structures and configuration for formats such as SQL, SQLite, ESE, plist and MXL. Experience in at least EnCase, Cellebrite and XRY. Valid driver's licence.

DUTIES : Recover evidential data from computers, mobile devices, CCTV systems, servers, emails, cloud storage and other electronic devices with the standing Cyber Crime Act, and ISO17025 accredited investigative techniques. Provide high quality oral evidence and provide technical advice and assistance regarding all aspects of digital evidence to investigate. Perform accurate data pre-analysis to ensure the content being retrieved is relevant to the undertaken investigations. Utilise various forensic tools and investigate methods to find specific electronic data, including internet use history, word processing documents, images and other files. Review and develop forensics policies, standards, procedures, and guidelines on digital forensic and related matters. Conduct digital forensic examinations of electronic devices or other devices which may contain data.

ENQUIRIES : Maureen Dibetle Tel No: 012 845 7727
APPLICATIONS : e mail Recruit202360@npa.gov.za

POST 06/138 : **DATA ANALYST REF NO: RECRUIT 2023/61 (X7 POSTS)**
Investigating Directorate
(Re-advert)

SALARY : R491 403 per annum (Level 10), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Advanced Diploma (NQF level 7) / B-Tech qualification in Policing, Law, Forensics, Data and/or Physical Science, Engineering or equivalent. Three (3) years' experience in criminal and/or Forensic Investigations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to data analysis for criminal investigations. Experience in testifying on criminal matters in at least Regional Court. Experience in managing and directing Forensic Service providers in criminal and forensic matters. General Management skills. Strategic capability and leadership. People management and empowerment. Planning and prioritizing. Valid driver's license.

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

ENQUIRIES : Maureen Dibetle Tel No: 012 845 7727
APPLICATIONS : e mail Recruit202361@npa.gov.za

POST 06/139 : **FINANCIAL INVESTIGATOR REF NO: RECRUIT 2023/62 (X3 POSTS)**
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 one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' experience in financial investigation or related. The ability to perform administrative tasks efficiently, effectively, and error free. To provide a record of the activeness/deliverables by 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. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability 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 : Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Undertake all administration functions.

ENQUIRIES : Maureen Dibetle Tel No: 012 845 7727

APPLICATIONS : e mail Recruit202362@npa.gov.za

POST 06/140 : **MULTIMEDIA SPECIALIST REF NO: RECRUIT 2023/63**
Directorate: Communications

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) preferably in photography, videography or multimedia or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least two (2) years of experience in creating, engaging photo and video content for diverse audiences. Basic knowledge of legislation and regulations pertaining to public service administrations, specifically the Public Service Act and Regulations, NPA Act, Access to information Act. Knowledge of commonly accepted visual design principles, including colour theory, typography, pre-flight, pre-press, layout and print process. Computer skills: MS Office Suite in a design setting, PowerPoint, Word, Outlook, InDesign, Illustrator and Photoshop, Adobe Suite in Design. Imagination and creativity, good eye for design, layout and detail, editing, project management, policy analysis and development, supervisory skills, decision making, analysis and problem solving, interpersonal skills, communication (written and verbal).

DUTIES : Manage and implement multimedia production strategy. Establish partnerships with other stakeholders, internally and within the JCPS cluster. Develop multimedia content.

ENQUIRIES : Isaac Dlodlu Tel No: 012 845 6711

APPLICATIONS : e mail Recruit202363@npa.gov.za

POST 06/141 : **COURT PREPARATION OFFICER**
National Prosecutions Service

SALARY : R269 214 per annum (Level 07), (excluding benefits)

CENTRE : CPP: Middelburg (Volksrust) Ref No: Recruit 2023/64
CPP: Kimberley (Hartswater) Ref No: Recruit 2023/65

REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience in a court environment. 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: Middelburg Tebogo Mashile Tel No: 013 045 0686
CPP: Kimberley Nicholas Mogongwa Tel No: 053 807 4539

APPLICATIONS : CPP: Middelburg (Volksrust) e mail Recruit202364@npa.gov.za
CPP: Kimberley (Hartswater) e mail Recruit202365@npa.gov.za

POST 06/142 : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2023/66**
Sexual Offences and Community Affairs

SALARY : R269 214 per annum (Level 07), (excluding benefits)

CENTRE : Pretoria: Head Office

REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum two years' relevant experience in Administration. Demonstrable

		competency in acting Independently, Professionally, Accountable and with Credibility. Basic knowledge of PFMA and Treasury Regulations. Sound planning and organizing skills, written and verbal communication skills. Knowledge of how to manage donor funding will be an added advantage. PERSAL Certificate. BAS Certificate. Computer skills in MS Word, Excel, PowerPoint, and Outlook. Strong interpersonal and communication skills. Ability to act independently. Ensure compliance with NPA Policies and guidelines and all relevant prescripts. Basic numeracy skills.
<u>DUTIES</u>	:	Supervise and render clerical support services. Supervise and provide supply chain management services within the component. Supervise and provide personnel administration services within the component. Supervise and provide financial administration support services in the component. Monitor and track invoices for the unit. Supervise staff.
<u>ENQUIRIES</u>	:	Amukelani Phephenyane Tel No: 012 845 6503
<u>APPLICATIONS</u>	:	e mail Recruit202366@npa.gov.za
<u>POST 06/143</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2023/67</u> National Prosecutions Service
<u>SALARY</u>	:	R269 214 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	CPP: Port Shepstone
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Provide secretarial and administration support and personal assistant service to the Chief Prosecutor. Receiving and screening of telephone calls and referring calls to the correct role players if not meant for the Chief Prosecutor. Draft routine correspondence and reports. Operate office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings, process travel and subsistence claims. Take minutes during meetings and prepare same for signature in advance. Develop, maintain an accessible and user-friendly filing system. Handle procurement of standard items such as stationery and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administration function. Set up schedules for meetings and events. Coordinate PMDS processes - performance contracts and assessment files.
<u>ENQUIRIES</u>	:	Phwayinkosi Nhlengethwa Tel No: 031 334 5003
<u>APPLICATIONS</u>	:	e mail Recruit202367@npa.gov.za
<u>POST 06/144</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/68</u> Sexual Offences and Community Affairs
<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. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint, SharePoint, and Outlook. Decision making skills, Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Provide administrative and secretarial support to senior management and delegated officials of the SOCA Unit. Liaise and communicate with senior managers within the NPA and other relevant stake holders. Plan, organize and coordinate trainings, events, meetings or other engagements as required by senior management or delegated officials. Manage information and ensure easy reference filing system for the unit. Provide HR related services. Provide Financial management and logistical support services. Prepare

correspondence, documents, reports, presentations, etc. as requested and instructed by senior management or delegated officials. Prepare minutes of meetings. Make travel and accommodation arrangements. Operate office equipment like fax machines and photocopiers. Making copies and binding documents. Perform any other duties as requested by the senior management or delegated official and provide general administrative support.

ENQUIRIES : Amukelani Phephenyane Tel No: 012 845 6503
APPLICATIONS : e mail Recruit202368@npa.gov.za

POST 06/145 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/69 (X2 POSTS)**
National Prosecutions Service

SALARY : R181 599 per annum (Level 05), (excluding benefits)
CENTRE : DDPP: Middelburg
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES : Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Draft correspondence to members of the public, other organisations, and State departments. Liaise with administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents.

ENQUIRIES : T Mashile Tel No: 013 045 0686
APPLICATIONS : e mail Recruit202369@npa.gov.za

POST 06/146 : **ADMINISTRATIVE CLERK**
National Prosecutions Service

SALARY : R181 599 per annum (Level 05), (excluding benefits)
CENTRE : CPP: Port Elizabeth (Gqeberha) Ref No: Recruit 2023/70
DPP: South Gauteng Ref No: Recruit 2023/71
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills, computer skills such as MS word, Excel, Ms Office suite and Outlook. Documentation administration, writing skills and task time management skills.

DUTIES : Provide high quality administrative support to the office. Design and keep a well-organized 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 functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents.

ENQUIRIES : CPP: Port Elizabeth Andiswa Tengile Tel No: 012 842 1450
DPP: South Gauteng Khensane Manganye Tel No: 011 220 4266
APPLICATIONS : CPP: Port Elizabeth (Gqeberha) e mail Recruit202370@npa.gov.za
DPP: South Gauteng e mail Recruit202371@npa.gov.za

POST 06/147 : **HUMAN RESOURCES CLERK REF NO: RECRUIT 2023/72**
(Re-advert)
National Prosecutions Service

SALARY : R181 599 per annum (Level 05), (excluding benefits)
CENTRE : DDPP: Port Elizabeth (Gqeberha)
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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.

DUTIES : 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.

ENQUIRIES : Andiswa Tengile Tel No: 012 842 1450
APPLICATIONS : e mail: Recruit202372@npa.gov.za

POST 06/148 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/73**
National Prosecutions Services

SALARY : R181 599 per annum (Level 05), (excluding benefits)
CENTRE : DPP-Mmabatho
REQUIREMENTS : Grade 12 or equivalent. Computer literate (MS Office suite, MS Word, MS Excel MS Power point and MS Project). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge in administration and general functions. Ability to perform administrative task efficiently and effectively. Able to work independently and also as part of a team. Ability to multi-task and general administrative capabilities including reception duties. Must be able to plan and organize work and distinguish between urgent and important tasks/ activities. Ability to work under pressure. Honesty, highly reliable, hard worker and determined. Interpersonal skills and excellent communication (verbal and written) and administrative skills.

DUTIES : Provide general clerical / secretarial support services to the Director. Operates office equipment like fax machines and photocopiers. Collect relevant documents to enable the Director to perform his duties. Ensure the effective flow of information and documents to and from the office of the Director. Facilitate travel and accommodation arrangements. Render administrative support services. Ensure the safekeeping of all documents within the office of the Director in line with the relevant legislation and policies. File and retrieve documents as required. Provide support to the Director regarding meetings. Collect and compile all necessary documents for the Director. Coordinate logistical arrangements for meetings when required. Take minutes during the Directorate's meeting.

ENQUIRIES : Flora Kalakgosi Tel No: 018 381 9041
APPLICATIONS : e mail Recruit202373@npa.gov.za