

**NATIONAL PROSECUTING AUTHORITY**

*The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.*

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 04 April 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. 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. 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 10/103** : **STATE ADVOCATE REF NO: RECRUIT 2023/166**  
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: Witbank (Secunda)
- 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 prosecuting Sexual Offences, Criminal Procedure, Civil Litigation and management of Gender Based Violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences.

- DUTIES** : To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated Sexual Offences Courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure Criminal and Civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of Gender based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at Dedicated Sexual Offences Courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.
- ENQUIRIES APPLICATIONS** : Tebogo Mashile Tel No: 013 045 0686  
: e mail [Recruit2023166@npa.gov.za](mailto:Recruit2023166@npa.gov.za)
- POST 10/104** : **REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2023/167**  
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 REQUIREMENTS** : CPP: Port Shepstone  
: 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. General computer literacy with excellent knowledge of MS Word, PowerPoint, Excel and Outlook.
- 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 APPLICATIONS** : Phiywayinkosi Nhlengethwa Tel No: 031 334 5003  
: [email Recruit2023167@npa.gov.za](mailto:email Recruit2023167@npa.gov.za)
- POST 10/105** : **COURT PREPARATION OFFICER REF NO: RECRUIT 2023/168**  
National Prosecutions Service
- SALARY** : R269 214 per annum (Level 07), (excluding benefits)
- CENTRE REQUIREMENTS** : CPP: Port Shepstone  
: An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.
- 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Phiwayinkosi Nhlengethwa Tel No: 031 334 5003
	:	e mail Recruit2023168@npa.gov.za
<b><u>POST 10/106</u></b>	:	<b><u>PERSONAL ASSISTANT REF NO: RECRUIT 2023/169</u></b>
		Investigating Directorate
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 214 per annum (Level 07), (excluding benefits)
	:	Head Office: Pretoria
	:	Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support to senior management. 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 sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. Basic knowledge of financial administration. Valid drivers' license.
<b><u>DUTIES</u></b>	:	Provide secretarial support service to the manager. Render administrative support services. Provide support to manager regarding meetings. Support the manager with the administration of the managers' budget. Studies the relevant Public Service and the departmental Prescripts and ensure that the application thereof is understood properly.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Maureen Dibetle Tel No: 012 845 7727
	:	e mail Recruit2023169@npa.gov.za
<b><u>POST 10/107</u></b>	:	<b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/170</u></b>
		National Prosecutions Service
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R181 599.per annum (Level 05), (excluding benefits)
	:	CPP: Port Shepstone (Ixopo)
	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication skill. General computer literacy skills and knowledge in programs such as MS Word, Excel, PowerPoint and Outlook. Good people skills. Ability to act with tact and discreet.
<b><u>DUTIES</u></b>	:	Provide administrative support to the office. Design and keep a well-organized administrative system for the office. Draft correspondence to members of the public, other organizations and State Departments. Liaise with corporate services 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Phiwayinkosi Nhlengethwa Tel No: 031 334 5003
	:	email Recruit2023170@npa.gov.za
<b><u>POST 10/108</u></b>	:	<b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/171</u></b>
		Specialised Commercial Crime Unit
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R181 599 per annum (Level 05), (excluding benefits)
	:	Nelspruit
	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<b><u>DUTIES</u></b>	:	Register incoming dockets and scanning thereof. Capturing information on the electronic case register (ECR). Daily updating of information from court. Provide dockets electronically to Defence on request of Prosecutors. Liaise with Prosecutors in respect of matters dealt with. Verify what is happening in court. Write up information to be captured on access. Contact Prosecutors for

information to reconcile to access. Generate reports from ECR for statistics purposes. Generate various Statistics Sheet. Draw up reports from Access, Power BI and PowerPoint tools. Draw reports from ECR for submission to Supervisors and National Office for monthly reporting. Update electronic case register as and when additional data becomes available. Attend to queries on case flow from Prosecutors and SAPS from the ECR. Provide case administration and document management. Prepare and maintain files. Release appropriate documents to any other interested party. Maintain E disclosure platform. Handle Prosecutor caseloads.

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**APPLICATIONS**

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