

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** : 27 June 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. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs
- ERRATUM:** The post of Head Control Prosecutor 3 with Ref No: Recruit 2023/267 advertised in the Public Service Vacancy Circular 18 dated 26 May 2023 was advertised with an incorrect salary scale. The correct salary scale is R935 109 per annum (excluding benefits) - R1 515 504 per annum (total cost package) (Level SU-3). The closing date is extended to 27 June 2023.

OTHER POSTS

- POST 20/196** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/285**
Legal Affairs Division
- SALARY** : R1 081 953 per annum (total cost package) - R1 679 754 per annum (total cost package) (LP-9)
- CENTRE** : Pretoria: North Gauteng
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight (8) 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. Ability to express facts, ideas and arguments clearly and logically, both orally and in writing (In and out of court). 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 license.

DUTIES : 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 : Eathern Pinky Nkosi Tel No: (012) 845 6907
: e mail Recruit2023285@npa.gov.za

POST 20/197 : **SENIOR PUBLIC PROSECUTOR (COMMUNITY PROSECUTOR) REF NO: RECRUIT 2023/286**
National Prosecution Service

SALARY : R1 081 953.per annum (total cost package) to R1 679 754 per annum (total cost package) (Level LP 9)

CENTRE REQUIREMENTS : DPP: Cape Town
: An LLB or any appropriate legal qualification for current prosecutors. At least eight years post qualification litigation experience. Demonstrate required competency in: Acting Independently, Professionally, be Accountable and act with Credibility. Knowledge of legislation and regulations pertaining to the public service specifically: The Constitution; Criminal Procedure Act; Public Service Act, relevant Regulations and other related Legislation. General management skills. Strategic management and stakeholder engagement expertise. People management and empowerment skills. Good communication skills. Customer focus and responsiveness. Problem solving and decision making. Project management. Excellent administrative skills and report writing skills. Service delivery and innovation skills. Negotiation skills. Policy analysis and development of policy. Research, presentation, and facilitation skills. Must be able to travel in the DPP-division and nationally. Positive security clearance. Valid driver's license is essential.

DUTIES : Develop local crime prevention initiatives and strategies in line with the Community Prosecution Initiative (CPI). Contribute to crime prevention and community justice through this initiative. Analyse local crime trends and dynamics of crime and insecurities of communities in respective DPP-divisions. Organize, execute, and participate in community prosecution events and meetings locally, provincially and nationally. Build strategic partnerships for local crime prevention initiatives. Develop effective and efficient working relationships with internal and external stakeholders including current NPA Community Prosecution colleagues. Expand and increase the impact of the current CPI footprint in the division and nationally as a whole. Provide and promote education about the law to targeted groups within this initiative. Promote effective collaboration, interaction and cultivate partnerships with- and between stakeholders. Apply Batho Pele principles, Service Charter- and NPA processes. Participate, contribute, and represent the NPA at interdepartmental, local government, divisional and national structures. To monitor and evaluate statistical data and performance of initiatives implemented in the division where appointed. To develop and implement interventions in the divisions in line with the analysis of the statistical data. To provide feedback and the submission of reports (as determined by the National Coordinator at Head Office), regarding the identification of initiatives, the implementation thereof, progress and management of all related activities and initiatives in respective divisions, to both the DPP and the Office of the National Head Office Coordinator. Furthermore, it will be expected of the incumbent to also perform prosecutorial related duties such as prosecutor-guided

		investigations, the management of dockets, court and case management and the actual prosecution of related cases when required.
<u>ENQUIRIES</u>	:	Francois Brandt Tel No: (021) 487 7144
<u>APPLICATIONS</u>	:	e mail Recruit2023286@npa.gov.za
<u>POST 20/198</u>	:	<u>PROGRAMME MANAGER (NATIONAL TCC COORDINATOR) REF NO: RECRUIT 2023/287</u>
		Sexual Offences and Community Affairs
<u>SALARY</u>	:	R958 824 per annum (Level 12), (total cost package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	A recognized legal degree/an appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Social Science. Project management qualification. Minimum of six years' experience in the field of Gender Based Violence. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the PFMA, project management and management of gender-based violence. Good planning skills. Good administrative and organizational skills. Financial management skills. Good verbal and written communication skills. High level computer literacy and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Knowledge of Project Management software. Valid driver's license is required. Candidate must be prepared to travel extensively.
<u>DUTIES</u>	:	Setting up of Thuthuzela Care Centres. Liaison with stakeholders. Monitoring, evaluation and upkeep of current Thuthuzela Care Centres. Effective and efficient implementation of the Thuthuzela model. Day to day administration and management of the TCC model. Coordination of training on gender-based violence. Coordination of public awareness in gender-based violence. Manage the dissemination process. Setting up standards and quality control. Assist in budget planning including donor funding, drawing up a detailed work plan for new project. Consolidate Thuthuzela Care Centre statistics and submit to management. Compile reports for submission to the Special Director of the Sexual Offence and Community affairs unit and Director Administration. Any other task the special Director deems necessary.
<u>ENQUIRIES</u>	:	Sandra Reddy Tel No: (012) 845 6670
<u>APPLICATIONS</u>	:	e mail Recruit2023287@npa.gov.za
<u>POST 20/199</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2023/288</u>
		Legal Affairs Division
<u>SALARY</u>	:	R844 572 per annum (total cost package) to R1 387 725 per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	Pretoria: North Gauteng
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight (8) years post qualification experience Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The right to appear in any court as contemplated in the Legal Practice Act, Act 28/14 or 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 license.
<u>DUTIES</u>	:	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 : Eathern Pinky Nkosi Tel No: (012) 845 6907
 : e mail Recruit2023288@npa.gov.za

POST 20/200 : **STATE ADVOCATE REF NO: RECRUIT 2023/289**
 National Prosecutions Service

SALARY : R844 572 per annum (total cost package) to R1 387 725 per annum (total cost package) (Level LP- 7 to LP-8)

CENTRE REQUIREMENTS : DPP: Bloemfontein (STU)
 : 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. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasion or avoidance, commercial crimes, fraud and related matters. Knowledge of Tax Act, Vat Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Decision making skills. Must be able to work independently. Must have good administrative skills.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Represent State in all courts, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews. Assist SARS in keeping proper records of all criminal prosecutions and supply them with accurate statistics.

ENQUIRIES APPLICATIONS : Lemmer Ludwick Tel No: (051) 410 6001
 : e mail Recruit2023289@npa.gov.za

POST 20/201 : **STATE ADVOCATE REF NO: RECRUIT 2023/290**
 National Prosecutions Service
 (Re-advert)

SALARY : R844 572 per annum (total cost package) to R1 387 725 per annum (total cost package) (Level LP- 7 to LP-8)

CENTRE REQUIREMENTS : CPP: Nelspruit (Tonga)
 : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience in the prosecution of Sexual Offences; Criminal Procedure, Civil litigation and management of Gender based violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences.

DUTIES : To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated sexual offences courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of gender-based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at dedicated sexual offences courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and

		develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.
<u>ENQUIRIES</u>	:	Tebogo Mashile Tel No: 013 045 0686
<u>APPLICATIONS</u>	:	e mail Recruit2023290@npa.gov.za
<u>POST 20/202</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2023/291</u> Specialised Commercial Crime Unit (Re-advert)
<u>SALARY</u>	:	R844 572 per annum (total cost package) to R1 387 725 per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	DPP: Bloemfontein
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid drivers license.
<u>DUTIES</u>	:	Study 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, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA.
<u>ENQUIRIES</u>	:	Lemmer Ludwick Tel No: (051) 410 6001
<u>APPLICATIONS</u>	:	e mail Recruit2023291@npa.gov.za
<u>POST 20/203</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT</u> <u>REF NO: RECRUIT 2023/292</u> Strategy Management Office (Re-advert)
<u>SALARY</u>	:	R811 560 per annum (Level 11), (total cost package)
<u>CENTRE</u>	:	DPP: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Certificate in Strategic Management or Operations Management from an accredited institution will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Minimum 5 years' experience in the strategic, business or performance monitoring. An ability to effectively and timely coordinate the submission of all organisational performance information reports on a regional level. Knowledge of the prosecutorial environment or sound knowledge on the Criminal Justice System (CJS) will be an added advantage. Excellent interpersonal communication skills (verbal and written). Excellent report-written skills and the ability to write high-level reports to management. Good knowledge of government legislature framework prescripts, policies and practices. Good knowledge of performance information management practices and prescripts in the government sector. Good knowledge on compliance requirement for the performance information management field. Advance computer literacy skills in Microsoft office application, such as MS Word, Excel and PowerPoint. Ability to work independently and well under pressure. Ability to work well in a team. Problem solving skills. Good interpersonal and customer relations skills.
<u>DUTIES</u>	:	Manage business unit and regional performance information. Facilitate operational planning sessions and regional review sessions. Monitoring and evaluation of the business unit and regional performance plans. Monitoring of the execution of the regional operational plans. Collation, analysis and interpretation of organisational performance information. Keep up to date with

		compliance requirements and best practice in the field of performance information management. Risk management.
<u>ENQUIRIES APPLICATIONS</u>	:	Sello Sefara Tel No: (012) 845 6233 e mail Recruit2023292@npa.gov.za
<u>POST 20/204</u>	:	<u>HEAD CONTROL PROSECUTOR 2 REF NO: RECRUIT 2023/293</u> National Prosecutions Service
<u>SALARY</u>	:	R570 921 per annum (excluding benefits) - R1 308 663 per annum (total cost package) (Level SU-1 to SU-2)
<u>CENTRE REQUIREMENTS</u>	:	CPP: Ntuzuma (Hammersdale) 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 reasonably complex or more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must manage, give guidance and train prosecutors. Good management and administrative skills. General computer literacy with excellent knowledge of MS Word, PowerPoint, Excel and Outlook. High level of reliability. Ability to act with tact and discretion. Above average planning and organising skills. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.
<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 District and Regional 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 APPLICATIONS</u>	:	Mzimkulu Mabandla Tel No: (031) 334 5034 e mail Recruit2023293@npa.gov.za
<u>POST 20/205</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) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	CPP: Mthatha (Qumbu) Ref No: Recruit 2023/294 CPP: Mthatha (Port St Johns) Ref No: Recruit 2023/295 CPP: Mthatha (Elliotdale) Ref No: Recruit 2023/296 CPP: Mthatha (Mt Frere) Ref No: Recruit 2023/297 (X2 Posts) CPP: George Ref No: Recruit 2023/298 CPP: Durban (Umlazi) Ref No: Recruit 2023/304
<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. Litigation in the Regional court, relief duties, management and administrative experience will be an added advantage. Valid drivers' license. General computer literacy with excellent knowledge of MS Word, PowerPoint, Excel and Outlook. Good communication skills. Valid drivers' license.
<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. Draft Heads of argument and argue Appeals. 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: Mthatha Tulisa Sibindlana Tel No: (047) 501 2669
- APPLICATIONS** : CPP: George Francios Brandt Tel No: (021) 487 7144
CPP: Durban (Umlazi) Ntokozo Phaledi Tel No: (031) 334 5274
CPP: Mthatha (Qumbu) - e mail Recruit2023294@npa.gov.za
CPP: Mthatha (Port St Johns) - e mail Recruit2023295@npa.gov.za
CPP: Mthatha (Elliotdale) - e mail Recruit2023296@npa.gov.za
CPP: Mthatha (Mt Frere) - e mail Recruit2023297@npa.gov.za
CPP George: e mail Recruit2023298@npa.gov.za
CPP: Durban (Umlazi) - e mail Recruit2023304@npa.gov.za
- POST 20/206** : **COURT PREPARATION OFFICER REF NO: RECRUIT 2023/299**
National Prosecutions Service
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07), (excluding benefits)
: CPP: Mthatha
: An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6) in Social Science/Behavioural Studies or equivalent. At least one year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.
- DUTIES** : Provide holistic and integrated care for the victims of crime, customers, and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
- ENQUIRIES APPLICATIONS** : Tulisa Sibindlana Tel No: (047) 501 2669
: e mail Recruit2023299@npa.gov.za
- POST 20/207** : **ADMINISTRATION OFFICER**
Office for Witness Protection
- SALARY CENTRE REQUIREMENTS** : R294 321.per annum (Level 07), (excluding benefits)
: Mpumalanga (Witbank) Ref No: Recruit 2023/300
North - West (Potchefstroom) Ref No: Recruit 2023/301
: An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum two years relevant experience in performing general administrative functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy skills and knowledge in programs such as MS Word, Excel and Outlook. Knowledge of the PFMA Act, Treasury regulations and other government related legislations. Able to handle and record cash transactions and know how to account for public funds according to the PFMA. Knowledge of Accounting and Asset Management. Good Communication, liaison and presentation skills. Ability to act with tact and discreet. Strong interpersonal and communication skills. Good administration skills. Planning and prioritizing skills. Willing to undergo security clearance. A valid driver's license.
- DUTIES** : Provide asset support services. Provide administrative support to fleet management. Provide administrative support to asset and facilities management. Document and office management support and Governance.
- ENQUIRIES APPLICATIONS** : Mpumalanga (Witbank) - RL Mahlangu Tel No: (013) 692 2041
North - West (Potchefstroom) - OJP Olivier Tel No: (018) 290 3222
: Mpumalanga (Witbank) e mail Recruit2023300@npa.gov.za; North West (Potchefstroom) e mail Recruit2023301@npa.gov.za
- POST 20/208** : **ADMINISTRATIVE OFFICER REF NO: RECRUIT 2023/302**
Security Management Service
(Re-advert)
- SALARY CENTRE** : R294 321 per annum (Level 07), (excluding benefits)
: Kimberley

- REQUIREMENTS** : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Public Administration/Public management or equivalent. At least two years' experience relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Ability to identify and handle confidential matters. Sound planning and organising 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. Valid drivers license.
- DUTIES** : Provide security vetting services in the region. Maintain and update data base with regard to vetting and court case classification. Conduct personal suitability checks. Collect non-disclosure forms and maintain a register thereof. Act as a Key control officer according to Service Level Agreement. Conduct inspection on guarding activities, key control and provide report. Submit information to National Office. Compile reports and submit to Regional Manager. Conduct OHS Inspections and maintain OHS file. Request information on high profile cases from Prosecutors. Attend to any queries with regard to physical and information security services. Attend to OHS meetings quarterly.
- ENQUIRIES APPLICATIONS** : Nicholas Mogongwa Tel No: (053) 807 4539
: e mail Recruit2023302@npa.gov.za
- POST 20/209** : **PARALEGAL REF NO: RECRUIT 2023/303**
Legal Affairs Division
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05), (excluding benefits)
: Pretoria: North Gauteng
: 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.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Eathern Pinky Nkosi Tel No: (012) 845 6907
: e mail Recruit2023303@npa.gov.za