

**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** : 28 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. Erratum: The post of Administrative Clerk with Ref. No. Recruit 2023/122 advertised in Public Service Vacancy circular 7 of 24 February 2023 is hereby withdrawn. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs NB! All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting.

## OTHER POSTS

- POST 09/106** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2023/131**  
Legal Affairs Division  
Re-advert)
- SALARY** : R1 367 811 per annum (Level 14), (total cost package)  
**CENTRE** : Head Office: Pretoria  
**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Knowledge of Asset Forfeiture Law will be an added advantage. Good interpersonal, analytical, presentation and communication skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. Valid driver's license.
- DUTIES** : Manage the portfolio assigned by the DNDPP or Head of the Civil Unit. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to civil matters, make and review decisions with regard to the institution of civil proceedings. Prepare civil proceedings for court including the acquisition of additional evidence and drafting affidavits and responding or supplementary affidavits and indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study civil appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
- ENQUIRIES** : Lindie Swanepoel Tel No: 012 845 6638/ Joyce Marogoa Tel No: 012 845 6700  
**APPLICATIONS** : e mail [Recruit2023131@npa.gov.za](mailto:Recruit2023131@npa.gov.za)
- POST 09/107** : **REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2023/132**  
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: Mthatha (Mt Frere)  
**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. 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.
- DUTIES** : Manage, train and give guidance to and train 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** : Tulisa Sibindlana Tel No: 047 501 2669  
**APPLICATIONS** : e mail [Recruit2023132@npa.gov.za](mailto:Recruit2023132@npa.gov.za)

**POST 09/108** : **REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2023/133**  
 National Prosecutions Service  
 (Re-advert)

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

**CENTRE** : CPP: Mthatha  
**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. 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.

**DUTIES** : Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters, sexual offences 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** : Tulisa Sibindlana Tel No: 047 501 2669  
**APPLICATIONS** : e mail [Recruit2023133@npa.gov.za](mailto:Recruit2023133@npa.gov.za)

**POST 09/109** : **STATE ADVOCATE**  
 Legal Affairs Division

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

**CENTRE** : Head Office: Pretoria Ref No: Recruit 2023/134  
 Cape Town Ref No: Recruit 2023/135

**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least five (5) years post qualification experience. 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 civil litigation will be an added advantage. Display knowledge of relevant prescripts, policies and practices Ability to apply technical or professional knowledge and skills. Execute functions as instructed and within the agreed timeframes including punctuality. Communications: Ability to express facts, ideas and arguments clearly and logically, both orally and in writing (In and out of court). Planning and execution: Ability to plan, prioritise and manage. Ability to plan effectively and efficiently. Ability to execute planning. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. A positive security clearance. Valid driver's licence.

**DUTIES** : The successful candidate will act as nodal point for the Legal Affairs Division. Manage contingency liability register for the Legal Affairs Division. Manage and monitor civil litigation and deal with civil claims on behalf of the State in the division. Obtain background documents and court transcripts. Study case dockets, conduct legal research. Draft and provide State Attorneys and relevant role players with recommendations in respect of civil matters. Draft and settle correspondence, pleadings and affidavits. Arrange and attend consultations with the State Attorneys, counsel and NPA witnesses. Deal with civil applications. Give legal advice and provide training. Improve functional relationship with stakeholders. Liaison with relevant stakeholders. Appear in court where applicable.

**ENQUIRIES APPLICATIONS** : Mahlatse Radjadjji Tel No: 012 845 7427  
: Head Office: Pretoria e mail [Recruit2023134@npa.gov.za](mailto:Recruit2023134@npa.gov.za)  
: Cape Town e mail [Recruit2023135@npa.gov.za](mailto:Recruit2023135@npa.gov.za)

**POST 09/110** : **STATE ADVOCATE REF NO: RECRUIT 2023/136**  
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** : Pretoria

**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. Ability to work under pressure and manage various stakeholders. High level of proficiency in prosecuting and presenting and arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory cases. Interpersonal skills. Written and verbal communication skills. Ability to work independently.

**DUTIES** : Study case dockets with voluminous data and paperwork in order to provide sound decisions in Complex Commercial Crime cases of a high-profile nature. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts including the High Court and the Supreme Court of Appeal, as well as the Constitutional Court. Prepare a case for court, including the acquisition of additional evidence through a multi-disciplinary team approached and technique. Present a States' case in court, lead and cross examine witnesses, address the court, inter alia on judgement, conviction as well as sentence. In addition to oppose applications for leave to appeal, argue appeals in the High court as well as appear in review processing. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Prepare and appear in High Court motions proceedings 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. Prepare detailed written reports on decisions taken regarding complex commercial crimes.

**ENQUIRIES APPLICATIONS** : Orpha Maphuthuma Tel No: 012 401 0456  
: e mail [Recruit2023136@npa.gov.za](mailto:Recruit2023136@npa.gov.za)

**POST 09/111** : **STATE ADVOCATE REF NO: RECRUIT 2023/137**  
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: Bloemfontein

**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. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. General computer skills. Excellent communication and administrative 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, including administrative duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES** : Lemmer Ludwick Tel No: 051 410 6001  
**APPLICATIONS** : e mail [Recruit2023137@npa.gov.za](mailto:Recruit2023137@npa.gov.za)

**POST 09/112** : **DEPUTY DIRECTOR: FACILITIES AND OFFICE ACCOMMODATION REF NO: RECRUIT 2023/138**  
Financial Management – Assets, Fleet and Facilities

**SALARY** : R766 584 per annum (Level 11), (total cost package)  
**CENTRE** : Head Office: Pretoria  
**REQUIREMENTS** : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6) in a Built Environment, Property Management, Facilities Management or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Minimum of three (3) years' experience in Facilities Management. Three (3) years on a supervisory level or on junior management level. Experience in fleet, travel and asset management environment will serve as an advantage. Extensive knowledge of all government policies and procedures applicable to facilities, fleet and travel management as well as the management of assets. Reliable and willingness to work in a team. Willing to travel extensively and able to work extended hours as well as to be accessible at all hours. Excellent communication and administrative skills. General computer literacy and knowledge of programs in MS Word, Excel and PowerPoint. Able to do performance and training management of staff. Planning and organising. Valid drivers licence.

**DUTIES** : Provide effective and efficient facilities and office accommodation management. Manage day to day maintenance of the buildings and liaise extensively with Provinces. Manage procurement of office accommodation in Head Office and Provincial Offices. Manage space planning and allocation of parking facilities. Facilitate the implementation of energy efficiency measures. Ensure quality of workmanship during construction and renovations through inspections. Participate in all stakeholder engagements related to your job requirements relevant to the post. Manage lease agreements and other service contracts and service level agreements. Facilitate the payments of all invoices received from service providers in line with PFMA. Oversight and reporting of office accommodation budget allocated. Provide monthly reports on fleet, travel and asset management. Efficient management of the NPA fleet management. Provide support in respect of asset management in regard to the NPA Asset Management Strategy. Effectively manage staff (recruitment, leave management, performance management, discipline etc).

**ENQUIRIES** : Andre Malan Tel No: 012 845 6024  
**APPLICATIONS** : e mail [Recruit2023138@npa.gov.za](mailto:Recruit2023138@npa.gov.za)

**POST 09/113** : **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: RECRUIT 2023/139**  
Financial Management Unit

**SALARY** : R766 584 per annum (Level 11), (total cost package)  
**CENTRE** : Head Office: Pretoria  
**REQUIREMENTS** : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Financial Management or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Minimum five (5) years' relevant experience. Knowledge of Public Finance Management Legislation and other regulatory framework. Knowledge of legislation and regulations pertaining to Public Service Administration. Sound knowledge of Generally Recognised Accounting Practices (GRAP); Generally Accepted

Accounting Practices (GAAP) and Zero-based basis of Accounting; Performance budgeting. Computer skills (MS Word, Excel, PowerPoint, Outlook and Teams) and system literacy (PERSAL, BAS and LOGIS). Sound knowledge of strategic planning associated with budgetary process. Strong leadership ability to secure financial resources to adequately fund the strategic plan of the NPA. Communication and report writing skills. General management skills. Interpersonal relations.

**DUTIES** : Assist with the budget planning and monitoring in line with the Strategic and Annual Plans of the organization in terms of PFMA. Align, monitor budget and monthly expenditure according to Business Units and Annual Plans. Timely reporting of all budgeting related activities (IYM, MTEF, ENE, AENE, Cash Flow, Virements, Roll-overs and appropriation statement). Assist with budget reporting and presentations to NPA Management. Manage BAS as well as the SafetyNet System. Manage maintenance of the NPA Code Structure. Ensure the production of accurate, reliable and timely financial and management accounting reports on an annual and quarterly basis. Ensure that requests, receipts, consolidations and analysis of all financial and non-finance inputs received annually and quarterly. Manage all audit adjustments and resubmission of financial and management accounting reports. Manage information and reviews provided of the Annual Financial Statements as part of the Annual report before publication. Liaise with the relevant role-players within the various spheres of government. Assist with the development of a budget, reporting and debt staff team who are committed to the vision and goals of the Unit and have trust and leadership of the organization. Manage staff and other resources within the sub-directorate.

**ENQUIRIES** : Roseline Modiri Tel No: 012 845 6078  
**APPLICATIONS** : e mail [Recruit2023139@npa.gov.za](mailto:Recruit2023139@npa.gov.za)

**POST 09/114** : **DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2023/140**  
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: Mthatha (Mqanduli)  
**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.

**DUTIES** : Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal; proceedings of a general and more advanced nature in the both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.

**ENQUIRIES** : Tulusa Sibindlana Tel No: 047 501 2669  
**APPLICATIONS** : e mail [Recruit2023140@npa.gov.za](mailto:Recruit2023140@npa.gov.za)

**POST 09/115** : **REGIONAL COURT PROSECUTOR**  
National Prosecutions Service

**SALARY** : R533 631 per annum (excluding benefits) to R1 247 166 per annum (total cost package) (Level LP-5 to LP-6)

**CENTRE** : CPP: Mthatha (Mt Frere) Ref No: Recruit 2023/141 (X2 posts)  
CPP: Butterworth (Centane) Ref No: Recruit 2023/142  
CPP: Bloemfontein (Phuthaditjhaba) Ref No: Recruit 2023/143

**REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in

acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Management and administrative experience will be an added advantage. General computer literacy with excellent knowledge of MS Word, PowerPoint, Excel and Outlook. A valid driver's license.

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

**ENQUIRIES** : CPP: Butterworth and CPP: Mthatha Tulisa Sibindlana Tel No: 047 501 2669  
CPP: Bloemfontein Lemmer Ludwick Tel No: 051 410 6001

**APPLICATIONS** : CPP: Mthatha (Mt Frere) e mail [Recruit2023141@npa.gov.za](mailto:Recruit2023141@npa.gov.za)  
CPP: Butterworth (Centane) e mail [Recruit2023142@npa.gov.za](mailto:Recruit2023142@npa.gov.za)  
CPP: Bloemfontein email [Recruit2023143@npa.gov.za](mailto:Recruit2023143@npa.gov.za)

**POST 09/116** : **REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2023/144**  
National Prosecutions Service

**SALARY** : R533 631 per annum (excluding benefits) to R1 247 166 per annum (total cost package) (Level LP-5 to LP-6)

**CENTRE** : CPP: Modimolle (Nebo)

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

**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. Assist the Senior Public Prosecutor with the performance assessment of staff.

**ENQUIRIES** : Thuba Thubakgale Tel No: 015 045 0285

**APPLICATIONS** : e mail [Recruit2023144@npa.gov.za](mailto:Recruit2023144@npa.gov.za)

**POST 09/117** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: RECRUIT 2023/145**  
HRM & D - Labour Relations

**SALARY** : R491 403 per annum (Level 10), (excluding benefits)

**CENTRE** : Cape Town

**REQUIREMENTS** : LLB Degree. Minimum three (3) 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 [Recruit2023145@npa.gov.za](mailto:Recruit2023145@npa.gov.za)

**POST 09/118** : **DATABASE ADMINISTRATOR REF NO: RECRUIT 2023/146**  
Investigating Directorate

**SALARY** : R393 711 per annum (Level 09), (excluding benefits)  
**CENTRE** : Pretoria: Head Office  
**REQUIREMENTS** : An appropriate B degree (NQF level 7) or Advanced Diploma (NQF level 7) / B-tech or equivalent qualification in Information Systems, Computer Science, Information Technology with specialisation in databases design and implementation. At least three (3) years of technical experience in database design, implementation and administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to data for criminal investigations. Strategic capability and leadership. General management skills. Administration skills. Planning and Prioritising. Good communication skills. Customer focus and responsiveness. Problem solving and decision-making skills. Excellent knowledge of relational databases such as SQL Server, Oracle, Microsoft Access, OLAP and other database software. Valid drivers' licence.

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

**ENQUIRIES** : Maureen Dibetle Tel No: 012 845 7727  
**APPLICATIONS** : e mail [Recruit2023146@npa.gov.za](mailto:Recruit2023146@npa.gov.za)

**POST 09/119** : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2023/147**  
Sexual Offences Community Affairs

**SALARY** : R269 214 per annum (Level 07), (excluding benefits)  
**CENTRE** : Head Office: Pretoria  
**REQUIREMENTS** : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum two years' relevant experience in Project Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic knowledge of PFMA and Treasury Regulations. Sound planning and organizing skills, strong written and verbal communication skills. Advanced computer skills in MS Word, Excel, PowerPoint and Outlook. Strong interpersonal and communication skills. Ability to work independently. Ensure compliance with NPA Policies and guidelines and all relevant prescripts. Valid drivers' licence.



**DUTIES** : Provide clerical support, financial administration, supply chain management services and HRM&D within the component and specifically to the TCC programme manager. Maintaining and managing of the TCC donor and stakeholder database. Analyse, consolidate and compile monthly, quarterly and annual TCC statistics. Prepare correspondence, documents, reports, presentations etc as required and instructed by the TCC programme manager or delegated official. Operate office equipment like fax machines and photocopiers. Making copies and binding documents. Execute any other duties as requested by management.

**ENQUIRIES** : Genevieve Devereux Tel No: 012 845 6140  
**APPLICATIONS** : e mail [Recruit2023147@npa.gov.za](mailto:Recruit2023147@npa.gov.za)

**POST 09/120** : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2023/148**  
National Prosecutions Service

**SALARY** : R269 214 per annum (Level 07), (excluding benefits)  
**CENTRE** : Head Office: Pretoria  
**REQUIREMENTS** : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum two years' relevant experience performing general administrative function. PERSAL and BAS certificate will serve as added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good planning and organizing skills. Good verbal and written communication skills. Problem solving skills and good people skills. High level of reliability, ability to act with tact and discretion. Knowledge of the relevant legislation, policies and procedures applicable in the public sector. General computer literacy.

**DUTIES** : Provide high quality administrative support to the unit, budget administration, logistical support and Human Resource Administration. Keep a well organised administrative system for the office. Manage Communication with the internal and external stakeholders. Liaise with corporate services on all matters pertaining to administrative function of the office. Document management. Manage and supervise the administration staff. Draw up performance management contracts of staff and be responsible for performance assessments. Compile and submit statistics monthly reports.

**ENQUIRIES** : J Matlou Tel No: 012 845 6843  
**APPLICATIONS** : e mail [Recruit2023148@npa.gov.za](mailto:Recruit2023148@npa.gov.za)

**POST 09/121** : **ADMINISTRATIVE OFFICER REF NO: RECRUIT 2023/149**  
Financial Management: Supply Chain Management – Logistics

**SALARY** : R269 214 per annum (Level 07), (excluding benefits)  
**CENTRE** : Head Office: Pretoria  
**REQUIREMENTS** : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Logistics Management, Purchasing Management, Supply Chain Management, Public Administration or equivalent. Experience of working on LOGIS. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of PFMA, Logistical Information System (LOGIS), Treasury Regulations and Preferential Procurement Policy framework Act. Written and Verbal communication skills, Planning, organising skills and analytical skills. Computer literacy and knowledge of programs in Microsoft Office (MS Word, Excel, PowerPoint and Outlook).

**DUTIES** : Administer orders on LOGIS for leases, contracts and once off payments. Capture requests on LOGIS Mainframe. Approve Procurement Advices on LOGIS Mainframe. Authorise petty cash vouchers and orders on LOGIS Mainframe. Sending orders to service providers. Liaising with internal clients on the status of their requisitions. Keeping and updating of requisition and order register. Compile requisition report on monthly basis.

**ENQUIRIES** : John Solomon Tel No: 012 845 6770  
**APPLICATIONS** : e mail [Recruit2023149@npa.gov.za](mailto:Recruit2023149@npa.gov.za)

**POST 09/122** : **PARALEGAL**  
Legal Affairs Division

**SALARY** : R181 599 per annum (Level 05), (excluding benefits)  
**CENTRE** : Head Office: Pretoria Ref No: Recruit 2023/150  
Cape Town Ref No: Recruit 2023/151  
Kimberley Ref No: Recruit 2023/152

		Bhisho Ref No: Recruit 2023/153
		Bloemfontein Ref No: Recruit 2023/154
		Johannesburg Ref No: Recruit 2023/155
		Pietermaritzburg Ref No: Recruit 2023/156
		Polokwane Ref No: Recruit 2023/157
		Nelspruit Ref No: Recruit 2023/158
		Mthatha Ref No: Recruit 2023/159
		Mmabatho Ref No: Recruit 2023/160
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	Provide 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.
<b><u>ENQUIRIES</u></b>	:	Mahlatse Madjadji Tel No: 012 845 7427
<b><u>APPLICATIONS</u></b>	:	Head Office: Pretoria e mail <a href="mailto:Recruit2023150@npa.gov.za">Recruit2023150@npa.gov.za</a> Cape Town e mail <a href="mailto:Recruit2023151@npa.gov.za">Recruit2023151@npa.gov.za</a> Kimberley e mail <a href="mailto:Recruit2023152@npa.gov.za">Recruit2023152@npa.gov.za</a> Bhisho e mail <a href="mailto:Recruit2023153@npa.gov.za">Recruit2023153@npa.gov.za</a> Bloemfontein e mail <a href="mailto:Recruit2023154@npa.gov.za">Recruit2023154@npa.gov.za</a> Johannesburg e mail <a href="mailto:Recruit2023155@npa.gov.za">Recruit2023155@npa.gov.za</a> Pietermaritzburg e mail <a href="mailto:Recruit2023156@npa.gov.za">Recruit2023156@npa.gov.za</a> Polokwane e mail <a href="mailto:Recruit2023157@npa.gov.za">Recruit2023157@npa.gov.za</a> Nelspruit e mail <a href="mailto:Recruit2023158@npa.gov.za">Recruit2023158@npa.gov.za</a> Mthatha e mail <a href="mailto:Recruit2023159@npa.gov.za">Recruit2023159@npa.gov.za</a> Mmabatho e mail <a href="mailto:Recruit2023160@npa.gov.za">Recruit2023160@npa.gov.za</a>
<b><u>POST 09/123</u></b>	:	<b><u>HUMAN RESOURCES CLERK REF NO: RECRUIT 2023/161</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R181 599 per annum (Level 05), (excluding benefits)
<b><u>CENTRE</u></b>	:	DPP: Mthatha
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good interpersonal relations. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Excellent communication and administrative skills. Client orientation and customer focus capabilities. Knowledge of human resources management, labour relations and administration matters. Ability to work independently and as part of a team. Time management and prioritization.
<b><u>DUTIES</u></b>	:	Provide high level HRM&D administration to the office of the Director of Public Prosecutions. Ensure the implementation of staff procurement (includes recruitment, induction, housing allowance, state guarantees, training and development). Coordinate staff maintenance and staff exit. Provide HRM administration services. PERSAL administration. Compliance with relevant prescripts, regulations and procedures. Administer labour relations administration ad transfers. Compile and submit monthly statistics on HR related matters. Liaise with customers and stakeholders.
<b><u>ENQUIRIES</u></b>	:	Tulisa Sibindlana Tel No: 047 501 2669
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2023161@npa.gov.za">Recruit2023161@npa.gov.za</a>
<b><u>POST 09/124</u></b>	:	<b><u>FINANCE CLERK REF NO: RECRUIT 2023/163</u></b> National Prosecutions Services
<b><u>SALARY</u></b>	:	R181 599 per annum (Level 05), (excluding benefits)
<b><u>CENTRE</u></b>	:	DPP: Kimberley
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic numeracy skills. Knowledge of Financial Accounting dealing with processing of creditors payments and employee allowances such as cell phone and travel and subsistence claims. Experience in using payments tracking system. In depth knowledge of PFMA, Treasury Regulations and relevant prescripts. General computer literacy and knowledge of programs in MS Word, Excel,

PowerPoint. Good communication skills, verbal and written. Knowledge of Public Finances. Knowledge of LOGIS, PERSAL, BAS systems.

**DUTIES** : Provide support to Financial Accounting. Manage payments register, check invoices for correctness. Process and capture suppliers' payments including S&T and Cell phone claims. Scanning and filing of all Creditors payments. Filing of all documents including S&T claims; Travel Agency and Cell phone payments. Track creditors payments on tracking system. Provide support to Auditors and other Business units. Attend to general queries.

**ENQUIRIES** : Nicholas Mogongwa Tel No: 053 807 4539  
**APPLICATIONS** : e mail [Recruit2023163@npa.gov.za](mailto:Recruit2023163@npa.gov.za)

**POST 09/125** : **LIBRARY ASSISTANT REF NO: RECRUIT 2023/164**  
National Prosecutions Service

**SALARY** : R181 599 per annum (Level 05), (excluding benefits)  
**CENTRE** : DPP: Mthatha  
**REQUIREMENTS** : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills. Knowledge of government library systems. The ability to work with teams. Time management and prioritisation.

**DUTIES** : Provide administrative support services. Assist with information request. Lending and returns. Audit of cluster books and stock reports. Stock taking. Updating of library bookings. Record keeping of library assets. Assist in the disposal of library assets and keep records. Compile and submit monthly statistics on library related matters. Liaise with customers and stakeholders.

**ENQUIRIES** : Tulusa Sibindlana Tel No: 047 501 2669  
**APPLICATIONS** : e mail [Recruit2023164@npa.gov.za](mailto:Recruit2023164@npa.gov.za)

**POST 09/126** : **ADMINISTRATIVE CLERK**  
National Prosecutions Service

**SALARY** : R181 599 per annum (Level 05), (excluding benefits)  
**CENTRE** : Head Office: Pretoria Ref No: Recruit 2023/165  
CPP: Upington Ref No: Recruit 2023/162  
**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. Ability to work independently and as part of a team.

**DUTIES** : Provide high level administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organizations and State Departments. Liaise with administration with all matters pertaining to the administrative functioning 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 of documents.

**ENQUIRIES** : Head Office: Pretoria – Mlungisi Baloyi Tel No: 012 845 6927  
CPP: Upington - Nicholas Mogongwa Tel No: 053 807 4539  
**APPLICATIONS** : Head Office: Pretoria e mail [Recruit2023165@npa.gov.za](mailto:Recruit2023165@npa.gov.za)  
CPP: Upington email [Recruit2023162@npa.gov.za](mailto:Recruit2023162@npa.gov.za)