

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** : 26 May 2025
- 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 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, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. 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 assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test 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 applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to 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 Against Corruption will be subject to a lifestyle audit and integrity vetting.

OTHER POSTS

- POST 15/83** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/134**
National Prosecutions Service
- SALARY** : R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
- CENTRE** : DDPP: Port Elizabeth
- REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) 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(5) years' experience in legal practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.
- DUTIES** : 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 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. Attend to representations, prepare opinions and head of arguments and argue cases in 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 related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES : Andiswa Tengile Tel No: (012) 842 1450
APPLICATIONS : e mail: Recruit2025134@npa.gov.za

POST 15/84 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/135 (X2 POSTS)**
Specialised Commercial Crime Unit

SALARY : R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
CENTRE : Bloemfontein
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Admission as advocate or attorney will be an added advantage. 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. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Knowledge of asset forfeiture law. Interpersonal skills. Good knowledge of civil and/or criminal procedure. Good advocacy, well developed skills in legal research and legal drafting skills. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently. Willing to travel. Able to work extended hours.

DUTIES : Conduct prosecution of serious, complex and organised crime cases and corruption matters. Advise the police on the investigation of serious, complex organised crime cases and other matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Draft heads of arguments and argue appeals. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally, conduct prosecution on behalf of the State. Manage performance of junior staff.

ENQUIRIES : Lemmer Ludwick Tel No: (051) 410 6001
APPLICATIONS : e mail Recruit2025135@npa.gov.za

POST 15/85 : **SENIOR STATE ADVOCATE**
Specialised Commercial Crime Unit

SALARY : R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
CENTRE : Durban Ref No: Recruit 2025/136
Pretoria Ref No: Recruit 2025/137
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) 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. 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. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, organization and communication skills. Valid drivers' licence.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, 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. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters.

ENQUIRIES : Durban Bongwiwe Mlaba Tel No: (031) 335 6617
Pretoria Bontle Bareng Tel No: (012) 401 9421
APPLICATIONS : Durban e mail Recruit2025136@npa.gov.za
Pretoria e mail Recruit2025137@npa.gov.za

<u>POST 15/86</u>	:	<u>SENIOR PUBLIC PROSECUTOR</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R1 195 110 – R1 859 814 per annum (CM-1), (Total cost package) CPP: Mitchells Plain (Khayelitsha) Ref No: Recruit 2025/138 CPP: Pietermaritzburg Ref No: Recruit 2025/139
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
<u>DUTIES</u>	:	Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	CPP: Mitchells Plain (Khayelitsha) Sonwabiso Mkwakwi Tel No: (021) 487 7234 CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	CPP: Mitchells Plain (Khayelitsha) e mail Recruit2025138@npa.gov.za CPP: Pietermaritzburg e mail Recruit2025139@npa.gov.za
<u>POST 15/87</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2025/140</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R1 032 906 - R1 675 743 per annum (Level SU-3), (Total cost package) CPP: George
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) 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. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Thuso Damane Tel No: (021) 487 7129
<u>APPLICATIONS</u>	:	e mail Recruit2025140@npa.gov.za
<u>POST 15/88</u>	:	<u>DEPUTY DIRECTOR: COURT PREPARATION</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R1 059 105 per annum (MMS Level 12), (Total cost package) DPP: Johannesburg Ref No: Recruit 2025/141 DPP: Bloemfontein Ref No: Recruit 2025/142
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Work or equivalent. At least five years working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
<u>DUTIES</u>	:	Oversee the court preparation programme provided by Court Preparation Officers within the NPA for the Division. To mentor, coach, ensure effective transfer of skills to the Court Preparation officials. Give guidance to the DPP/ Governance Coordinators/ Chief Prosecutors/SPP and court preparation officers regarding the model and methodology of court preparation work. Ensure

compliance with standards and guidelines for the establishment, roll out and management of court preparation services in the region for the prevention of secondary trauma and enhanced prosecution. Conduct court preparation and victim impact statements in high profile matters and implement the PEACE model and victim impact statements for Court preparation in courts. Act as an expert witness when called upon to do so. Lead staff towards achieving strategic goals of the NPA. Deal with representations and complaints and escalate. Contribute towards the management and implementation of the victim's charter. Promote partner integration, community involvement and customer satisfaction in conjunction with partners within the criminal justice system. Liaise with internal and external stakeholders and attend meetings, including national office. Manage staff and other resources.

ENQUIRIES : DPP: Johannesburg Khensani Manganye Tel No: (011) 220 4266

APPLICATIONS : DPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001
DPP: Johannesburg e mail Recruit2025141@npa.gov.za
DPP: Bloemfontein e mail Recruit2025142@npa.gov.za

POST 15/89 : **STATE ADVOCATE REF NO: RECRUIT 2025/143**
National Prosecutions Service

SALARY : R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)

CENTRE : CPP: Wynberg

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) 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.

ENQUIRIES : Thuso Damane Tel No: (021) 487 7129

APPLICATIONS : e mail Recruit2025143@npa.gov.za

POST 15/90 : **DEPUTY DIRECTOR: COMMUNICATIONS REF NO: RECRUIT 2025/144**
Strategy Operations and Compliance: Communications Unit

SALARY : R896 436 per annum (Level 11), (Total cost package)

CENTRE : Pretoria: Head Office

REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Communications, Public Relations, Journalism or a related field of qualification as recognised by SAQA. Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Minimum Five (5) years' relevant experience of which three (3) should be experienced at a Supervisory level. Practical experience in employee engagement projects. Ability and confidence to work on own initiative. Highly organized and able to function effectively under pressure. Ability to work flexibly and outside working hours when necessary. Ability to function and interact at all levels. Knowledge of government programmes. Project management and coordination skills. Client orientation and customer focus. Communication skills. A valid drivers licence.

DUTIES : Tracking and monitoring and coordinating media inquiries coming through NPA general e-mail. Assist with media monitor distribution. Ensure that the Website/internal bulletin nationally is updated with media statements issued. Consolidate and submit monthly reports. Assist the media liaison office in the execution of strategic and operational responsibilities. To assist with the distribution of press releases and other related matters. Liaise on behalf of the NPA with the local, national and international media. Keep an updated database of media distribution lists of the relevant platforms e-mail and WhatsApp, e-mail addresses and telephone/ cellphone numbers of media houses. Maintain the NPA WhatsApp media group database or any other as and when required. Assist with logistics media networking sessions for leadership and management to

engage with the media regularly. Coordinate Parliamentary questions between the NPA and the office of the Minister timeously.

ENQUIRIES : Isaac Dhludhlu Tel No: (012) 845 7611
APPLICATIONS : e mail Recruit2025144@npa.gov.za

POST 15/91 : **DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2025/145**
National Prosecutions Service

SALARY : R630 630 - R1 450 323 per annum (Level SU-1 to SU-2), (Total cost package), (excluding benefits)

CENTRE : CPP: Vaal Rand (Nigel)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) 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 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 : Godfrey Ramakuela Tel No: (012) 351 6808
APPLICATIONS : e mail Recruit2025145@npa.gov.za

POST 16/92 : **REGIONAL COURT PROSECUTOR**
National Prosecutions Service

SALARY : R630 630 - R1 450 323 per annum (Level LP-5 to LP-6), (Total cost package), (excluding benefits)

CENTRE : CPP: Port Elizabeth (Port Alfred) Ref No: Recruit 2025/146
CPP: West Rand Ref No: Recruit 2025/147 (X3 Posts)
CPP: Vaal Rand (Oberholzer) Ref No: Recruit 2025/148
CPP: Vaal Rand (Sebokeng) Ref No: Recruit 2025/328 (Re-advert)
CPP: Witbank (Secunda) Ref No: Recruit 2025/171

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) 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. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's 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.

ENQUIRIES : CPP: Port Elizabeth (Port Alfred) Andiswa Tengile Tel No: (012) 842 1450
CPP: West Rand Rosette Swarts Tel No: (011) 220 4114
CPP: Vaal Rand (Oberholzer) & CPP: Vaal Rand (Sebokeng) Motshabi Malabi Tel No: (012) 351 6864

APPLICATIONS : CPP: Witbank (Secunda) Tebogo Mashile Tel No: (013) 045 0686
CPP: Port Elizabeth (Port Alfred) e-mail:Recruit2025146@npa.gov.za
CPP: West Rand e-mail:Recruit2025147@npa.gov.za
CPP: Vaal Rand (Oberholzer) e-mail:Recruit2025148@npa.gov.za
CPP: Vaal Rand (Sebokeng) e-mail:Recruit2025328@npa.gov.za
CPP: Witbank (Secunda) e-mail:Recruit2025171@npa.gov.za

POST 15/93 : **RESEARCHER REF NO: RECRUIT 2025/149 (X2 POSTS)**
Strategy Operations and Compliance: Research Management

SALARY : R582 444 per annum (Level 10), (excluding benefits)
CENTRE : Pretoria: Head Office

- REQUIREMENTS** : An appropriate B-degree (NQF Level 7) or Honours (NQF level 8) in Social Science or related field of qualification in Research Minimum Three (3) years relevant experience in research field or relevant. Knowledge and skills in the Criminal Justice system and policy framework. Knowledge of research methodologies. Information and data gathering tools and system skills. Analysis tools and methods skills. Qualitative, quantitative and analytical skills. Task/time management skills. Innovative skills. People management and empowerment skills. Administration skills. Communications skills. Planning and Prioritising skills. Customer focus and responsiveness skills. Problem solving and decision-making skills. Computer skills in MS Office suite, specifically MS Word, Excel, Outlook, PowerPoint, Vivo, Adobe, Zoom and MS Teams. Basic Knowledge of legislation and regulations pertaining to public service administration specifically: The Public Service Act and Regulations and The NPA Act. A valid driver's license.
- DUTIES** : Identify key policy and research issues for the NPA on continuous scanning of the internal and external environment. Developing system and processes. Conduct research and evaluations. Process internal and external research requests in the NPA. Creating mechanisms to ensure proactive, need-based policy and research service delivery. Monitoring and evaluating the impact of policy interventions. Liaison with all clients in the NPA and Corporate service. Assisting with other tasks of the unit as and when required by the management of the unit.
- ENQUIRIES** : Kefentse Mojaki- Moremogolo Tel No: (012) 845 6506
APPLICATIONS : e mail Recruit2025149@npa.gov.za
- POST 15/94** : **ASSISTANT DIRECTOR: LABOUR RELATIONS**
 Strategy Operations and Compliance: HRM & D - Labour Relations
- SALARY** : R582 444 per annum (Level 10), (excluding benefits)
CENTRE : Pretoria: Head Office Ref No: Recruit 2025/324 (X2 Posts)
 Johannesburg Ref No: Recruit 2025/325
 Pretoria Ref No: Recruit 2025/326
 Limpopo Ref No: Recruit 2025/327
 Pretoria: Head Office Ref No: Recruit 2025/324 (X2 Posts)
 Johannesburg Ref No: Recruit 2025/325
 Pretoria Ref No: Recruit 2025/326
 Limpopo Ref No: Recruit 2025/327
- REQUIREMENTS** : An appropriate B-degree (NQF Level 7) or Three (3) year Diploma (NQF level 6) in Labour Relations or equivalent. (Studying towards LLB Degree will be an added advantage). 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 : Pretoria: Head Office e mail Recruit2025324@npa.gov.za
 Johannesburg e mail Recruit2025325@npa.gov.za
 Pretoria e mail Recruit2025326@npa.gov.za
 Limpopo e mail Recruit2025327@npa.gov.za
- POST 15/95** : **ENFORCEMENT OFFICER**
 Asset Forfeiture Unit
- SALARY** : R468 459 per annum (Level 09), (excluding benefits)
CENTRE : Kimberley Ref No: Recruit 2025/150
 Pretoria Ref No: Recruit 2025/151
 East London Ref No: Recruit 2025/152
 Port Elizabeth Ref No: Recruit 2025/329
- REQUIREMENTS** : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Finance or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' relevant experience. Strategic capability and leadership. General management, administration, and communication skills. People management and empowerment skills. Customer focus and responsiveness. Planning and prioritizing, including interpersonal relation skills. Problem solving and Decision-making skills. Knowledge of the following Acts: PSA, SA Archives, PFMA, POCA, Administration of Estates, Insolvency, NPA, Access to Information and SCM Framework. Knowledge of Finance, Supply Chain Management, Information Management. Knowledge of NPA and AFU policies and procedures relevant to the job functions.

Skills in MS Office suite, specifically MS Word, Excel, Outlook, Power Point, Visio and MS Project. Skills in ECMS and iBase, including Operations Management, Public, Information and Finance Management and Writing. Skills in Administration systems, Task/time management, conflict and Analytic.

DUTIES : Facilitate the SCM process of identifying curators and appointing auctioneers. Monitor the performance of curators or delegated officials to ensure prompt collection of money due to the state. Perform reconciliations on curator accounts and the criminal asset recovery account. Capture finance information on the system: Curator disbursements and fees, deposits, and payment to victims. Process payments.

ENQUIRIES : Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS : Kimberley e mail Recruit2025150@npa.gov.za
Pretoria e mail Recruit2025151@npa.gov.za
East London e mail Recruit2025152@npa.gov.za
Port Elizabeth e mail Recruit2025329@npa.gov.za

POST 15/96 : **FINANCIAL ANALYST**
Asset Forfeiture Unit

SALARY : R468 459 per annum (Level 09), (excluding benefits)
CENTRE : Bloemfontein Ref No: Recruit 2025/153
Nelspruit Ref No: Recruit 2025/154

REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Accounting, Forensic Auditing or equivalent. Three (3) years financial analysis experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The ability to offer direction and leadership to a team of officials to ensure the attainment of objectives. Seeks opportunities to increase personal contribution and level of responsibility. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/deliverables. The means of formal, clear and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time-and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Written and verbal communication. Must be able to plan and organise work and distinguish between urgent and important tasks/activities. Must be able to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and ensure the highest level of customer care and customer satisfaction. Must be able to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.

DUTIES : Capture and convert data into usable information. Conduct analysis of information gathered.
ENQUIRIES : Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS : Bloemfontein e mail Recruit2025153@npa.gov.za
Nelspruit e mail Recruit2025154@npa.gov.za

POST 15/97 : **ASSISTANT DIRECTOR: INTERNAL COMMUNICATIONS REF NO: RECRUIT 2025/155**
Strategy Operations and Compliance: Communication Unit

SALARY : R468 459 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria – Head Office

REQUIREMENTS : An appropriate B Degree NQF level 7) or Three (3) year Diploma NQF level 6 in Communications, Public Relations, Journalism or related field of qualification. Minimum of three (3) years' relevant experience of which one (1) year should be on a supervisory level. Good verbal and writing skills, particularly public speaking. Project management skills. Must be able to demonstrate good understanding of branding principles, event management and organizational skills. Ability to work well under pressure. A valid driver's licence.

DUTIES : To manage content updates and the revamping of NPA internet. Provide communication support to internal and external events. Assist in the roll-out of the NPAs' internal communication strategy. Ensure the smooth running of the NPA switchboard and supervise staff.

ENQUIRIES : Vuyolwethu Sigaji Tel No: (012) 845 6214
APPLICATIONS : e mail Recruit2025155@npa.gov.za

POST 15/98 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2025/156**
Specialised Commercial Crime Unit

SALARY : R468 459 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria

REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Human Resource Management/Public Administration or equivalent. Minimum of at least Three (3) year relevant working experience. In depth knowledge of legislation and regulations pertaining to Public Service Administration specifically the Public Service Act, Labour Relations Act, EEA and skills Development Act. Excellent written and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientation. Ability to meet strict deadlines. Strong organisation and management skills. Willing to work extended hours and willing to travel.

- Reliable, organized and able to work in a team. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint.
- DUTIES** : Supervise and direct the administration of finance and supply chain services. Provide human resources management and development services. Monitor the provision of administration support and document management services. Facilitate the administration of human resources management development services in the region. Compile monthly reports and statistics. Manage staff and provide guidance on HR related matters. Implement and ensure compliance with policies and procedures. Liaise with customer and stakeholders. Monitor implementation support in analysing budget and expenditure, compile monthly report and statistics. Manage staff and provide guidance on corporate services matters. Liaise with customers and stakeholders. Maintain and administer system and leave applications.
- ENQUIRIES APPLICATIONS** : Godfrey Ramakuela Tel No: (012) 351 6808
: e mail Recruit2025156@npa.gov.za
- POST 15/99** : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: RECRUIT 2025/158**
National Prosecutions Service
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum (Level 09), (excluding benefits)
: DPP: Cape Town
: An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum 3 years' experience as a Human Resource Generalist. Extensive knowledge of the recruitment process and procedure; performance management system. Extensive experience in working on PERSAL. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration, specifically the Public Service Act and Regulations, Employment Equity Act and Access to Information act. Understanding of the Public Service generally and Human Resources. Sound knowledge of labour and public service legislation. Good communication, liaison and presentation skills. Working knowledge of PERSAL (PERSAL certificates to be attached). A good command of computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Good administration skills. People management and empowerment. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and decision making. Management and leadership skills.
- DUTIES** : Provide HR administration services to the region. Capture personal information on the payroll system. Monitor the implementation of recruitment and selection of human resource services. Monitor implementation of service benefits. Facilitate the administration of human resource development services in the region. Compile monthly reports and statistics. Manage staff and provide guidance on HR related matters. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Maintain and administer PERSAL information including leave applications. Prepare Human Resources reports and submit same to the Director: Administration. PERSAL administration, staff procurement, training and development, service conditions, staff exits and transfers. Manage the implementation of the Employment Equity Targets. Manage all activities relating to performance management. Perform any other duties deemed necessary by management.
- ENQUIRIES APPLICATIONS** : Phyllis Lujabe Tel No: (021) 487 7281
: e mail Recruit2025158@npa.gov.za
- POST 15/100** : **ASSISTANT DIRECTOR: FINANCE**
National Prosecutions Service
- SALARY CENTRE** : R468 459 per annum (Level 09), (excluding benefits)
: DPP: Mmabatho Ref No: Recruit 2025/159
: DPP: Mthatha Ref No: Recruit 2025/160
: DPP: Kimberley Ref No: Recruit 2025/161 (Re-advert)
: DPP: Johannesburg Ref No: Recruit 2025/162
- REQUIREMENTS** : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration / Public Administration / Finance or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, general management skills, people management and empowerment, administrative skills, communication skills, ability to plan and prioritize work, customer focus and responsiveness, problem solving and decision making.
- DUTIES** : Provide financial support services to the region. Provide supply chain administration services to the region. Monitor the provision of Asset Management services within the region. Monitor and Manage the provision of Fleet Service within the region. Monitor the provision of Facilities Management Services within the Regional Officer. Supervisor staff members.
- ENQUIRIES** : DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041
: DPP: Mthatha Tulisa Sibindlana Tel No: (047) 501 2669
: DPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539
: DPP: Johannesburg Khensani Manganye Tel No: (011) 220 4266
- APPLICATIONS** : DPP: Mmabatho e mail Recruit2025159@npa.gov.za
: DPP: Mthatha e mail Recruit2025160@npa.gov.za

POST 15/101 : **ASSISTANT DIRECTOR: FINANCE REF NO: RECRUIT 2025/163**
National Prosecutions Service

SALARY : R468 459 per annum (Level 09), (excluding benefits)
CENTRE : DPP: Cape Town
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration / Public Administration / Finance or equivalent. Minimum three (3) years relevant experience working in Finance. In-depth knowledge of financial systems i.e BAS; LOGIS and PERSAL. In depth knowledge of Asset, Fleet and Facilities Regulations, PFMA and National Treasury Regulations and Public Service Act. Knowledge of NPA policies and procedures relevant to the job functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, general management skills, people management and empowerment, administrative skills, communication skills, ability to plan and prioritize work, customer focus and responsiveness, problem solving and decision making. Ability to meet strict deadlines.

DUTIES : Provide financial support services to the region. Compilation of the budget, manage expenditure against the budget, supervise the processing of invoices, all claims, compile and submit monthly finance statistics/reports, implement and monitor compliance with policies and procedures, manage petty cash, maintain commitment register and perform monthly reconciliation for BAS/PERSAL and any other relevant reconciliation. Provide supply chain administration services to the region. Monitor the provision of Asset Management services (including asset verification) within the region. Monitor and manage the provision of Fleet Service within the region. Monitor the provision of Facilities Management Services within the region. Manage staff in the Finance/ Supply Chain/ Asset, Fleet and Facilities. Conduct quarterly individual staff assessments. Perform any other duties as deemed necessary by management.

ENQUIRIES : Angelene Jansen Tel No: (021) 487 7123
APPLICATIONS : e mail Recruit2025163@npa.gov.za

POST 15/102 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: RECRUIT 2025/164**
Strategy Operations and Compliance: Supply Chain Management

SALARY : R468 459 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration and/or Supply Chain Management or equivalent. Minimum three (3) years' relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive knowledge of the PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and other relevant public service prescripts. Willing to travel, able to work extended hours where necessary. Good negotiating skills. Good interpersonal skills. Good Planning and organizing skills. Excellent communication and administrative skills. Advanced computer literacy in Ms Office packages (Ms Word, Ms excel, Ms PowerPoint) and outlook. A Valid driver's license.

DUTIES : Drafting of contracts/service level agreements/Addenda. Review proposals, bids and SLA/contracts. Manage contract life cycle, attend to contractual queries, issue notices of default, and notices of termination. Assist with SLA/Contract legalities, policies and practices to internal users/Business Units and clients. Analyze contract/SLA requirements, special provisions, terms and conditions to applicable laws, regulations, policies and business processes. Internal and external communication in terms of SLAs/Contracts. Creating and reviewing of measurable vendor performance evaluation document. Capturing and uploading of contracts/SLAs and vendor performance reports on the Contract Management System. Attend to Variation and Expansion of contracts, amendment of contract conditions, price adjustments, contract cancellations and restrictions. Propose and advise on remedial actions in case of poor or non-performance by service providers. Assist in prevention/or resolving contractual disputes and propose implementation of remedial plan. Compile monthly report on the performance of Contract Management section. Perform monthly contract management monitoring activities. Perform contract close-out activities. Conduct SLA/contract execution, review and close-out meetings. Provide guidance and support to contract stakeholders and ensure that contract obligations are met. Define, communicate and manage specific SLA metrics. Monitor contracts/SLA performance and ensure compliance by suppliers/vendors and the NPA. Perform inspections/meetings, where applicable. Issue notices of expiry of contracts to business units and service providers timely before termination. Develop the negotiation position after considering identified contractual issues. Identify the negotiating team members and arrange/facilitate the briefing session of the negotiating team. Convene negotiation meetings where necessary and keep record thereof. Review of contract negotiation documents and making follow-up on outstanding issues. Document control, record keeping and ensure integrity of negotiation proceedings. Ensure distribution of contract documents to all stakeholders. Conduct research where applicable to support SLA/Contracts. Serve as a member of Bid Specification and/or Evaluation Committees. Provide inputs to the development/or review of the Supply Chain Management Policy. Ensure

good record/filing management. Reduce audit queries by providing report/records for audit purposes. Safekeeping of contracts and all relevant information. Ensure distribution of necessary information to contract stakeholders/end-users.

ENQUIRIES : Doctor Shokwane Tel No: (012) 845 6227
APPLICATIONS : e mail Recruit2025164@npa.gov.za

POST 15/103 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT SERVICES**
Strategy Operations and Compliance: Security Management Services

SALARY : R468 459 per annum (Level 09), (excluding benefits)
CENTRE : North Gauteng Ref No: Recruit 2025/165
East London Ref No: Recruit 2025/166
Nelspruit Ref No: Recruit 2025/167

REQUIREMENTS : An appropriate B-degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Security Management or equivalent. Minimum three (3) years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the implementation of the security legislative framework including security policies as well as implementation of OHS legislation. Knowledge of security threat assessments and analysis. Good Administration Skills. People management and empowerment. Strategic capability and leadership. Planning and prioritizing skills. Customer Focus and Responsiveness. Problem Solving and Decision Making. Good report writing skills. Able to work under pressure. General computer literacy and knowledge of programs in MS Word, Excel' PowerPoint and Outlook. Willing to travel and work extended hours. Valid driver's license.

DUTIES : Manage and coordinate the security functions in the NPA sub-divisional office. Provide administrative support for the implementation of OHS program in the NPA office. Coordinate and monitor contracted security services in line with Service Level Agreement (Guarding and Close Protection). Coordinate and report security breaches that occurs in the NPA offices. Liaise regularly with the local security stakeholders for security advice (i.e SAPS, SASS, SSA and DCS). Coordinate security services for the NPA high risk cases in the region. Conduct threat assessments to the NPA threatened officials and submit reports with recommendations to head office. Coordinate assessments for Threat and Risk Assessments (TRA) for the NPA buildings in the sub-division. Conduct security awareness to the NPA staff and facilitate the establishment, administration and coordination of the security committee in the sub-division. Facilitate and coordinate personnel security, classification of information as well as vetting administration.

ENQUIRIES : TM Mudau Tel No: (012) 845 6298
APPLICATIONS : North Gauteng email: Recruit2025165@npa.gov.za
East London email: Recruit2025166@npa.gov.za
Nelspruit email: Recruit2025167@npa.gov.za

POST 15/104 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: RECRUIT 2025/318**
Strategy Operations and Compliance: Information Systems Management

SALARY : R468 459 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria: Head Office

REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum three (3) years relevant experience. Three (3) years supervisory experience in Administration. In depth knowledge of the Public Service Act, Regulations and its application. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act, Labour Relations Act, EEA, Skills Development Act. Excellent writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Performance Management Skills. Execution, interpretation and recommendations on policies and procedures. Computer Literacy. Reliable, organized and able to work in a team.

DUTIES : Implement, maintain and oversee the functioning of as electronic document management system. Provide best practice advice on records management technologies. Provide input in policy and procedure development for the implemented document management system. Provide training input and manual development. Schedule and present trainings on the records management. Provide input to maintain and update the approved file plan. Conduct regular compliance inspections. Manage special auditing and quality assurance processes and requests. Management of team. Submit monthly reports.

ENQUIRIES : Lerita Pretorius Tel No: (012) 845 6640
APPLICATIONS : e mail: Recruit2025318@npa.gov.za

POST 15/105 : **GRAPHIC DESIGNER REF NO: RECRUIT 2025/170**
Strategy Operations and Compliance: Communications Unit

SALARY : R397 116 per annum (Level 08), (excluding benefits)
CENTRE : Pretoria Head Office

<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Graphic Design or equivalent qualification. Five (5) years' experience in Graphic design and/or Web Management. Must be proficient in Adobe Creative Cloud, InDesign, Photoshop etc. Must be Apple Mac proficient strong portfolio of your original designs. Must be able to work under pressure, tight deadlines daily. Must have Interpersonal Skills, Reliable, Teamwork, Time Management and Change Management. Good knowledge of government programmers, Project management and Coordination skills, Client Orientation and customers focus, Communication skills and Computer literacy.
<u>DUTIES</u>	:	Create graphic design for NPA products and campaigns. Interface with Business Units and provide relevant graphic design services. Meet stakeholders to discuss business objectives, brief and requirements of the job. Plan and develop concepts suitable for business requirements and estimated time required for completion. Produce and present ideas of artwork and concepts to clients. Amend design according to the clients final comments. Keep abreast of emerging technologies in new media and design programs. Design different types of layouts and illustrations for NPA products. Create and modify forms, templates, memos and fonts according to brand guidelines. Determine style, technique and medium best suitable to NPA promotion strategies. Produce products that are user- friendly, effective and appealing. Update all database on the internet and intranet timeously. Conduct regular spot checks on the intranet to identify what needs to be updated, Create web site design and samples sites. Keep up to date with emerging technology and software. Develop an archiving system to store information. Coordinate production activities with printers, service providers, advertisements and vendors and review quality of final products before release. Ensure production deadlines are met. Oversee the quality of products by interfacing with all stakeholders in the value chain, including service providers. Assist with ad hoc assignments within internal communications. Provide communication support to internal and external events. Attend to necessary administrative tasks.
<u>ENQUIRIES APPLICATIONS</u>	:	Vuyolwethu Sigaji Tel No: (012) 845 6214 e mail Recruit2025170@npa.gov.za
<u>POST 15/106</u>	:	<u>SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: RECRUIT 2025/320</u> Strategy Operations and Compliance: HRM & D: Organisational Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08), (excluding benefits) Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Management Services/Operations Management/Production Management or equivalent qualification. Minimum of one (1) year experience in field of organisational design/development/work-study. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Public Service Act, Public Service Regulations and NPA Act. Good knowledge of organisational design, frameworks, practices, and processes in the Public service. Knowledge of various DPSA directives, circulars etc. related to organisational development/change management. Knowledge of Human Resource Management and labour relations in general. Knowledge of job evaluation process, business process management, Total quality management, project management principles and methodologies. Strong Project management skills. Practical knowledge of Microsoft Office Suite (Specifically Project, Visio, Word, Excel, PowerPoint and Outlook). Communication skill (both written and verbal). Presentation skill. Good report writing skills. People management and empowerment. A valid driver's license.
<u>DUTIES</u>	:	Undertake work-study investigations within the NPA. Conduct job evaluation. Compile and review job descriptions. Optimise work procedures and methods (work processes, workflow). Render organisation development administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Vukosi Shibambo Tel No: 012 845 6211 e mail Recruit2025320@npa.gov.za
<u>POST 15/107</u>	:	<u>SENIOR HUMAN RESOURCES DEVELOPMENT PRACTITIONER REF NO: RECRUIT 2025/323</u> Strategy Operations and Compliance: HRM & D: Human Resources Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08), (excluding benefits) Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Human Resources or equivalent qualification. Minimum of three (3) years' experience in Human Resources Development. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Public Service Act, Public Service Regulations and NPA Act. Good knowledge of organisational design, frameworks, practices, and processes in the public service. Knowledge of various DPSA directives, circulars etc. Knowledge of Human Resource in general and information management. Experience in working with PERSAL. Practical knowledge of Microsoft Office Suite (Specifically Project, Visio, Word, Excel, PowerPoint and Outlook). Communication skill (both written and verbal). Presentation skill. Good report writing skills. People management and empowerment. A valid driver's license.
<u>DUTIES</u>	:	Assist with managing effective bursary and induction administration. Develop and implement the Workplace Skills Plan. Ensure effective gathering and maintenance of the training and bursary

databases. Assist with the Skills Auditing, needs identification and analysis. Ensure compliance with the HRM&D policies and procedures. Coordinate and assist with learnership and internship programmes. Liaise with internal and external stakeholders. Coordinate performance management system in the NPA.

ENQUIRIES : Mayson Macheke Tel No: (012) 845 6597
APPLICATIONS : e mail Recruit2025323@npa.gov.za

POST 15/108 : **CHIEF HUMAN RESOURCES OFFICER REF NO: RECRUIT 2025/321**
Strategy Operational and Compliance: HRM & D: Organisational Development

SALARY : R397 116 per annum (Level 08), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum three (3) years' relevant experience. Ability to work well in a team. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility Willing to travel, able to work extended hours. Excellent communication and administrative skills. Valid driver's license General computer literacy skills and ability to work on MS Word, Excel, MS Outlook and PowerPoint. Ability to work independently and well under pressure. Problem solving skills and negotiating skills. Good interpersonal and customer relations. PERSAL Establishment Certificate obtained from SITA is a requirement.

DUTIES : Facilitate the alignment of post establishment (PERSAL) to the organizational structure. Align post establishment to the organizational structure. Comparing establishment turn over reports received from the regions/ business units with the information on PERSAL. Provide feedback on the availability of vacant posts to regions/ business units. Authorize relevant PERSAL transactions. Provide statistics with regard to post establishment of the entire NPA. Update the maintenance sheet according to approved reports. Align the maintenance sheet to PERSAL. Implement the approved recommendations on PERSAL. Supervise staff.

ENQUIRIES : Shirley Nhlapo Tel No: (012) 845 6092
APPLICATIONS : e mail Recruit2025321@npa.gov.za

POST 15/109 : **THUTHUZELA CARE CENTRE: CO-ORDINATOR**
Sexual Offences and Community Affairs

SALARY : R397 116 per annum (Level 08), (excluding benefits)
CENTRE : TCC: Grey Ref No: Recruit 2025/172
TCC: Phuthaditjhaba Ref No: Recruit 2025/173
TCC: Madadeni (KwaZulu-Natal) Ref No: Recruit 2025/174 (Re-advert)
TCC: Port Shepstone Ref No: Recruit 2025/175
TCC: George Ref No: Recruit 2025/176
TCC: Stellenbosch Ref No: Recruit 2025/177
TCC: Mitchells Plain Ref No: Recruit 2025/178

REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Law/ Social Sciences or equivalent. Minimum two (2) years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Good planning and supervisory experience. Leadership, people management and empowerment. Sound coordination, administrative skills and counselling experience. Strong Stakeholder Management experience. Knowledge of GBV and Rape care management. Working knowledge of court and police processes General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint). Supervisory experience will be an added advantage. Positive security clearance. Valid driver's licence.

DUTIES : Manage, coordinate and prioritize reported matters. Liaise with medical officers and nurses to ensure that medical examinations take place. Liaise with police for statement taking. Contact prosecutor to liaise with police. Contact other relevant government departments or NGO's for services required to survivor. Arrange transport for survivor and ensure all relevant services are available to a survivor. Assist and provide necessary support to the GBV survivor where required. Arrange, co-ordinate and chair meetings with relevant role-players to address challenges. Execute a variety of administrative tasks for line function departments: controlling documents, drafting documents, ensuring audit compliance. Rendering advice to personnel with regards to official matters. Keep a database of survivors accessing services. Submit monthly and quarterly statistics and reports on work activities. Host a range of donors, government officials etc that will visit the Centre. Initiate and participate in public awareness/skills development. Other related duties deemed necessary.

ENQUIRIES : TCC: Grey Adv. Buyisiwe Nkala Tel No: (046) 602 3031
TCC: Phuthaditjhaba Adv. Ernest Van Rensburg Tel No: (051) 410 6044
TCC: Madadeni Adv. Omashani Naidoo Tel No: (031) 334 5194
TCC: Port Shepstone Adv. Samukelisiwe Hlongwane at 072 874 3310
TCC: George Nathan Sass Tel No: (021) 487 7310
TCC: Stellenbosch & TCC: Mitchells Plain
Adv. Garry Titus Tel No: (021) 487 4417
APPLICATIONS : TCC: Grey (Eastern Cape) e mail Recruit2025172@npa.gov.za

TCC: Phuthaditjhaba (Free State) e mail Recruit2025173@npa.gov.za
TCC: Madadeni (KwaZulu-Natal) e mail Recruit2025174@npa.gov.za
TCC: Port Shepstone e mail Recruit2025175@npa.gov.za
TCC: George e mail Recruit2025176@npa.gov.za
TCC: Stellenbosch e mail Recruit2025177@npa.gov.za
TCC: Mitchells Plain e mail Recruit2025178@npa.gov.za

POST 15/110 : **KNOWLEDGE INFORMATION OFFICER REF NO: RECRUIT 2025/179**
Strategy Operations and Compliance: Strategy Management Office

SALARY : R325 101 per annum (Level 07), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Management or Information Sciences or equivalent. Minimum two (2) years relevant experience in Information and Knowledge Management. Working knowledge of the public sector in general. Excellent report writing skills and attention to detail. Sound knowledge management skills. Sound electrical document management and or records management skills. Sound understanding of the DPSA knowledge Management framework, PAA, POPI, and NARSSA regulations. Sound working knowledge of SharePoint application. Sound knowledge of Viva Engage platform. Good communication, liaison and presentation skills. A good command of computer literacy, including Ms Office suite (Word, Excel, PowerPoint, Outlook and Teams) Ability to work under pressure and multi-task. Able to work independently and in a team. Willingness to travel and work away from home. Working knowledge of conducting research/ and or data collection. Ability to conduct interviews. Project Management skills. A valid driver's license.

DUTIES : Identify key business processes for knowledge harvest. Outline specific knowledge and expertise for harvest. Identify knowledge locations. Identify knowledge experts within the organisation. Schedule knowledge creation and harvest sessions. Conduct knowledge harvest sessions. Document capturing knowledge Publish secondary knowledge productions in different formats. Maintain experts database. Maintain knowledge management portals. Conduct Knowledge management (KM) awareness and KM portal training. Perform any other duties deemed fit by management.

ENQUIRIES : Pretty Mabanga Tel No: (012) 845 6266
APPLICATIONS : e mail Recruit2025179@npa.gov.za

POST 15/111 : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2025/180**
Asset Forfeiture Unit

SALARY : R325 101 per annum (Level 07), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Public Administration or equivalent qualification. Minimum two (2) years relevant experience performing general administrative functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel. Ability to Identify and handle confidential matters and to keep confidential matters as such. Secretarial experience and/or related administrative experience.

DUTIES : Provide high quality administrative support to the unit, budget administration, logistical support and fleet management. Process invoices for payments. Attend queries from service providers and business units relating to payments. Prepare expenditure report including reconcile monthly commitments. Keep a well-organized 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. Compile and submit statistics monthly reports.

ENQUIRIES : Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS : e mail Recruit2025180@npa.gov.za

POST 15/112 : **COURT PREPARATION OFFICER**
National Prosecutions Service

SALARY : R325 101 per annum (Level 07), (excluding benefits)
CENTRE : CPP: Wynberg (Athlone) Ref No: Recruit 2025/183
CPP: Wynberg (Robertson) Ref No: Recruit 2025/238
CPP: Bellville (Vredendal) Ref No: Recruit 2025/184
CPP: George (Swellendam) Ref No: Recruit 2025/185
DDPP: Port Elizabeth (Makhanda) Ref No: Recruit 2025/186
CPP: Queenstown Ref No: Recruit 2025/187
CPP: Klerksdorp (Potchefstroom) Ref No: Recruit 2025/188 (X2 Posts)
CPP: Mmabatho (Molopo) Ref No: Recruit 2025/189
CPP: Mmabatho (Vryburg) Ref No: Recruit 2025/190

CPP: Empangeni (Ulundi) Ref No: Recruit 2025/191
 CPP: Empangeni (Ingwavuma) Ref No: Recruit 2025/192
 CPP: Port Shepstone (Ixopo) Ref No: Recruit 2025/193
 CPP: Ntuzuma Ref No: Recruit 2025/194
 CPP: Ladysmith (Madadeni) Ref No: Recruit 2025/195
 CPP: West Rand Ref No: Recruit 2025/196 (X2 Posts)
 CPP: Upington Ref No: Recruit 2025/197 (X2 Posts)
 DPP: Mmabatho Ref No: Recruit 2025/198
 CPP: Bloemfontein (Ladybrand) Ref No: Recruit 2025/200
 CPP: Bloemfontein (Phuthaditjhaba) Ref No: Recruit 2025/201
 CPP: Welkom (Virginia) Ref No: Recruit 2025/202
 CPP: Welkom (Heilbron) Ref No: Recruit 2025/203
 CPP: Welkom (Odendaalsrus) Ref No: Recruit 2025/204
 CPP: Kimberley (Barkley West) Ref No: Recruit 2025/205
 CPP: Kimberley (De Aar) Ref No: Recruit 2025/206
 DPP: Kimberley Ref No: Recruit 2025/207
 CPP: Pretoria (Mamelodi) Ref No: Recruit 2025/208
 CPP: Pretoria (Bronkhorstspuit) Ref No: Recruit 2025/209
 CPP: Pretoria (Pretoria – North) Ref No: Recruit 2025/210
 CPP: Pretoria (Soshanguve) Ref No: Recruit 2025/211
 CPP: Klerksdorp (Schweizer – Reneke) Ref No: Recruit 2025/322

REQUIREMENTS

: An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science/Behavioral Studies or equivalent. At least one (1) 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

:

CPP: Wynberg (Athlone) & CPP: Wynberg (Robertson) Thuso Damane Tel No: (021) 487 7129

CPP: Bellville (Vredendal) & CPP: George (Swellendam) Sonwabiso Mkwakwi Tel No: (021) 487 7234

DDPP: Port Elizabeth (Makhanda) Andiswa Tengile Tel No: (012) 842 1450

CPP: Queenstown Ziyanda Mtwazi Tel No: (046) 602 3000

CPP: Klerksdorp (Potchefstroom); CPP: Mmabatho (Vryburg); CPP: Mmabatho (Molopo); DPP: Mmabatho & CPP: Klerksdorp (Schweizer – Reneke) - Flora Kalakgosi Tel No: (018) 381 9041

CPP: Empangeni (Ulundi) & CPP: Empangeni (Ingwavuma) Ethel Mokgoko Tel No: (033) 392 8761

CPP: Port Shepstone (Ixopo) & CPP: Ntuzuma Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003

CPP: Ladysmith (Madadeni) Thabsile Radebe Tel No: (033) 392 8753

CPP: West Rand Rosette Swarts Tel No: (011) 220 4114

CPP: Upington; CPP: Kimberley (Barkley West); CPP: Kimberley (De Aar) & CPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539

CPP: Bloemfontein; CPP: Bloemfontein (Phuthaditjhaba) CPP: Welkom (Virginia); CPP: Welkom (Heilbron); CPP: Welkom (Odendaalsrus) Lemmer Ludwick Tel No: (051) 410 6001

CPP: Pretoria (Mamelodi); CPP: Pretoria (Bronkhorstspuit); CPP: Pretoria (Pretoria – North) & CPP: Pretoria (Soshanguve) Motshabi Malabi Tel No: (012) 351 6864

APPLICATIONS

:

CPP: Wynberg (Athlone) e mail Recruit2025183@npa.gov.za

CPP: Wynberg (Robertson) e mail Recruit2025238@npa.gov.za

CPP: Bellville (Vredendal) e mail Recruit2025184@npa.gov.za

CPP: George (Swellendam) e mail Recruit2025185@npa.gov.za

DDPP: Port Elizabeth (Makhanda) e mail Recruit2025186@npa.gov.za

CPP: Queenstown e mail Recruit2025187@npa.gov.za

CPP: Klerksdorp (Potchefstroom) e mail Recruit2025188@npa.gov.za

CPP: Mmabatho (Molopo) e mail Recruit2025189@npa.gov.za

CPP: Mmabatho (Vryburg) e mail Recruit2025190@npa.gov.za

CPP: Empangeni (Ulundi) e mail Recruit2025191@npa.gov.za

CPP: Empangeni (Ingwavuma) e mail Recruit2025192@npa.gov.za

CPP: Port Shepstone (Ixopo) e mail Recruit2025193@npa.gov.za

CPP: Ntuzuma e mail Recruit2025194@npa.gov.za

CPP: Ladysmith (Madadeni) e mail Recruit2025195@npa.gov.za

CPP: West Rand e mail Recruit2025196@npa.gov.za

CPP: Upington e mail Recruit2025197@npa.gov.za

DPP: Mmabatho e mail Recruit2025198@npa.gov.za

CPP: Bloemfontein (Ladybrand) e mail Recruit2025200@npa.gov.za

CPP: Bloemfontein (Phuthaditjhaba) e mail Recruit2025201@npa.gov.za

CPP: Welkom (Virginia) e mail Recruit2025202@npa.gov.za
 CPP: Welkom (Heilbron) e mail Recruit2025203@npa.gov.za
 CPP: Welkom (Odendaalsrus) e mail Recruit2025204@npa.gov.za
 CPP: Kimberley (Barkley West) e mail Recruit2025205@npa.gov.za
 CPP: Kimberley (De Aar) e mail Recruit2025206@npa.gov.za
 CPP: Kimberley e mail Recruit2025207@npa.gov.za
 CPP: Pretoria (Mamelodi) e mail Recruit2025208@npa.gov.za
 CPP: Pretoria (Bronkhorstspuit) e mail Recruit2025209@npa.gov.za
 CPP: Pretoria (Pretoria – North) e mail Recruit2025210@npa.gov.za
 CPP: Pretoria (Soshanguve) e mail Recruit2025211@npa.gov.za
 CPP: Klerksdorp (Schweizer – Reneke) e mail Recruit2025322@npa.gov.za

- POST 15/113** : **PERSONAL ASSISTANT**
 Specialized Commercial Crime Unit
- SALARY CENTRE** : R325 101 per annum (Level 07), (excluding benefits)
 : Cape Town Ref No: Recruit 2025/212
 : Durban Ref No: Recruit 2025/213
- REQUIREMENTS** : Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service 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.
- DUTIES** : Provide secretarial, administration support (including answering telephone and handling of diary to the senior managers) Typing letters, memorandums and presentations. Operate office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings. Take minutes during meetings. Develop maintain an accessible and user-friendly filing system. Performing secretarial and other related administration tasks. Case administration.
- ENQUIRIES** : Cape Town: Xola Matembisa Tel No: (021) 944 6721
 : Durban: Bongive Mlaba Tel No: (031) 335 6617
- APPLICATIONS** : Cape Town: e mail Recruit2025212@npa.gov.za
 : Durban: e mail Recruit2025213@npa.gov.za
- POST 15/114** : **PERSONAL ASSISTANT**
 National Prosecutions Service
- SALARY CENTRE** : R325 101 per annum (Level 07), (excluding benefits)
 : DPP: Cape Town Ref No: Recruit 2025/214
 : DPP: Grahamstown (Makhanda) Ref No: Recruit 2025/215
- REQUIREMENTS** : Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service 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.
- DUTIES** : Provide secretarial, administration support (including answering telephone and handling of diary to the senior managers) Typing letters, memorandums and presentations. Operate office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings. Take minutes during meetings. Develop maintain an accessible and user-friendly filing system. Performing secretarial and other related administration tasks. Case administration.
- ENQUIRIES** : DPP: Cape Town Phyllis Lujabe Tel No: (021) 487 7281
 : DPP: Grahamstown (Makhanda) Nomfuneko Joni Tel No: (046) 602 3046
- APPLICATIONS** : DPP: Cape Town e mail Recruit2025214@npa.gov.za
 : DPP: Grahamstown (Makhanda) e mail Recruit2025215@npa.gov.za
- POST 15/115** : **PERSONAL ASSISTANT REF NO: RECRUIT 2025/217**
 National Prosecutions Service
 Re-advert
- SALARY CENTRE** : R325 101 per annum (Level 07), (excluding benefits)
 : CPP – Vaal Rand (Sebokeng)

<u>REQUIREMENTS</u>	:	Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service 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 above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Provide secretarial, administration support and personal assistant service to the Chief Prosecutor. Record incoming documents. Check documents for correct referencing before filing. Facilitate leave management and performance management. Coordinate application for access to electronic register. Receiving dockets from relevant legislative prescript. Ensure incoming correspondence are processed and relevant case files are opened and cross referenced. Manage documents. Ensure that documents production is done making photocopies, facsimile and emails iro register. Ensure sufficient case data capturing.
<u>ENQUIRIES APPLICATIONS</u>	:	Godfrey Ramakuela Tel No: (012) 351 6808 e mail Recruit2025217@npa.gov.za
<u>POST 15/116</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2025/218</u> Specialized Commercial Crime Unit Re-advert
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (excluding benefits) East London
<u>REQUIREMENTS</u>	:	Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service 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 backgrounds. Good telephone etiquette and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures. A valid drivers license will be an added advantage.
<u>DUTIES</u>	:	Provide secretarial, administration support and personal assistant service to the Deputy Director. Receiving and screening telephone calls and refer the calls to the correct role players if not meant for the Deputy Director. draft routine correspondence and reports. Operate office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings. Take minutes during meetings and prepare same for signature in advance. Develop maintain an accessible and user friendly filing system. Handle procurement of standard items such as stationery and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative function. Set up schedules for meetings and events.
<u>ENQUIRIES APPLICATIONS</u>	:	Andiswa Tengile Tel No: (012) 842 1450 e mail Recruit2025218@npa.gov.za
<u>POST 15/117</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2025/219</u> Specialized Commercial Crime Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (excluding benefits) Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service 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 above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector.
<u>DUTIES</u>	:	Provide secretarial, administration support and personal assistance service to the Chief Prosecutor. Record incoming documents. Check documents for correct referencing before filing. Ensure that documents production is done making photo copies, facsimile and emails iro registers. Ensure sufficient case data capturing.
<u>ENQUIRIES APPLICATIONS</u>	:	Lerato Rakale Tel No: (012) 351 6756 e mail Recruit2025219@npa.gov.za

<u>POST 15/118</u>	:	<u>FINANCE CLERK: SUPERVISOR REF NO: RECRUIT 2025/220 (X2 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DPP: Cape Town
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Financial Management or equivalent. Minimum two (2) years relevant experience in Finance. In depth knowledge of financial systems i.e. BAS; LOGIS and PERSAL. In depth knowledge of Public Service Act, Regulations and its application. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration specifically PFMA and Treasury Regulations. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Leadership, people management and empowerment. General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint).
<u>DUTIES</u>	:	Receiving, recording, and processing of all financial transactions in the region. Develop a system where all documents and transactions with financial implications in the region will be received, captured, processed till such time they are approved and finalized. Verifying correctness of all S&T claims, overtime and other transactions with financial implications before approval on the PERSAL and BAS system. Draw a weekly, monthly and quarterly report for budget and expenditure for monitoring and reporting purposes. Manage and use of petty cash in the region. Supply Chain functions and duties (Procurement, Inventory Management, travel bookings and stationery). Report all discrepancies and irregularities to Assistant Director: Finance. Develop systems and mechanisms to ensure and maintain a clean audit in the region. Perform any other duties within the Finance Section as deemed necessary by management.
<u>ENQUIRIES</u>	:	Phyllis Lujabe Tel No: (021) 487 7281
<u>APPLICATIONS</u>	:	e mail Recruit2025220@npa.gov.za
<u>POST 15/119</u>	:	<u>FINANCE CLERK: SUPERVISOR</u> National Prosecutions Service
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DDPP: Durban Ref No: Recruit 2025/221 DDPP: Thohoyandou Ref No: Recruit 2025/222 (Re-advert) DPP: Limpopo (Polokwane) Ref No: Recruit 2025/223
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Financial Management or equivalent. Minimum two years relevant experience in Finance. In depth knowledge of financial systems i.e. BAS; LOGIS and PERSAL. In depth knowledge of Public Service Act, Regulations and its application. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration specifically PFMA and Treasury Regulations. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Leadership, people management and empowerment. General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint).
<u>DUTIES</u>	:	Receiving, recording, and processing of all financial transactions in the region. Develop a system where all documents and transactions with financial implications in the region will be received, captured, processed till such time they are approved and finalized. Verifying correctness of all S&T claims, overtime and other 43 transactions with financial implications before approval on the PERSAL and BAS system. Draw a weekly, monthly and quarterly report for budget and expenditure for monitoring and reporting purposes. Manage and use of petty cash in the region. Report all discrepancies and irregularities to Assistant Director: Finance. Develop systems and mechanisms to ensure and maintain a clean audit in the region.
<u>ENQUIRIES</u>	:	DDPP: Durban Phiywayinkosi Nhlengethwa Tel No: (031) 334 5003 DDPP: Thohoyandou & DPP: Limpopo (Polokwane) Thuba Thubakgale Tel No: (015) 045 0285
<u>APPLICATIONS</u>	:	DDPP: Durban e mail Recruit2025221@npa.gov.za DDPP: Thohoyandou e mail Recruit2025222@npa.gov.za DPP: Limpopo (Polokwane) e mail Recruit2025223@npa.gov.za
<u>POST 15/120</u>	:	<u>FINANCE CLERK: SUPERVISOR REF NO: RECRUIT 2025/224</u> National Prosecutions Services
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DPP Mthatha
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum of two years relevant experience in dealing with processing of Creditors Payments and employee's allowances such as cellphone and S&T Claims. Knowledge of BAS; LOGIS; PERSAL and tracking system. Knowledge of Legislation and Regulation pertaining to PFMA Act, Treasury Regulations and other government related legislations. Understanding of the Public Finance in the public sector.

Good communication, liaison and presentation skills. Computer literacy, including MS Office suite Word, Excel, PowerPoint, Outlook. Ability to work independently and under pressure. Willingness to travel. Good administrative skills. People management and empowerment. Planning and prioritizing skills. Problem-solving and decision making. A Valid driver's license.

DUTIES : Supervise the Finance Section. Compilation of the budget. Administer regional expenditure. Compile and submit monthly Finance statistics. Implement and ensure compliance with policies and procedures. Liaise with customers/ stakeholders/ suppliers. Perform monthly financial inspections. Capture and update the budget on BAS. Maintain BAS code structure, confirm the correct allocations to the payment section. Manage the clearing of salary suspense accounts. Perform reconciliation for BAS/ PERSAL, Tax and any other relevant recon. Supervise management of interdepartmental claims and S&T's. Manage and/or Supervise finance staff and functions in the Finance Section (Leave management Performance management, staff attendance etc) Compile monthly recons and other reports. Make sure that all processed payments batches are properly filed. Attend to all payments sections related queries.

ENQUIRIES : Tulisa Sibindlana Tel No: (047) 501 2669
APPLICATIONS : e mail Recruit2025224@npa.gov.za

POST 15/121 : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2025/225**
National Prosecutions Service

SALARY : R325 101 per annum (Level 07), (excluding benefits)
CENTRE : DPP: Cape Town
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) or equivalent. Minimum two (2) years relevant experience in administrative supervision. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience within the Document Centre and/or Library and/or Switchboard will be an added advantage. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Leadership, people management and empowerment. General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint). Willing to work extended hours where necessary.

DUTIES : Manage and/or supervise the workflow activities within the library, switchboard and document centre. Supervise and monitor the registration, allocation and disposal of all library resource material. Ensure all updates are done on a regular basis. Oversee the asset management of the library assets. Conduct stocktaking of assets within library. Manage and monitor the daily operations of switchboard services. Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence and render effective filing and record management service. Supervise the processing and process documents for archiving and /or disposal. Perform monthly inspections in preparation of audits. Ensure that monthly reports are compiled and submitted to management. Compile and submit monthly statistics to management. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Manage and/or supervise human resource functions and staff in Document Centre, Library and Switchboard Services. Perform any other duties as deemed necessary by management.

ENQUIRIES : Phyllis Lujabe Tel No: (021) 487 7281
APPLICATIONS : e mail Recruit2025225@npa.gov.za

POST 15/122 : **ADMINISTRATIVE CLERK: SUPERVISOR**
National Prosecutions Service

SALARY : R325 101 per annum (Level 07), (excluding benefits)
CENTRE : DPP: Cape Town Ref No: Recruit 2025/226
DDPP: Port Elizabeth Ref No: Recruit 2025/227
DPP: Kimberley Ref No: Recruit 2025/316

REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum two (2) years' relevant experience in Administration, Document Management Section and Court Support processes. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Understanding of criminal court administration processes. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.

DUTIES : Manage and/or supervise the legal Admin and documents Management Sections. Manage court rolls. Check and sign off court files. Check and sign off electronic registers (Appeals, Police dockets, etc.). Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Manage and/or supervise human resource functions of staff in the Court Support. Perform any other duties as deemed necessary by the supervisor.

Draw up performance management contracts of staff and be responsible for performance assessment of staff. Draw and manage the court roll.

ENQUIRIES

: DPP: Cape Town Phyllis Lujabe Tel No: (021) 487 7281
: DDPP: Port Elizabeth Andiswa Lujabe Tel No: (012) 842 1450
: DPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539

APPLICATIONS

: DPP: Cape Town e mail Recruit2025226@npa.gov.za
: DDPP: Port Elizabeth e mail Recruit2025227@npa.gov.za
: DPP: Kimberley e mail Recruit2025316@npa.gov.za

POST 15/123

: **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2025/228**
National Prosecutions Service

SALARY
CENTRE
REQUIREMENTS

: R325 101 per annum (Level 07), (excluding benefits)
: DPP: Bloemfontein
: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum two (2) years' relevant experience in Administration Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Understanding of criminal court administration processes. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. A valid driver's licence.

DUTIES

: Manage and/or supervise the legal Admin and documents Management Sections. Manage and/or supervise the registry section. Manage all non-legal filing in the DPP document centre. Check and sign off electronic registers (Corporate services files, HR, Fleet and Finance etc) Check and sign off closed files. Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Manage and/or supervise human resource functions of staff in the Registry/Legal Admin and document management section. Perform any other duties as deemed necessary by the supervisor.

ENQUIRIES
APPLICATIONS

: Lemmer Ludwick Tel No: (051) 410 6001
: e mail Recruit2025228@npa.gov.za

POST 15/124

: **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2025/229**
National Prosecutions Service

SALARY
CENTRE
REQUIREMENTS

: R325 101 per annum (Level 07), (excluding benefits)
: Pretoria: Head Office
: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum two (2) years relevant experience in Administrative Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook.

DUTIES

: Support, fleet management and Human Resource Administration. Keep a well-organized administrative system for the office. Manage communication with the internal and external stakeholder. Liaise with all matter pertaining to administrative function of the office. Perform a general administrative duty. Documents managements. Manage and or supervise the admin staff. Draw up performance managements contracts of staff and be responsible for performance assessment. Compile and submit statistics. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the office. Type documents for and provides a clerical support service to the NPS. Operates office equipment like fax machines and photocopiers. Make travel arrangements; make logistical arrangements for meetings and events, process travel and subsistence claims for the NPS, taking minutes during meetings, draft routine correspondence, develop and maintain an accessible and user-friendly filing system in the office of the NPS.

ENQUIRIES
APPLICATIONS

: Gija Maswanganyi Tel No: (012) 845 6944
: e mail Recruit2025229@npa.gov.za

POST 15/125

: **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2025/230**
National Prosecutions Services

SALARY
CENTRE
REQUIREMENTS

: R325 101 per annum (Level 07), (excluding benefits)
: DPP Mmabatho
: An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration/ Public Administration/ Finance or equivalent. Minimum of two (2) years' relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic knowledge of PFMA and National Treasury Regulations. Sound planning and organizing skills, written and verbal communication skills. Computer skills in MS Word, Excel, PowerPoint, and Outlook. Strong interpersonal and communication skills. Ability to act

- independently. Willing to travel and able to work after hours. Ensure compliance with NPA Policies and guidelines and all relevant prescripts. A valid driver's License.
- DUTIES** : Supervise and render clerical support services. Supervise and provide supply chain management services within the region. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Supervise and provide financial administration support services. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Supervise and provide personnel administration services within the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Allocate and ensure quality of work. Assess staff performance and apply discipline. Supervise staff.
- ENQUIRIES APPLICATIONS** : Flora Kalakgosi Tel No: (018) 381 9040
: e mail Recruit2025230@npa.gov.za
- POST 15/126** : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2025/231**
Special Commercial Crime Unit
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum (Level 07), (excluding benefits)
: Pretoria
: An appropriate B Degree (NQF level 7) or Three (3) year National Diploma (NQF level 6) in Human Resource Management/Public Administration or equivalent. Minimum of at least two (2) year's relevant working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of legislation and regulations pertaining to Public Service Administration specifically the Public Service Act, Labour Relations Act, EEA and skills Development Act. Knowledge of Human Resource in General and information management. Strong organisation and management skills. Excellent written and verbal communication skills. Innovative and proactive. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Experience in working on PERSAL.
- DUTIES** : Provide HR Administration service in the Region. Capture personal information on the payroll system. Facilitate the Recruitment process. Advise National Office on HR applications and the processing thereof. Process applications for service benefits and exits within the Region. Compile and submit HR Reports and statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Provide HR advice to management and staff in the Region. Maintain and administer PERSAL information including leave applications. Prepare Human Resources reports and submit same to the Director: Administration. Staff procurement, PERSAL Administration, training and development, Service benefits, staff and transfers.
- ENQUIRIES APPLICATIONS** : Godfrey Ramakuela Tel No: (012) 351 6808
: e mail Recruit2025231@npa.gov.za
- POST 15/127** : **ADMINISTRATIVE OFFICER: ASSETS, FLEET AND FACILITY REF NO: RECRUIT 2025/232**
National Prosecutions Services
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum (Level 07), (excluding benefits)
: DPP: Johannesburg
: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Business Administration/Public Administration/ Finance or equivalent. Minimum of two (2) year's relevant working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication skills. Computer skills in MS Word, Excel, PowerPoint, and Outlook. Strong interpersonal and communication skills. Strategic capacity and leadership. General management skills. Good planning and prioritising skills. Customer focus and responsiveness. Problem solving skills. People management and empowerment. Ensure compliance with NPA Policies and guidelines and all relevant prescripts.
- DUTIES** : Provide Asset Management services within the Regional Office. Provide Fleet Service Management Services within the Regional Office. Provide Facilities Management services within the Regional Office. Supervise staff.
- ENQUIRIES APPLICATIONS** : Khensani Manganye Tel No: (011) 220 4266
: e mail Recruit2025232@npa.gov.za
- POST 15/128** : **ADMINISTRATIVE OFFICER: ASSETS, FLEET AND FACILITY REF NO: RECRUIT 2025/233**
National Prosecutions Services
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum (Level 07), (excluding benefits)
: DPP: Cape Town
: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Business Administration/Public Administration/ Finance or equivalent. Minimum of two (2) year's relevant working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of Assets, Fleet and Facilities Regulations,

PFMA and National Treasury Regulations and Public Service Act. Knowledge of NPA Policies and Procedure relevant to the job functions. Competencies requires strategic capacity and leadership general management skills people management and empowerment, administration skills. Sound planning and organizing skills, written and verbal communication skills. Computer skills in MS Word, Excel, PowerPoint. Customer focus and responsiveness. Problem solving and decision making. Ability to meet strict deadlines.

DUTIES

: Provide financial support services to the region. Assist the Assistant Director: Finance with the compilation of the budget, expenditure control, processing of invoice and claims, monthly statistics and implementation and monitor compliance with policies and procedures. Provide supply chain administration services to the region. Assist the Assistant Director Finance in rendering of demand and acquisition services, undertaking of logistical support services, updating monthly registers, managing the provision of travelling and accommodation services and stationery and inventory management. Monitor the provision of assets management services within the Region. adhere to the delegation of authority policies and procedures in respect of assets management. Ensure compliance with the assets management systems. Barcode all new assets upon receipt. Identify redundant assets and complete the disposal process. Manage the movement of all assets. Facilitate and manage the annual assets verification process. Ensure that verification additions and disposals are in line with the assets management regulations. Manage maintain/ reports of assets where required. Facilitate the process of reporting damages and losses. Monitor the provision of fleet service management services within the region. Confirm compliance with the fleet management policy. Report accidents and administer claims. Ensure fines are dealt with in terms of approved policies. Monitor monthly fleet vehicle usage reports. Maintain all registers and provide monthly statistics. Ensure that the regional fleet is properly maintained. Reconcile and confirm correctness of the monthly fuel transaction reports. Process and submit monthly log returns. Monitor the provision of facilities management services within the region: communicate with Head Office regarding accommodation requirements. Report all maintenance issues to the landlord department of Public Works and Head Office. Carry out inspection on building facilitate, monitor on facilities management contract as per the SLA process and submit monthly vendor performance report. Manage staff in the Assets Fleet and Facilities. Conduct quarterly individual staff assessments. Perform ant other duties as deemed necessary by supervisor/ Manager.

**ENQUIRIES
APPLICATIONS**

: Phyllis Lujabe Tel No: (021) 487 7129
: e mail Recruit2025233@npa.gov.za

POST 15/129

: **HUMAN RESOURCES CLERK: SUPERVISOR REF NO: RECRUIT 2025/234**
National Prosecutions Service

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 per annum (Level 07), (excluding benefits)
: DPP: Cape Town
: An appropriate B degree (NQF level 7) or Three-year Diploma (NQF level 6). Minimum two (2) years' relevant experience in Human Resources Development. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of legislations pertaining to Public Service Administration specifically the Public Service Act, Labour Relations Act, EEA and Skills Development Act. Knowledge of Human Resources in general and information management. Strong organizational and supervisory/management skills. General computer literacy skills and knowledge in programs such as MS Word, Excel, Outlook and PowerPoint. Excellent administrative skills. Excellent written and verbal communication skills. Innovative and proactive. Experience in working with PERSAL.

DUTIES

: Assist with managing effective bursary and induction administration. Develop and implement the Workplace Skills Plan. Ensure effective gathering and maintenance of the training and bursary databases. Assist with the Skills Auditing, needs identification and analysis. Ensure compliance with the HRM&D policies and procedures. Coordinate and assist with learnership and internship programmes. Liaise with internal and external stakeholders. Coordinate performance management system in the NPA. Serve as Secretarial to the Regional Training Forum. Compile and monitor the annual training plan. Assist with HRM related matters as and when requested by management.

**ENQUIRIES
APPLICATIONS**

: Phyllis Lujabe Tel No: (021) 487 7281
: e mail Recruit2025234@npa.gov.za

POST 15/130

: **HUMAN RESOURCES CLERK: SUPERVISOR REF NO: RECRUIT 2025/235**
National Prosecutions Service

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 per annum (Level 07), (excluding benefits)
: DPP: Mmabatho
: An appropriate B degree (NQF level 7) or Three-year Diploma (NQF level 6). Minimum two (2) years' relevant experience in Human Resources Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Working knowledge of PERSAL. Knowledge of legislation and regulations pertaining to public service administration, specifically: the Public Service Act and Regulations, NPA Act, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills 135 Development Act. Knowledge of HR information management. Computer literacy in MS Word, Excel, Outlook and PowerPoint.

<u>DUTIES</u>	: Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination, administrative skills. : Administer recruitment and selection. Preside as an HR rep for shortlisting and interviews. Prepare appointment memorandum. Administer the implementation of service benefits. Ensure processing of leave on PERSAL. Approve transactions on PERSAL. Conduct leave inspections and compile report. Processing of performance rewards (pay progression and grade progression). Implementation of labour relations awards. Implementation of salary structures and updating of personnel information. Process resettlement benefits. Process recognition of long service. Process housing allowance. Process internal transfers. Oversee leave implementation and staff terminations. Process injury on duty. Monitor the processing of salary adjustment. Implementation of job evaluation results. Oversee all Human Resources Administration functions. Supervise staff in the relevant section. Implement and ensure compliance with policies and procedures.
<u>ENQUIRIES</u>	: Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	: e mail Recruit2025235@npa.gov.za
<u>POST 15/131</u>	: <u>HUMAN RESOURCES CLERK: SUPERVISOR</u> National Prosecutions Services
<u>SALARY</u>	: R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	: DPP: Mpumalanga Ref No: Recruit 2025/236 DPP: Grahamstown Ref No: Recruit 2025/237
<u>REQUIREMENTS</u>	: An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6) in Human Resource Management/Public Administration or equivalent. Minimum of at least two (2) year's relevant working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of legislation and regulations pertaining to Public Service Administration specifically the Public Service Act, Labour Relations Act, EEA and skills Development Act. Knowledge of Human Resource in General and information management. Knowledge of PMDS and CORE. Strong organisation and management skills. Excellent written and verbal communication skills. Innovative and proactive. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Experience in working on PERSAL.
<u>DUTIES</u>	: Provide HR Administration service in the Region. Capture personal information on the payroll system. Facilitate the Recruitment process. Advise National Office on HR applications and the processing thereof. Process applications for service benefits and exits within the Region. Compile and submit HR Reports and statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Provide HR advice to management and staff in the Region. Maintain and administer PERSAL information including leave applications. Prepare Human Resources reports and submit same to the Director: Administration. Staff procurement, PERSAL Administration, training and development, Service benefits, staff and transfers.
<u>ENQUIRIES</u>	: DPP: Mpumalanga Tebogo Mashile Tel No: (013) 045 0686 DPP: Grahamstown – Nomfuneko Ntapane Tel No: (046) 602 3000
<u>APPLICATIONS</u>	: DPP: Mpumalanga e mail Recruit2025236@npa.gov.za DPP: Grahamstown e mail Recruit2025237@npa.gov.za
<u>POST 15/132</u>	: <u>HUMAN RESOURCES DEVELOPMENT PRACTITIONER REF NO: RECRUIT 2025/319</u> Strategy Operations and Compliance: HRM &D - Human Resources Development
<u>SALARY</u>	: R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	: Pretoria: Head Office
<u>REQUIREMENTS</u>	: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). At least two (2) years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of legislation and regulations pertaining to Public Service administration specifically the Public Service Act, Labour Relations Act, EEA and Skills Development Act. Knowledge of Human Resources in general and Information management. Strong organizational and management skills. Excellent written and verbal communication skills, innovative and proactive. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint. Experience in working on PERSAL.
<u>DUTIES</u>	: Administer learning, internship programme. Receive applications for learnerships and internships. Screen the applications. Communicate with all the stake holders. Administer NPA bursary in line with the NPA Bursary Policy. Capture bursary applications on the database. Compile a memorandum for bursary application approval. Inform applicants of the outcome. Create records for returned signed contracts. Update existing bursary holder files. Co-ordinate and administer training interventions. Co-ordinate performance management system in the NPA.
<u>ENQUIRIES</u>	: Lerato Matau Tel No: (012) 845 6174
<u>APPLICATIONS</u>	: e mail Recruit2025319@npa.gov.za

- POST 15/133** : **ADMINISTRATIVE OFFICER (PROCUREMENT) REF NO: RECRUIT 2025/239**
Strategy Operations and Compliance: Supply Chain Management
- SALARY** : R325 101 per annum (Level 07), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum two (2) years' relevant experience in Supply Chain particularly Demand and Acquisition management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and other relevant public service prescripts. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to travel and work extended hours where necessary. Presentation skills.
- DUTIES** : Administer bid requests and capture them in the bid register and allocate bid numbers. Compile memorandums to initiate and commence with a bid process to seek approval thereof. Provide administrative and secretarial support to bid specification, evaluation and adjudication committees. Conduct market assessment for potential suppliers as well as industry analysis for requirements. Compile bid documents. Draft bid advertisement to be published in the government tender bulletin, National Treasury E- portal, NPA Website and other media platforms. Conduct the bid briefings sessions and site visits to potential bidders. Check submitted bids for administrative compliance according to responsive criteria. Arrange the opening and closing of bids including registering of received proposals. Organize and coordinate logistical arrangements for bid specification and evaluation meetings. Take and keep records of all minutes of committee meetings. Present bid evaluation recommended reports to the bid adjudication committee for approval. Prepare and send acceptance letter of awarded bids including unsuccessful letters. Compile and update bid register regularly. Assist in preparation of monthly reports. Monitor bid validity periods and request extension when necessary. Check the prohibition status of the recommended company and its directors with the National Treasury. Check the company status on Central Supplier Database (CSD)- status and ownership. Assist in conducting due diligence on recommended service providers. Respond to bid related queries from prospective service providers and business units. Liaise with National Treasury and the Auditor General regarding bid related matters. Perform any other duties deemed necessary by supervisor. You may be rotated to other sections within Supply Chain Management.
- ENQUIRIES** : Happy Moloi Tel No: (012) 845 6077
APPLICATIONS : e mail Recruit2025239@npa.gov.za
- POST 15/134** : **ADMINISTRATIVE OFFICER (PROCUREMENT) REF NO: RECRUIT 2025/240**
Strategy Operations and Compliance: Supply Chain Management
- SALARY** : R325 101 per annum (Level 07), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree(NQF 7) or Three (3) year Diploma (NQF 6). Minimum Two (2) years' relevant experience in Supply Chain/Procurement management environment. Sound knowledge of PFMA, Treasury Regulations and Supply Chain Management. Willing to travel, able to work extended hours where necessary. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Computer literacy MS Word, Excel, (Intermediate) and general computer literacy knowledge of programs in Office 365 and Ms Teams. Good written and verbal communication skills. Able to work under pressure. Be reliable, tolerant and determined. A Valid driver's license.
- DUTIES** : Provide administrative and specialized procurement support to the NPA. Capture and compile request for procurement for approval. Request quotations for goods and services. Recording and registering applications for suppliers on the database. Liaise with internal and external clients. Maintain comprehensive database to ensure capturing of accurate and relevant information for work within your area of responsibility. Ensure compliance to Treasury regulations, PFMA and internal prescripts. Respond to all queries (Internal, External and Audit). Supervise staff where necessary. Perform any other duties as deemed necessary by your supervisor. Staff may be rotated to other sections within Supply Chain Management.
- ENQUIRIES** : N Beilings Tel No: (012) 845 6039
APPLICATIONS : e mail Recruit2025240@npa.gov.za
- POST 15/135** : **VETTING PROCESSOR RECRUIT 2025/241**
Strategy Operations and Compliance: Security Management Service Unit
- SALARY** : R325 101 per annum (Level 07), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) or equivalent. Three (3) years' experience in the field of security management. Vetting Administration experience will be an added advantage. Vetting Investigation Course provided by State Security Agency would be an added advantage. Sound knowledge of operational functions of Vetting support. Sound

Knowledge of the minimum Information Security Standard, Protection of Information Act, National Strategic Intelligence Act, Criminal Procedure Act and other relevant Act regulating personnel security. Must be able to draft memorandums in support of the internal vetting investigation. Must have Integrity trustworthy in dealing with Top Secret, Secret and Confidential Vetting Information. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good report writing skills and be able to work under pressure. A Valid driver's license.

DUTIES : Conduct Pre-screening for all applicants according to the national vetting strategy. Receive and process the vetting applications. Capture vetting forms on the approved vetting system. Prepare vetting statistics for Security Management Services. Liaise with all relevant stakeholders on all vetting matters. Write vetting investigation reports. General administration within the vetting unit.

ENQUIRIES APPLICATIONS : Simon Hlatshwayo Tel No: (012) 845 6872
e mail Recruit2025241@npa.gov.za

POST 15/136 : **ADMINISTRATIVE OFFICER REF NO: RECRUIT 2025/242**
Strategy Operations and Compliance: Security Management Service

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 07), (excluding benefits)
: DDPP: Durban
: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Public Administration/Public management or equivalent. At least two years' relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Ability to identify and handle confidential matters. 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. Valid driver's license.

DUTIES : Provide security vetting services in the region. Maintain and update database 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 them to ASD: Security Management Services. 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.

ENQUIRIES APPLICATIONS : Tshinyadzo Mudau Tel No: (012) 845 6298
: e mail Recruit2025242@npa.gov.za

POST 15/137 : **VICTIM ASSISTANT OFFICER**
Sexual Offences and Community Affairs

SALARY CENTRE : R325 101 per annum (Level 07), (excluding benefits)
: TCC: Butterworth Ref No: Recruit 2025/243
: TCC: Bongani Ref No: Recruit 2025/244
: TCC: Phekolong Ref No: Recruit 2025/245
: TCC: Rustenburg Ref No: Recruit 2025/246
: TCC: Klerksdorp Ref No: Recruit 2025/247
: TCC: Kabokweni Themba Ref No: Recruit 2025/248
: TCC: Nelspruit Rob Ferreira Ref No: Recruit 2025/249 (Re-advert)
: TCC: Jozini Ref No: Recruit 2025/250
: TCC: George Ref No: Recruit 2025/251
: TCC: Karl Bremer Ref No: Recruit 2025/252
: TCC: Paarl Ref No: Recruit 2025/253
: TCC: Worcester Ref No: Recruit 2025/254
: TCC: Wynberg Ref No: Recruit 2025/255
: TCC: Atlantis Ref No: Recruit 2025/256
: TCC Mitchells Plain Ref No: Recruit 2025/257
: TCC Phuthaditjhaba Ref No: Recruit 2025/258

REQUIREMENTS : An appropriate B Degree (NQF Level 7) or Three (3) year Diploma (NQF Level 6) in Social Sciences/ Behavioral Studies or equivalent. Minimum one year working experience in gender-based violence environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Knowledge of rape care management. Working knowledge of court and police processes General computer literacy and knowledge of programs in Microsoft Office: Word, Excel, Outlook and PowerPoint. Good people skills. Strong interpersonal and communication skills. Ability to act independently. Valid driver's licence.

DUTIES : Provide victim assistance services within the Thuthuzela Care Centre. Receive and establish early contact with the victim on the first day of reporting. Make follow through within a week of reporting. Access and respond to the need of victim and identify the victims needs for counselling and specific services. Refer victim for court preparation when the court date has been set. Ensure that a place of safety is provided where needed. Refer victim for psychological therapy or any needs. Receive and attend to any complaint from victims with regard to the possible delay on the

case and accelerate the matter to the relevant stakeholder. Liaise with the site coordinator about the support services that have been provided to the victim or where the victim has been referred to and contact details of stakeholders. Maintain a cooperative approach with other role players to help a victim holistically to increase the conviction rate. Liaise with other role players on the progress of the case. Keep victim notified on the progress of the case. Conduct community awareness sessions. Compile monthly statistics.

ENQUIRIES

: TCC: Butterworth Adv. Mzoxolo Rusi at 084 520 1126
TCC: Bongani & TCC: Phekolong Adv. Ernest Van Rensburg Tel No: (051) 410 6044
TCC: Rustenburg & TCC: Klerksdorp Adv. Joseph Phelane Tel No: (018) 381 9053
TCC: Themba & TCC: Rob Ferreira Christa du Plessis Tel No: (013) 045 0652
TCC: Jozini Adv. Samukelisiwe Hlongwane at 072 874 3310
TCC: George TCC: Atlantis Adv. Nathan Sass Tel No: (021) 487 7310
TCC: Karl Bremer & TCC: Wynberg Adv. Garry Titus Tel No: (021) 487 4417
TCC: Paarl & TCC: Worcester Adv. Mark Kenny Tel No: (021) 487 7157
TCC Mitchells Plain Garry Titus Tel No: (021) 487 4417
TCC Phuthaditjhaba Ernest Van Rensburg Tel No: (015) 410 6044

APPLICATIONS

: TCC: Butterworth e mail Recruit2025243@npa.gov.za
TCC: Bongani e mail Recruit2025244@npa.gov.za
TCC: Phekolong e mail Recruit2025245@npa.gov.za
TCC: Rustenburg e mail Recruit2025246@npa.gov.za
TCC: Klerksdorp e mail Recruit2025247@npa.gov.za
TCC: Themba e mail Recruit2025248@npa.gov.za
TCC: Rob Ferreira e mail Recruit2025249@npa.gov.za
TCC: Jozini e mail Recruit2025250@npa.gov.za
TCC: George e mail Recruit2025251@npa.gov.za
TCC: Karl Bremer e mail Recruit2025252@npa.gov.za
TCC: Paarl e mail Recruit2025253@npa.gov.za
TCC: Worcester e mail Recruit2025254@npa.gov.za
TCC: Wynberg e mail Recruit2025255@npa.gov.za
TCC: Atlantis e mail Recruit2025256@npa.gov.za
TCC Mitchells Plain e mail Recruit2025257@npa.gov.za
TCC Phuthaditjhaba e mail Recruit2025258@npa.gov.za

POST 15/138

: **LIBRARIAN REF NO: RECRUIT 2025/259**
National Prosecutions Service

SALARY

: R325 101 per annum (Level 07), (excluding benefits)

CENTRE

: DPP: Pietermaritzburg

REQUIREMENTS

: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). At least two (2) years relevant experience preferable in a law library environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Ability to work on an electronic library management system including e-Books. Computer literacy in MS Word, Excel, and PowerPoint. At least two years' experience in utilization of search of search including Jutastat, Lexis Nexis, Sabinet and WorldShare. Willingness to travel.

DUTIES

: Catalog and classify library material utilising available databases. Maintain asset register of library material including disposals. Renew standing orders. Conduct inter and intra-Library loans. Conduct periodic stock take and keep statistics. Procure and process new material for both head office and regions. Loose leaf administration. Liaise with external clients. Assist with information projects of the NPA. Process all requests in terms of law reports, statutes and reference material. Assist with training of clients in use of online databases. Submit monthly reports.

ENQUIRIES

: Ethel Mokgoko Tel No: (033) 3928 761

APPLICATIONS

: e mail Recruit2025259@npa.gov.za

POST 15/139

: **REGISTRY CLERK: SUPERVISOR REF NO: RECRUIT 2025/260**
National Prosecutions Service

SALARY

: R325 101 per annum (Level 07), (excluding benefits)

CENTRE

: DPP: Pietermaritzburg

REQUIREMENTS

: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum of two (2) years relevant experience. Working knowledge and understanding of the legislative framework governing the Public Service. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility Computer literacy in MS Office suite and accounting system. Good interpersonal skills. Good Planning and Organizing skills. Ability to work under pressure and independently. Ability to think strategically. Good communication and problem-solving skills. Ability to work in a team. Loyal and honest. General office management skills.

DUTIES

: Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render effective filing and record management. Supervise the operation and operate office machines in relation to the registry function.

ENQUIRIES

: Ethel Mokgoko Tel No: (033) 3928 761

APPLICATIONS

: e mail Recruit2025260@npa.gov.za

<u>POST 15/140</u>	:	<u>REGISTRY CLERK: SUPERVISOR REF NO: RECRUIT 2025/261</u> National Prosecutions Services
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DPP: Mmabatho
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Administration, Document Management Section and Court Support processes. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Understanding of criminal court administration processes. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.
<u>DUTIES</u>	:	Manage and/or supervise the legal Admin and documents Management Sections. Manage court rolls. Check and sign off court files. Check and sign off electronic registers (Appeals, Police dockets, etc.). Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Manage and/or supervise human resource functions of staff in Court Support. Perform any other duties as deemed necessary by the supervisor. Draw up performance management contracts of staff and be responsible for performance assessment of staff. Draw and manage the Court roll.
<u>ENQUIRIES</u>	:	Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	e mail Recruit2025261@npa.gov.za
<u>POST 15/141</u>	:	<u>ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2025/262 (X2 POSTS)</u> National Prosecutions Services
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DPP North Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum two (2) years' relevant experience in administration management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.
<u>DUTIES</u>	:	Manage and/or supervise the Legal Administration Section. Manage court rolls. Check and sign off court files. Maintain and verify electronic registers (Appeals, Police dockets and High Court Matters e.tc). Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Perform general office administration related to document management. Manage and/or supervise human resource functions of staff in Legal Admin. Perform any other duties as deemed necessary by the supervisor. Draw up performance management contracts of staff and be responsible for performance assessment of staff.
<u>ENQUIRIES</u>	:	Godfrey Ramakuela Tel No: (012) 351 6808
<u>APPLICATIONS</u>	:	e mail Recruit2025262@npa.gov.za
<u>POST 15/142</u>	:	<u>ADMINISTRATIVE CLERK</u> National Prosecutions Service
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office Ref No: Recruit 2025/263 (X5 Posts) CPP: Upington Ref No: Recruit 2025/315
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to other organisations and State departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, photocopying, faxing, receiving and dispatching documents. Provide efficient administrative services in the Cluster. Liaise with customers and stakeholders.
<u>ENQUIRIES</u>	:	Gija Maswanganyi Tel No: (012) 845 6944 CPP: Upington Nicholas Mogongwa Tel No: (053) 807 4539
<u>APPLICATIONS</u>	:	Pretoria: Head Office e mail Recruit2025263@npa.gov.za

- POST 15/143** : **ADMINISTRATIVE CLERK**
National Prosecutions Service
- SALARY CENTRE** : R228 321 per annum (Level 05), (excluding benefits)
: DPP: Mthatha Ref No: Recruit 2025/264
: DDPP: Bhisho Ref No: Recruit 2025/266
: DPP: Cape Town Ref No: Recruit 2025/267 (X5 Posts)
: CPP: East Rand Ref No: Recruit 2025/268
: CPP: East London Ref No: Recruit 2025/330
- REQUIREMENTS** : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing skills, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, writing skills and task time management skills.
- DUTIES** : Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Draft correspondence to members of the public, other organisations, and State departments. Liaise with administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents. Perform any other duties as deemed necessary by the supervisor/manager.
- ENQUIRIES** : DPP: Mthatha Tulusa Sibindlana Tel No: (047) 501 2669
: CPP: Bhisho & CPP: East London Chwayita Zwelibanzi Tel No: (040) 608 6800
: DPP: Cape Town Phyllis Lujabe Tel No: (021) 487 7281
: CPP: East Rand Eveline Mogale Tel No: (011) 220 4227
- APPLICATIONS** : DPP: Mthatha – e mail Recruit2025264@npa.gov.za
: DPP: Bhisho e mail Recruit2025266@npa.gov.za
: DPP: Cape Town e mail Recruit2025267@npa.gov.za
: CPP: East Rand e mail Recruit2025268@npa.gov.za
: CPP: East London e mail Recruit2025330@npa.gov.za
- POST 15/144** : **ADMINISTRATIVE CLERK**
National Prosecutions Services
- SALARY CENTRE** : R228 321 per annum (Level 05), (excluding benefits)
: CPP: Mmabatho (Taung) Ref No: Recruit 2025/270
: CPP: Mthatha Ref No: Recruit 2025/271
- REQUIREMENTS** : Grade 12 or equivalent qualification. Knowledge of clerical duties practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the public service. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Good verbal and written communication skills. Excellent administrative skills and problem-solving skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, planning and organizing skills.
- DUTIES** : Provide high level administrative support to the office of the Senior Public Prosecutor and Prosecutors in the cluster and provide logistical services thereof. Management of correspondence. Liaise and communicate with a range of stakeholders in the Justice Sector. Plan organize and co-ordinate events, meetings or other arrangements. Manage information and ensure an appropriate filing system. Make travel and accommodation arrangements when necessary. Diary management. Receive correspondence for the section. Collect information. Execute a wide variety of administrative tasks. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents. Collect and capture statistics.
- ENQUIRIES** : CPP: Mmabatho (Taung) Flora Kalakgosi Tel No: (018) 381 9041
: CPP: Mthatha Tulusa Sibindlana Tel No: (047) 501 2669
- APPLICATIONS** : CPP: Mmabatho e mail Recruit2025270@npa.gov.za
: CPP: Mthatha e mail Recruit2025271@npa.gov.za
- POST 15/145** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/272**
National Prosecutions Services
- SALARY CENTRE** : R228 321 per annum (Level 05), (excluding benefits)
: CPP: Queenstown
- REQUIREMENTS** : Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. Good computer literacy skills and knowledge in programs MS Word; Excel;

		PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act with tact and discreet. High level of reliability. Ability to act independently.
<u>DUTIES</u>	:	Provide secretarial and administrative support and personal assistance to the office of Chief Public Prosecutor and the staff in the cluster. Receive and screen telephone calls and refer the calls to the correct role players. Type documents for the office. Operate office equipment like fax machines and photocopiers. Ensure liaison with the Finance office with regard to travel and logistical arrangements for meetings and events. Record incoming and outgoing documents. Ensure compliance with the NPA policies and guidelines and all other relevant legislative and prescripts. Management Plan organize and co-ordinate events, meetings or other arrangements. Take minutes during meetings. Diary management. Receive correspondence for the section. Maintain an accessible and user-friendly filing system. Liaise with other offices of the NPA and Administration with regard to all matters pertaining to the administrative functions of the office.
<u>ENQUIRIES APPLICATIONS</u>	:	Pumza Magaxa Tel No: (046) 602 3000 e mail Recruit2025272@npa.gov.za
<u>POST 15/146</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/273 (X6 POSTS)</u> National Prosecutions Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits) DPP: Pretoria Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Sound planning and organising skills, written and verbal communication. General computer literacy skills and knowledge in programs Ms Word, Excel, PowerPoint and Outlook. Strong interpersonal skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high level administration support to the DDPP's. Provide high level administrative support to the office. Design and keep a well organised 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 organisations and state Departments. Liaise with Administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resource. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents.
<u>ENQUIRIES APPLICATIONS</u>	:	Godfrey Ramakuela Tel No: (012) 351 6808 e mail Recruit2025273@npa.gov.za
<u>POST 15/147</u>	:	<u>ADMINISTRATIVE CLERK</u> National Prosecutions Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits) DDPP: Middelburg Ref No: Recruit 2025/274 (X2 Posts) (1 Re-advert) CPP: Nelspruit Ref No: Recruit 2025/275 (Re-advert) Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. 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 skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high level administration support to the office. Design and keep a well organised administrative system for the office. Draft correspondence to members of the public, other organisations and state Departments. Liaise with Administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resource. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents.
<u>ENQUIRIES APPLICATIONS</u>	:	Tebogo Mashile Tel No: (013) 045 0686 DDPP: Middelburg e mail Recruit2025274@npa.gov.za CPP: Nelspruit e mail Recruit2025275@npa.gov.za
<u>POST 15/148</u>	:	<u>ADMINISTRATIVE CLERK: ENFORCEMENT</u> Asset Forfeiture Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits) Pretoria: Head Office Ref No: Recruit 2025/276 Polokwane Ref No: Recruit 2025/277 Bloemfontein Ref No: Recruit 2025/278 Johannesburg Ref No: Recruit 2025/279 Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Administration, communication skills. Interpersonal relations skills. Reporting skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook.

- DUTIES** : Provide general clerical support services. Provide asset management administrative services. Provide administrative support with regards to unfulfilled cases. Receive and open files for Curator accounts. Make photocopies, send email, etc. Capture and stamp incoming Curator accounts in the register. Capture and update spreadsheets and registers. Forward Curator accounts for approval. Record invoices and forward for payments. Keep and maintain the filing system. Maintain register for incoming and outgoing correspondence. Asset management. Obtain copies of court orders schedule of assets, interim curator report and valuation of certificates of assets. Maintain a register of all seized assets. Administration support. Maintain all unfulfilled cases. Capture and update a list of CARA and victims unfulfilled cases and ensure backlog is reduced. Capture and updated a list of abandoned cases. Ensure that payment of confiscation order is not outstanding for more than 60 days. Ensure execution of forfeiture orders is not outstanding for more than 180 days. Conduct age analysis of long outstanding unfulfilled cases and report to EO.
- ENQUIRIES APPLICATIONS** :
 : Lindie Swanepoel Tel No: (012) 845 6638
 : Pretoria: Head Office e mail Recruit2025276@npa.gov.za
 : Polokwane: e mail Recruit2025277@npa.gov.za
 : Bloemfontein: e mail Recruit2025278@npa.gov.za
 : Johannesburg: e mail Recruit2025279@npa.gov.za
- POST 15/149** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/280**
 National Prosecutions Services
- SALARY CENTRE REQUIREMENTS** :
 : R228 321 per annum (Level 05), (excluding benefits)
 : DPP: Mmabatho
 : Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Computer literate (MS Office suite, MS Word, MS Excel MS Power point and MS Project). Knowledge in administration and general functions. Ability to perform administrative task efficiently and effectively. Able to work independently and also as part of a team. Ability to multi-task and general administrative capabilities including reception duties. Must be able to plan and organize work and distinguish between urgent and important tasks/ activities. Ability to work under pressure. Honesty, highly reliable, hard worker and determined. Interpersonal skills and excellent communication (verbal and written) and administrative skills.
- DUTIES** : Provide general clerical / secretarial support services to the Director. Operates office equipment like fax machines and photocopiers. Collect relevant documents to enable the Director to perform his duties. Ensure the effective flow of information and documents to and from the office of the Director. Facilitate travel and accommodation arrangements. Render administrative support services. Ensure the safekeeping of all documents within the office of the Director in line with the relevant legislation and policies. File and retrieve documents as required. Provide support to the Director regarding meetings. Collect and compile all necessary documents for the Director. Coordinate logistical arrangements for meetings when required. Take minutes during the Directorate's meeting.
- ENQUIRIES APPLICATIONS** :
 : Flora Kalakgosi Tel No: (018) 381 9041
 : e mail Recruit2025280@npa.gov.za
- POST 15/150** : **ADMINISTRATIVE CLERK**
 National Prosecutions Services
- SALARY CENTRE REQUIREMENTS** :
 : R228 321 per annum (Level 05), (excluding benefits)
 : DPP: Mmabatho Ref No: Recruit 2025/281
 : CPP: East Rand Ref No: Recruit 2025/282
 : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.
- DUTIES** : Provide administration support service within the Legal staff. Manage court rolls. Check and sign off closed files. Manage case file. Compile and submit court statistics. Maintain (electronic and manual) registers. Liaise with stakeholders/customers. Ensure the safekeeping of all documentation in line with relevant legislation and policies. Draft correspondence to members of the public. Execute wide variety of administrative tasks. Operate office equipment like fax machines and photocopiers. Perform any other duties as deemed necessary by the supervisor.
- ENQUIRIES APPLICATIONS** :
 : DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9040
 : CPP: East Rand Eveline Mogale Tel No: (011) 220 4227
 : DPP: Mmabatho Recruit2025281@npa.gov.za
 : CPP: East Rand e mail Recruit2025282@npa.gov.za
- POST 15/151** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/283**
 National Prosecutions Services
- SALARY** : R228 321 per annum (Level 05), (excluding benefits)

<u>CENTRE REQUIREMENTS</u>	:	DPP: Limpopo (Polokwane)
	:	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 skills and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.
<u>DUTIES</u>	:	Provide administrative support service within the legal administration. Manage case file. Compile and submit court statistics. Maintain (electronic and manual) registers. Liaise with stakeholders/customers. Provide reception desk duties, receive calls and direct customers. Ensure the safekeeping of all documentation in line with relevant legislation and policies. Draft correspondence as required. Collect all relevant documents to enable the manager to perform their duties. Ensure an effective flow of information and documents to and from the office of the manager. Attend to subsistence and travel claims. Provide support to the manager regarding meetings. Coordinate logistical arrangements for meetings when required. Operate office equipment like fax machines and photocopiers.
<u>ENQUIRIES APPLICATIONS</u>	:	Thuba Thubakgale Tel No: (015) 045 0285
	:	e mail Recruit2025283@npa.gov.za
<u>POST 15/152</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/284</u> National Prosecutions Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits)
	:	DPP: Johannesburg
	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication verbal and written and administrative skills. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. planning and organizing skills.
<u>DUTIES</u>	:	Operations administration services. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Provide case administration services. Ensure incoming correspondences case types assigned to the litigation and/ or appeals section are processed, and relevant case files are opened and cross referenced. Provide Court Administration services. Assist with the efficient management of court rolls. Provide case records services.
<u>ENQUIRIES APPLICATIONS</u>	:	Khensane Manganye Tel No: (011) 220 4266
	:	e mail Recruit2025284@npa.gov.za
<u>POST 15/153</u>	:	<u>ADMINISTRATIVE CLERK</u> National Prosecutions Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits)
	:	DDPP: Port Elizabeth Ref No: Recruit 2025/285 (2 Posts)
	:	CPP: Port Elizabeth (Makhanda) Ref No: Recruit 2025/286
	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report Write, good verbal and written and administrative skills. Customer focus and responsiveness. Excellent administrative skills and problems – solving skills. Good analytical skills. Computer skills such as Ms Word, Excel, Ms Office suite and outlook. Documentation administration, writing skills and task time management skills.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Record incoming and outgoing documents. Check documents for correct reference before filing. Receive dockets from relevant stakeholders. Ensure compliance with NPA policies and guidance and all other relevant legislative prescripts. Administrative support to the manager and legal staff. Ensure incoming correspondence is processed and relevant case files are opened and cross referenced. Ensure sending, receipt and processing of facsimiles and e-mails in respect of cases administration. Document management. Ensure implementation of case registers. Ensure efficient data capturing.
<u>ENQUIRIES APPLICATIONS</u>	:	Andiswa Tengile Tel No: (012) 845 1450
	:	DDPP: Port Elizabeth e mail Recruit2025285@npa.gov.za
	:	CPP Port Elizabeth (Makhanda) e mail Recruit2025286@npa.gov.za
<u>POST 15/154</u>	:	<u>ADMINISTRATIVE CLERK: DOCUMENT/ DOCKET MANAGEMENT REF NO: RECRUIT 2025/287</u> National Prosecutions Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits)
	:	DPP: Bloemfontein
	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Reliable, tolerant and determined. Able to act independently, Excellent communication and administrative skills. Good literacy and numeracy skills. Able to understand profit and loss calculations and basic business finance. Computer skills

general computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Documentation administration.

DUTIES : Provide administration support service to Document center. Manage court rolls independently and attending to office inspections. Double check that everything on the list is genuinely important and achievable. Provide a high level of administrative support to the office. Design and keep a well-organized administrative system for the office. Draft correspondence to members Draft correspondence to members of the public, other organisations, and State departments. Liaise with corporate service with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, logistical and human resources.

ENQUIRIES APPLICATIONS : Lemmer Ludwick Tel No: (051) 410 6001
: e mail Recruit2025287@npa.gov.za

POST 15/155 : **ADMINISTRATIVE CLERK**
National Prosecutions Services

SALARY CENTRE : R228 321 per annum (Level 05), (excluding benefits)
: CPP: Welkom (Bethlehem) Ref No: Recruit 2025/289
: CPP: Welkom (Kroonstad) Ref No: Recruit 2025/290

REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. Good people skills. Strong interpersonal and communication skills. Ability to act independently. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint.

DUTIES : 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 Prosecutor 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 up excel spreadsheets for case summaries. Draw reports from ECR for submission to supervisor, DPP and National Office for monthly reporting. Update electronic case flow from Prosecutors and SAPS from the ECR. Provide case administration and documents management. Prepare and maintain files. Release appropriate documents to any other interested party. Maintain E disclosure platform. Handle Prosecutor caseloads. Assist with other administrative functions and duties as required by the line manager.

ENQUIRIES APPLICATIONS : Lemmer Ludwick Tel No: (051) 410 6001
: CPP: Welkom (Bethlehem) e mail Recruit2025289@npa.gov.za
: CPP: Welkom (Kroonstad) e mail Recruit2025290@npa.gov.za

POST 15/156 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/291**
Asset Forfeiture Unit

SALARY CENTRE : R228 321 per annum (Level 05), (excluding benefits)
: Pretoria: Head Office

REQUIREMENTS : Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, Report writing good verbal and written communication skills. General computer literacy in MS Word; Excel; PowerPoint and Outlook. Good analytical skills. Document administration and task time management skills. Ability to act independently.

DUTIES : Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks Provide administrative support to staff, pertaining to finance, logistical and human resources.

ENQUIRIES APPLICATIONS : Lindie Swanepoel Tel No: (012) 845 6638
: e mail Recruit2025291@npa.gov.za

POST 15/157 : **ADMINISTRATIVE CLERK**
Sexual Offences and Community Affairs

SALARY CENTRE : R228 321 per annum (Level 05), (excluding benefits)
: Johannesburg Ref No: Recruit 2025/292
: Pretoria Ref No: Recruit 2025/293
: Cape Town Ref No: Recruit 2025/294

REQUIREMENTS : Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination, organizing and administrative skills. Good verbal and written communication skills. Computer literacy and competent in all relevant computer programs for management and compliance of administrative functions are critical. Working knowledge of Administrative Processes. Must be able to work independently and as part of a group.

DUTIES : Provide high quality administrative support for the senior staff in the SOCA unit and the TCCs and TCC staff in the province. Ensure admin support to the maintenance Prosecutor which includes maintaining a database of the maintenance stats, processing maintenance

representations, opening and maintaining a database electronic and physical maintenance files, and scanning files for the maintenance prosecutor and any other duties which may be requested. Ensure admin support to all SOCA within the Province staff which includes managing documents and proper filing system. Provide administration and processing of procurements request as well as Logistics Arrangements, administer leave register to assist the senior staff with minutes taking and collation of provincial meeting, Collation of information requested by National Office and to implement and ensure compliance with policies and procedures. Liaise with customers/stakeholders. Execute a variety of administrative tasks for line functions department, controlling documents drafting documents Rendering advice to personnel with regard to official matters. Submit monthly reports on work activities. Manage and process timeously all leave, travelling arrangements for all SOCA staff which include drafting relevant memos. Receive all cell phone and S&T claims and timeously forward on for processing via the correct NPA administrative process. Distribute relevant resources (Stationary, clothing material for campaigns) as per Senior/ Supervisor. Alignment and proper utilization of finance resources. Make sure that filing of documents is done timeously and effectively. Assist with Admin issues in relation to Training. Coordinate the management of the assets for the unit.

ENQUIRIES : Evy Popela Tel No: (012) 845 6593
APPLICATIONS : Johannesburg e mail Recruit2025292@npa.gov.za
 Pretoria e mail Recruit2025293@npa.gov.za
 Cape Town e mail Recruit2025294@npa.gov.za

POST 15/158 : **ADMINISTRATIVE CLERK (STU) REF NO: RECRUIT 2025/295**
 National Prosecutions Services

SALARY : R228 321 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Grahamstown (East London)
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic knowledge of PFMA and treasury Regulations. Sound planning and organizing skills written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Strong interpersonal and communication skills. Ability to act independently.

DUTIES : Process the payments for the services providers for the unit e.g. subsistence and travelling claims, cellphone claims. Render support in the compilation and control budget. Carry out task relating to the acquisition supply and distribution of inventory in accordance with procurement policy. Administer stationery in a unit and manage petty cash. Design and keep a well-organized administrative system for the office. Liaise with corporate service with all matters pertaining to the administrative functioning of the office. Render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.

ENQUIRIES : Mzikayize Toni Tel No: (046) 602 3050
APPLICATIONS : e mail Recruit2025295@npa.gov.za

POST 15/159 : **HUMAN RESOURCES CLERK**
 National Prosecutions Services

SALARY : R228 321 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Cape Town Ref No: Recruit 2025/296 (X3 posts) (2 Re-advert)
 DDPP: Durban Ref No: Recruit 2025/297
 DPP: Mpumalanga Ref No: Recruit 2025/298 (X2 Posts)
 DPP: Limpopo (Polokwane) Ref No: Recruit 2025/299

REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.

DUTIES : Provide high level HRM&D administration to the region. Facilitate the recruitment process. Process applications for service benefits and exit in the region. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Liaise with customers and stakeholders regarding all HR Functions. Assist in the training and development programs in the region. Assist in the performance assessment process.

ENQUIRIES : DPP: Cape Town Phyllis Lujabe Tel No: (021) 487 7281
 DDPP: Durban Phiywayinkosi Nhlengethwa Tel No: (031) 334 5003
 DPP: Mpumalanga Nelspruit Tebogo Mashile Tel No: (013) 045 0686
 DPP: Limpopo (Polokwane) Thuba Thubakgale Tel No: (015) 045 0285

APPLICATIONS : DPP: Cape Town e mail: Recruit2025296@npa.gov.za
 DDPP: Durban e mail: Recruit2025297@npa.gov.za
 DPP: Mpumalanga Nelspruit e mail: Recruit2025298@npa.gov.za
 DPP: Limpopo (Polokwane) e mail: Recruit2025299@npa.gov.za

<u>POST 15/160</u>	:	<u>FINANCE CLERK</u> National Prosecutions Services
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05), (excluding benefits) DPP: Mmabatho Ref No: Recruit 2025/300 (X2 Posts) DDPP Durban Ref No: Recruit 2025/301 DPP: Johannesburg Ref No: Recruit 2025/302 (X2 Posts) DPP: Grahamstown (Makhanda) Ref No: Recruit 2025/303 (X2 Posts)
<u>REQUIREMENTS</u>	:	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 creditors payments and employee's allowances such as cellphone and S&T. Ability to work independently without constant supervision. Knowledge of Public Finance, PERSAL; BAS and LOGIS. Good communication skills, verbal and written. Planning and organizing skills. Good analytical skills. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint.
<u>DUTIES</u>	:	Process payments of service providers for the unit. Provide support to Financial Accounting. Manage payment register. Receive all claims and invoices, check correctness and submit to Director: Administration for approval. Capture S & T claims and cell phone claims on PERSAL and BAS system. Administer the petty cash for the office. Submit certified payroll to Head Office on a monthly basis. Track creditors payments on tracking system. Distribute all finance related policies and circulars to officials. Adhere to policies and procedures. Liaise with customers and suppliers. Verify availability of funds and recommend approval of expenditure. Help with compilation of regional budget. Print and distribute expenditure reports to different managers.
<u>ENQUIRIES</u>	:	DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9040 DDPP: Durban – Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003 DPP: Johannesburg Khensani Manganyi Tel No: (011) 220 4266 DPP: Grahamstown (Makhanda) Mzikayise Toni Tel No: (046) 602 3050
<u>APPLICATIONS</u>	:	DPP: Mmabatho – e mail Recruit2025300@npa.gov.za DDPP: Durban e mail Recruit2025301@npa.gov.za DPP: Johannesburg e mail Recruit2025302@npa.gov.za DPP: Grahamstown (Makhanda) e mail Recruit2025303@npa.gov.za
<u>POST 15/161</u>	:	<u>SUPPLY CHAIN CLERK REF NO: RECRUIT 2025/304</u> Strategy Operations and Compliance: Supply Chain Management
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05), (excluding benefits) Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification Sound knowledge of the PFMA, Treasury Regulations and supply chain management. Able to work extended hours where necessary. Excellent communication and administrative skills Computer literacy in Ms Excel, Word (Intermediate) and Outlook. Good written and verbal communications skills. Able to work under pressure. Be reliable, tolerant and determined.
<u>DUTIES</u>	:	Provide administrative and specialized procurement support to the NPA. Capture and compile requests for procurement for approval. Request quotations for goods and services. Liaise with internal and external clients. Maintain comprehensive database to ensure capturing of accurate and relevant information for work within your area of responsibility. Ensure compliance to Treasury regulations, PFMA and internal prescripts. Respond to all queries. (Internal and External). Perform any other duties as deemed necessary by your supervisor. Staff may be rotated to other sections within Supply Chain Management.
<u>ENQUIRIES</u>	:	N Beilings Tel No: (012) 845 6039
<u>APPLICATIONS</u>	:	e mail: Recruit2025304@npa.gov.za
<u>POST 15/162</u>	:	<u>PARALEGAL REF NO: RECRUIT 2025/305</u> Asset Forfeiture Unit
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05), (excluding benefits) DPP: Mthatha
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 663
<u>APPLICATIONS</u>	:	e mail Recruit2025305@npa.gov.za

<u>POST 15/163</u>	:	<u>REGISTRY CLERK</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05), (excluding benefits) DPP: Cape Town Ref No: Recruit 2025/306 DDPP: Middelburg Ref No: Recruit 2025/307 DDPP: Bhisho Ref No: Recruit 2025/265
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good administrative skills. Good planning and organizing skills. Ability to work under pressure and independently. Ability to prioritize. Good verbal and oral communication skills. Good interpersonal skills.
<u>DUTIES</u>	:	Provide registry counter service. Handle incoming and outgoing correspondence. Render an effective record management service. Operate office machines in relation to registry functions. Process documents for archiving and/or disposal.
<u>ENQUIRIES</u>	:	DPP: Cape Town Phyllis Lujabe Tel No: (021) 487 7281 DDPP: Middleburg Tebogo Mashile Tel No: (013) 045 0686 DDPP: Bhisho Chwayita Zwelibanzi Tel No: (040) 608 6800
<u>APPLICATIONS</u>	:	DPP: Cape Town e mail Recruit2025306@npa.gov.za DDPP: Middelburg e mail Recruit2025307@npa.gov.za DDPP: Bhisho e mail Recruit2025265@npa.gov.za
<u>POST 15/164</u>	:	<u>LIBRARY ASSISTANT</u> National Prosecutions Services
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05), (excluding benefits) DPP: Mmabatho Ref No: Recruit 2025/308 DPP: Limpopo (Polokwane) Ref No: Recruit 2025/309
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Must be computer literate in programs Ms Word, Excel, PowerPoint and Outlook. Excellent organizing and planning skills. Ability to work independently and under pressure. Integrity, reliability, tolerance and determined. Able to act independently and work extended hours. Excellent administration skills. Knowledge of bibliographic information criteria on published works, library services polices and procedure, SCM Procedure, departmental policies and procedures.
<u>DUTIES</u>	:	Provide administrative support services. Prepare Library material received from suppliers for exhibitions and process the return of unselected materials. Order, procure and process library materials with the ambit of supply Chain Management and assets management functions. Select and prepare library materials for processing purposes. Receive processed item and link catalogue record on the system. Verify correct labelling against bibliographic information. File returned library material. Provide support with setting up stock and stock taking. Render collection development services. Search for items on cataloguing on bibliographic database. Sort and prioritise items for cataloguing. Sort returned Library material by identification for filling, discard, repair, binding, requirements. Prepare list and dispatch new items for collection. Update correct SLIMS records regarding assets allocation information. Circulate special collections and audio-visual material on short loan.
<u>ENQUIRIES</u>	:	DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9040 DPP: Limpopo (Polokwane) Thuba Thubakgale Tel No: (015) 045 0285
<u>APPLICATIONS</u>	:	DPP: Mmabatho e mail: Recruit2025308@npa.gov.za DPP: Limpopo (Polokwane) e mail: Recruit2025309@npa.gov.za
<u>POST 15/165</u>	:	<u>CONTROL ROOM OPERATOR REF NO: RECRUIT 2025/310</u> Strategy Operations and Compliance: Security Management Services
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05), (excluding benefits) DPP: Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Registration with the Private Security Regulation Authority (PSIRA) Grade C. Reliable, tolerant and determined. Able to act independently. High level of integrity. Willing to work shifts, after hours and over weekends. Good report writing skills and able to work under pressure. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and Power Point. knowledge of security management in public sector administration (MISS &n MPSS documents). A valid driver's license.
<u>DUTIES</u>	:	Operate control room security and emergency system to ensure safety of the premises. Control cameras through CCTV system to monitor and safeguard the premises. Identify and record all suspicious incidents. Safekeeping of recorded information and back-up footage and access control records. Compile incident reports. Ensure proper use of control room systems. Identify and report faults and malfunctioning of the system. Monitor all scheduled and repair maintenance to ensure the effective working of all systems and equipment. Implement access control and key control for NPA building facilities and conduct key audits as and when required. Ensure access control of the control room. Control entry and exit of the control room. Ensure all relevant control

room registers are complete. Respond to security emergencies. Activate the emergency systems and immediately report incidents. Liaise with internal and external stakeholders.

ENQUIRIES : TM Mudau Tel No: (012) 845 6298
APPLICATIONS : e mail Recruit2025310@npa.gov.za

POST 15/166 : **SWITCHBOARD OPERATOR REF NO: RECRUIT 2025/311 (X2 POSTS)**
Strategy Operations and Compliance: Communications Unit

SALARY : R193 359 per annum (Level 04), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Ability to work independently without constant supervision. Interpersonal skills, reliable, teamwork, client orientation and customer focus. Communication skills. Good analytical skills. Computer literacy.

DUTIES : Answer bulk of incoming calls in an appropriate and informative manner and refer them to appropriate destinations. Deliver good quality customer services by adhering to call management standards. Ensure availability at Switchboard during working hours. Reduce call queuing time.

ENQUIRIES : Vuyolwethu Sigaji Tel No: (012) 845 6214
APPLICATIONS : e mail Recruit2025311@npa.gov.za

POST 15/167 : **SWITCHBOARD OPERATOR REF NO: RECRUIT 2025/312**
National Prosecutions Service

SALARY : R193 359 per annum (Level 04), (excluding benefits)
CENTRE : DPP: Pietermaritzburg
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. Ability to work independently without constant supervision. Client orientation and customer focus. Knowledge of public service legislation. Planning and organizing skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.

DUTIES : Answer all incoming calls. Keep staff extensions numbers register up to date and change register when staff changes offices. Registration of daily incoming inquest in section. Report faulty machines when out of order. Attend to public at reception. Sort out incoming faxes and distribute to relevant officials. Assist with registration of daily incoming work when requested to do so. Maintain the register of outgoing mail. Maintain telephone lists.

ENQUIRIES : Ethel Mokgoko Tel No: (033) 392 8761
APPLICATIONS : e mail Recruit2025312@npa.gov.za

POST 15/168 : **MESSENGER/ DRIVER**
National Prosecutions Service

SALARY : R193 359 per annum (Level 04), (excluding benefits)
CENTRE : DPP: Mmabatho Ref No: Recruit 2025/313
DPP: Pietermaritzburg Ref No: Recruit 2025/314
DPP: Kimberley Ref No: Recruit 2025/317
Pretoria: Head Office Ref No: Recruit 2025/157 (X2 Posts)

REQUIREMENTS : Grade twelve (12) or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Registry procedures. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver's license.

DUTIES : Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the DPP office. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribute correspondence using the approved file plan for the office.

ENQUIRIES : DPP Mmabatho: Flora Kalakgosi Tel No: (018) 381 9041
DPP: Pietermaritzburg Ethel Mokgoko Tel No: (033) 392 8761
DPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539
Pretoria: Head Office Lerita Pretorius Tel No: (012) 845 6640

APPLICATIONS : DPP: Mmabatho - e mail Recruit2025313@npa.gov.za
DPP: Pietermaritzburg - e mail Recruit2025314@npa.gov.za
DPP: Kimberley e mail Recruit2025317@npa.gov.za
Pretoria: Head Office e mail Recruit2025157@npa.gov.za