

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.

<u>APPLICATIONS</u>	:	All applications must be submitted to the relevant Recruitment Response E mails stated below.
<u>CLOSING DATE</u>	:	15 December 2025
<u>NOTE</u>	:	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). 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. ERRATUM: Senior State Advocate (TRC) - Pretoria: Head Office with Ref No: Recruit 2025/66 advertised in Public Service Vacancy Circular 07 dated 21

February 2025 and Senior Public Prosecutor -CPP: Klerksdorp with Ref No: Recruit 2025/541 advertised in Public Service Vacancy Circular 41 dated 07 November 2025 are hereby withdrawn.

OTHER POSTS

<u>POST 44/83</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/575</u> Specialised Commercial Crime Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 563 183 per annum (Level 14), (Total cost package) Durban An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Able to work extended hours. Valid driver's license.
<u>DUTIES</u>	:	To guide investigations and conduct prosecutions of identified cases. To exercise oversight on any decision to prosecute, and to give any necessary advice and report to the Head of the SCCU. To ensure that decisions to prosecute or not prosecute comply with all relevant legal prescripts, the Constitution, and all applicable policies, procedures and directive. To provide high level and well researched opinions and reports to the Head of the SCCU. To manage and direct governance and operations in the SCCU. To monitor and review strategy and operations. To provide enterprise performance reports. To liaise with regional offices and arrange meetings in this regard. To render professional advice to the Head of the SCCU, as required. To ensure that plans are in place to promote good stakeholder and partner engagement. To ensure that the national strategy and annual plan of the SCCU are developed and implemented. To monitor delivery of the regional offices in line with the strategy and plan. In order to ensure that the regional offices meet targets, to continuously analyse, review and monitor operational performance of the offices in order, inter alia, to identify and operational deficiencies and to monitor the achievement of strategic objectives and annual targets. To develop any performance or delivery improvement plans or make such interventions as circumstances may require. To oversee the development and implementation of appropriate employee performance management systems. To initiate and implement training initiative by establishing training needs both at national and regional levels. To meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of SCCU.
<u>ENQUIRIES APPLICATIONS</u>	:	Pumla Mkosana Tel No: (031) 335 6603 e mail: Recruit2025575@npa.gov.za
<u>POST 44/84</u>	:	<u>CHIEF PROSECUTOR</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 563 183 per annum (Level 14), (Total cost package) CPP: Ladysmith Ref No: Recruit 2025/576 (Re-advert) CPP: Port Shepstone Ref No: Recruit 2025/577 (Re-advert) An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Organisational and leadership skills. Ability to think strategically and innovatively. Ability to manage the performance of the Cluster. Strong interpersonal and communication skills. General computer literacy and knowledge of programs in Microsoft Office. Decision making ability. A valid driver's license is a requirement.
<u>DUTIES</u>	:	Manage the performance of the NPA personnel in the lower courts, aligning such performance to the strategic plans of the NPA. Manage and oversee resources of the cluster and align them to the objectives of the NPA. Manage, train and guide Prosecutors and stakeholders in respect of all litigations in the cluster. Study, decide and recommend on budget and expenditure in line with the decision of NPA Administration and NPS. Manage the institution of/and

		conduct criminal proceedings on behalf of the State, in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross examining witnesses as well as presenting arguments in court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Compile reports and enter into correspondence on matters and activities pertaining to the cluster. Map out and implement strategic interventions for the cluster to guide prosecutors towards achieving strategic objectives. Check and ensure that a high standard of professional work is being carried out.
<u>ENQUIRIES</u>	:	CPP: Ladysmith & CPP: Port Shepstone Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	CPP: Ladysmith e mail: Recruit2025576@npa.gov.za CPP: Port Shepstone e mail: Recruit2025577@npa.gov.za
<u>POST 44/85</u>	:	<u>SENIOR STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package) DPP: Bloemfontein Ref No: Recruit 2025/578 (X3 Posts) DPP: Pietermaritzburg Ref No: Recruit 2025/579 (X3 Posts) (X1 Re-advert)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare 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.
<u>ENQUIRIES</u>	:	DPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001 DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	DPP: Bloemfontein e mail: Recruit2025578@npa.gov.za DPP: Pietermaritzburg e mail: Recruit2025579@npa.gov.za
<u>POST 44/86</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: Mmabatho (Taung) Ref No: Recruit 2025/580 CPP: Pietermaritzburg Ref No: Recruit 2025/581 (Re-advert)
<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: Mmabatho (Taung) Flora Kalakgosi Tel No: (018) 381 9041
		CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	CPP: Mmabatho (Taung) e mail: Recruit2025580@npa.gov.za
		CPP: Pietermaritzburg e mail: Recruit2025581@npa.gov.za
<u>POST 44/87</u>	:	<u>SENIOR PUBLIC PROSECUTOR (TUTOR) REF NO: RECRUIT 2025/596</u>
		National Prosecutions Service
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum (CM-1), (Total cost package)
<u>CENTRE</u>	:	CPP: Klerksdorp
<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 Prosecutors. 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>	:	Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	CPP: Klerksdorp e mail: Recruit2025596@npa.gov.za
<u>POST 44/88</u>	:	<u>STATE ADVOCATE</u>
		National Prosecutions Service
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	DPP: Pietermaritzburg Ref No: Recruit 2025/582 (X4 Posts) (Re-advert)
		DPP: Mmabatho Ref No: Recruit 2025/583
<u>REQUIREMENTS</u>	:	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. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. 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. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.
<u>DUTIES</u>	:	Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court,

including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES

: DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753

APPLICATIONS

: DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041
 : DPP: Pietermaritzburg e mail: Recruit2025582@npa.gov.za
 : DPP: Mmabatho e mail: Recruit2025583@npa.gov.za

POST 44/89

: **STATE ADVOCATE REF NO: RECRUIT 2025/584**
 : National Prosecutions Service

SALARY
CENTRE
REQUIREMENTS

: R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
 : DPP: Pretoria (STU)
 : 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. At least five years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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. Knowledge of income Tax Act, Vat Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. Interpersonal skills, Written and verbal communication skills. Administrative skills. Able to work extended hours. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's licence.

DUTIES

: Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments, and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors, and stakeholders. Assist in keeping proper records, statistics, and reports. Assist in high profile tax matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.

ENQUIRIES
APPLICATIONS

: Godfrey Ramakuela Tel No: (012) 351 6808
 : e mail: Recruit2025584@npa.gov.za

POST 44/90

: **STATE ADVOCATE REF NO: RECRUIT 2025/585**
 : National Prosecutions Service

SALARY
CENTRE
REQUIREMENTS

: R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
 : CPP: Witbank (Secunda)
 : 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. Well-developed skills in legal research. Experience in guiding investigations and giving instructions in law and statutory offences. Good interpersonal, analytical, organizational and communication skills. General computer literacy required. Excellent administrative skills.
<u>DUTIES</u>	:	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 any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding investigations, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. Study appeals and review, prepare options and heads of argument in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. To ensure criminal and civil litigation in compliance with requirement legally impose upon the state regarding aspects of criminal activities relevant to the mandate of NPA on the management of Gender based violence and all matters incidental thereto. To track and monitor and facilitate matters through criminal Justice Systems. Manage the court roll at dedicated sexual offence court. Ensuring a reduction of turn around time finalization of cases in line with the mandate of NPA. Assist to improve the conviction rate. Supervise and train and develop relevant role players where required. Submit monthly reports (including statistics) regarding performance management.
<u>ENQUIRIES</u>	:	Tebogo Mashile Tel No: (013) 045 0686
<u>APPLICATIONS</u>	:	e mail: Recruit2025585@npa.gov.za
<u>POST 44/91</u>	:	<u>SENIOR FINANCIAL INVESTIGATOR REF NO: RECRUIT 2025/586</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R896 436 per annum (MMS Level 11), (Total cost package)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF 7) or Three (3) year Diploma (NQF 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation, Certified Fraud Examiner or equivalent. Minimum Five (5) years' experience in financial investigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership. General management skills. People Management and Empowerment. The ability to perform administrative tasks efficiently, effectively, and error free. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability 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. Knowledge of legislation and regulations pertaining to public service administration. Computer skills, such as MS Word, MS Excel, MS Outlook, MS PowerPoint, etc. Valid drivers' licence.
<u>DUTIES</u>	:	Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Undertake all administration functions.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025586@npa.gov.za
<u>POST 44/92</u>	:	<u>HEAD CONTROL PROSECUTOR 2 REF NO: RECRUIT 2025/587</u> National Prosecutions Service
<u>SALARY</u>	:	R630 630 - R1 450 323 per annum (Level SU-1 to SU-2), (excluding benefits), (Total cost package)
<u>CENTRE</u>	:	CPP: Empangeni (Manguzi)
<u>REQUIREMENTS</u>	:	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. Proficiency in prosecuting, guiding

		investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel and Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.
<u>DUTIES</u>	:	Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court 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 National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	e mail: Recruit2025587@npa.gov.za
<u>POST 44/93</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R630 630 - R1 450 323 per annum (Level LP-5 to LP-6), (excluding benefits), (Total cost package)
<u>CENTRE</u>	:	CPP: Witbank (Kwa-Mhlanga) Ref No: Recruit 2025/588 CPP: Witbank (Evander) Ref No: Recruit 2025/589 CPP: Ladysmith (Madadeni) Ref No: Recruit 2025/590 (Re-advert) CPP: Klerksdorp Ref No: Recruit 2025/595
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. 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.
<u>ENQUIRIES</u>	:	CPP: Witbank (Kwa-Mhlanga) & CPP: Witbank (Evander) Tebogo Mashile Tel No: (013) 045 0686 CPP: Ladysmith (Madadeni), Thabsile Radebe Tel No: (033) 392 8753 CPP: Klerksdorp, Flora Kalagosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	CPP: Witbank (Kwa-Mhlanga) e-mail: Recruit2025588@npa.gov.za CPP: Witbank (Evander) e-mail: Recruit2025589@npa.gov.za CPP: Ladysmith (Madadeni) e-mail: Recruit2025590@npa.gov.za CPP: Klerksdorp e-mail: Recruit2025595@npa.gov.za
<u>POST 44/94</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO: RECRUIT 2025/591</u> National Prosecutions Service (Re-advert)
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	DPP: Cape Town

<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Angelene Jansen Tel No: (021) 487 7123 e mail: Recruit2025591@npa.gov.za
<u>POST 44/95</u>	:	<u>STATE ACCOUNTANT REF NO: RECRUIT 2025/592 (X2 POSTS)</u> Strategy, Operations and Compliance: Directorate: Financial Management - Sub Directorate Management Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (excluding benefits) Pretoria: Head Office An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Financial Management/ Accounting/Auditing or other relevant qualification. Minimum two (2) years relevant experience in the field of debt management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations, and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison, and presentation skills. Knowledge of LOGIS System, PERSAL, BAS. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritising skills. Problem solving and decision making.
<u>DUTIES</u>	:	Receiving documents from business unit to create debt and check compliance. Recover debt. Clear suspense accounts. Transferring/ Refunding credit balances and resolving BAS/PERSAL exceptions. Capturing journals. Supervise finance clerks.
<u>ENQUIRIES APPLICATIONS</u>	:	Elizabeth Choma Tel No: (012) 845 6118 e mail: Recruit2025592@npa.gov.za
<u>POST 44/96</u>	:	<u>PARALEGAL REF NO: RECRUIT 2025/593</u> Asset Forfeiture Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits) Nelspruit 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 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025593@npa.gov.za
<u>POST 44/97</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/594</u> Specialized Commercial Criminal Unit (Re-advert)
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Mpumalanga (Nelspruit)
<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>	:	Register incoming dockets and scanning thereof. Capturing information on the electronic case register (ECR). Daily updating of information from court. Provide dockets electronically to Defence on request of Prosecutors. Liaise with Prosecutors in respect of matters dealt with. Verify what is happening in court. Write up information to be captured on access. Contact Prosecutors for information to reconcile to access. Generate reports from ECR for statistics purposes. Generate various Statistics Sheet. Draw up reports from Access, Power BI and PowerPoint tools. Draw reports from ECR for submission to Supervisors and National Office for monthly reporting. Update electronic case register as and when additional data becomes available. Attend to queries on case flow from Prosecutors and SAPS from the ECR. Provide case administration and document management. Prepare and maintain files. Release appropriate documents to any other interested party. Maintain E disclosure platform. Handle Prosecutor caseloads.
<u>ENQUIRIES</u>	:	Tebogo Mashile Tel No: (013) 045 0686
<u>APPLICATIONS</u>	:	e mail: Recruit2025594@npa.gov.za