

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** : 07 August 2023
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV only (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in Block Letters. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS positions for Public Service Act in the NPA before appointment. NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za/vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs NB! All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting.

MANAGEMENT ECHELON

- POST 25/44** : **DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2023/332**
Investigating Directorate
- SALARY** : R1 162 200 per annum (Level 13), (total cost package)
CENTRE : Pretoria: Head Office
REQUIREMENTS : A recognized B-degree or Advanced Diploma (NQF level 7) in Public Administration or equivalent qualification. At least five (5) years management experience on Middle Management or Senior Management level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Public Service Regulations, Knowledge of Public Finance Management Act. Excellent verbal and written communication skills. Computer literacy in MS Word, Excel, PowerPoint and Outlook. Records management skills, HR management skills, Information management skills, Interpersonal skills, Planning and prioritising skills, Problem solving and decision-making skills.
- DUTIES** : Manage finance and supply chain. Manage human resources. Manage information. Manage security. Ensure the provision of general administration.
- ENQUIRIES** : Maureen Dibetle Tel No: (012) 845 7727
APPLICATIONS : e mail Recruit2023332@npa.gov.za

OTHER POSTS

- POST 25/45** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/333**
Investigating Directorate
- SALARY** : R1 081 953 per annum (total cost package) - R1 679 754 per annum (total cost package) (LP-9)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Experience or knowledge in POCA legislation. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.
- DUTIES** : Study case dockets, make assessments thereof and decide on the institution of prosecution. 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. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice independently without supervision and manage court and case flow management independently. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
- ENQUIRIES** : Maureen Dibetle Tel No: (012) 845 7727
APPLICATIONS : e mail Recruit2023333@npa.gov.za

POST 25/46 : **DATA ANALYST REF NO: RECRUIT 2023/334 (X8 POSTS)**
Investigating Directorate

SALARY : R527 298 per annum (Level 10), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Advanced Diploma (NQF level 7) / B-Tech in Policing, Law, Forensics, Data and/or Physical Science, Engineering or equivalent. Three (3) years' experience in criminal and/or Forensic Investigations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to data analysis for criminal investigations. Experience in testifying on criminal matters in at least Regional Court. Experience in managing and directing Forensic Service providers in criminal and forensic matters. General Management skills. Strategic capability and leadership. People management and empowerment. Planning and prioritizing. Valid driver's license.

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

ENQUIRIES : Maureen Dibette Tel No: (012) 845 7727
APPLICATIONS : e mail Recruit2023334@npa.gov.za