

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>	: 02 March 2026
<u>NOTE</u>	<p>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/.</p> <p>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</p> <p>ERRATUM: DDPP: Durban: Finance Clerk: Supervisor with Ref No: Recruit 2025/221; DDPP: Durban Finance Clerk with Ref No: Recruit 2025/301 advertised in Public Service Vacancy Circular 15 dated 09 May 2025; IDAC: Senior Criminal Investigator (X6 Posts) with Ref No: Recruit 2025/383 advertised in Public Service Vacancy Circular 22 of 27 June 2025; IDAC: Senior Criminal Investigator (2 posts) with Ref No: Recruit 2025/504 advertised in Public Service Vacancy Circular 37 dated 27 October 2025; IDAC: ICT</p>

Administrator with Ref No: Recruit 2025/559 advertised in Public Service Vacancy Circular 41 dated 24 November 2025; AFU: State Advocate with Ref No: Recruit 2025/38 advertised in Public Service Vacancy Circular 07 dated 21 February 2025 are hereby withdrawn.

OTHER POSTS

<u>POST 05/270</u>	:	<u>SENIOR STATE ADVOCATE</u> Sexual Offence and Community Affairs
<u>SALARY CENTRE</u>	:	R1 195 110 - R1 859 814 per annum (LP-9), (Total cost package) Mpumalanga (Nelspruit) Ref No: Recruit 2026/29 (Re-advert) KwaZulu-Natal (Durban) Ref No: Recruit 2026/30 (Re-advert) Free-State (Bloemfontein) Ref No: Recruit 2026/31 North-West (Mmabatho) Ref No: Recruit 2026/32 (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. Admission as an Attorney/Advocate will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. Working knowledge of the law and management of gender-based violence related matters, sexual offences matters, domestic violence matters, child justice matters, maintenance related matters and trafficking in persons matters. Knowledge and application of relevant legislation, regulations and policies relating to the aforementioned. Good planning skills, including administrative, organisational and project management skills. Skills in public awareness initiatives and stakeholder management. Experience as a trainer in related fields of the SOCA Unit mandate. Knowledge of strategic planning and operational implementation of initiatives. Good verbal and written communication skills. General computer literacy in MS Word, Teams, Excel, Outlook and PowerPoint. Valid driver's license.
<u>DUTIES</u>	:	Manage the portfolios assigned by the Special Director or his/her representative. Manage, train and guide SOCA cluster managers, prosecutors, TCC staff and stakeholders in respect of all matters relating to the SOCA mandate. Implement strategic initiatives and deliverables in line with the SOCA business unit plan. Operational management of the TCC sites in the respective province to ensure optimal efficacy. Performance management and assessment of allocated staff members. Quality control of statistics and performance management in relation to SOCA mandate. Compile reports as and when requested or required by the SOCA mandate for submission. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Liaison and management of relevant stakeholders. Initiate, coordinate and participate public awareness campaigns relevant to the SOCA mandate. Participation in GBV fora in respect of the SOCA mandate both provincially and nationally is required. Initiate, coordinate and deliver training sessions relevant to the SOCA mandate. Provide prosecutor guided investigations and prosecute cases when requested to do so by the Special Director. Study case dockets and other documents relating to SOCA mandate, representations and to make and review decisions with regard to the institution of criminal proceeding. Prepare cases for court, appear in appeals and reviews as well as prepare court opinions on the instruction of Special Director. Assist in budget planning and donor funding management. Represent the NPA on SOCA mandate related matters with the media on request of the Special Director or her representative. Perform any other task the Special Director or his/her representative deems to be necessary. Ensure that a high standard of professional work is being carried out. The candidate must be available to travel extensively, both provincially and nationally, when required.
<u>ENQUIRIES</u>	:	Mpumalanga (Nelspruit) Adv Christa du Plessis Tel No: (013) 045 0652 KwaZulu -Natal (Durban) Adv Omashani Naidoo Tel No: (031) 334 5192 Free-State (Bloemfontein) Adv Ernst Van Rensburg Tel No: (051) 410 6044 North-West (Mmabatho) Adv Joseph Phelane Tel No: (018) 381 9053
<u>APPLICATIONS</u>	:	Mpumalanga (Nelspruit) e mail: Recruit202629@npa.gov.za KwaZulu-Natal (Durban) e mail: Recruit202630@npa.gov.za Free-State (Bloemfontein) e mail: Recruit202631@npa.gov.za North-West (Mmabatho) e mail: Recruit202632@npa.gov.za

<u>POST 05/271</u>	:	<u>DEPUTY CHIEF PROTECTOR REF NO: RECRUIT 2026/33</u> Office of Witness Protection
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum (MMS Level 12), (Total cost package) Northern Cape (Kimberley)
	:	An appropriate B Degree (NQF 7) or Three (3) year National Diploma (NQF 6) in Policing. Must have at least six (6) years' experience in the field of the post. Must have police, military, or correctional service basic training. Must have successfully completed a VIP and/or Close Protection course. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of understanding of and competency in people protection. Knowledge and experience of undercover work will be added advantage. Must be competent in at least two (2) official languages of which one must be English. Must be prepared to be available 24/7 and travel extensively, even after-hours. Know how to account for public funds according to the PFMA. Knowledge of Asset Management in the Public service, Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims Charter, and Batho Pele Principles. Sound knowledge the Witness Protection Act, 1998, Firearm control Act and Criminal Procedure Act, 1977. Sound knowledge of the Public Service Act and Regulations, the PFMA, 1999 and Treasury Regulations. Sound knowledge of the Minimum-Security Information Standards (MISS). Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analysis test. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Good communication skills. Planning and Prioritizing. Customer Focus and Responsiveness. Problem solving and decision making. Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving, and fitness assessment. A valid driver's licence.
<u>DUTIES</u>	:	Manage admissions of vulnerable and intimidated witnesses and related persons. Manage and coordinate the protection of witnesses and related persons and contribute to their safety. Manage operations. Manage staff and resources. Manage relations with stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	C Immelman Tel No: 053 807 4561 e mail: Recruit202633@npa.gov.za
<u>POST 05/272</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2026/34</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 032 906 - R1 675 743 per annum (Level SU-3), (Total cost package) CPP: Kimberley (De Aar)
	:	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 APPLICATIONS</u>	:	Nicholas Mogongwa Tel No: (053) 807 4539 e mail: Recruit202634@npa.gov.za
<u>POST 05/273</u>	:	<u>STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package) DPP: Kimberley Ref No: Recruit 2026/35

<u>REQUIREMENTS</u>	CPP: Mthatha Ref No: Recruit 2026/36 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. Ability to act independently or with minimum supervision. A valid driver's license.
<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 turnaround 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>	DPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539 CPP: Mthatha Tulisa Sibindlana Tel No: (047) 501 2669
<u>APPLICATIONS</u>	DPP: Kimberley e mail: Recruit202635@npa.gov.za CPP: Mthatha e mail: Recruit202636@npa.gov.za
<u>POST 05/274</u>	<u>STATE ADVOCATE REF NO: RECRUIT 2026/37</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package) DPP: Mthatha 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. A valid driver's license.
<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.
<u>ENQUIRIES</u>	Ziyanda Mtwazi Tel No: (047) 501 2632

<u>APPLICATIONS</u>	:	e mail: Recruit202637@npa.gov.za
<u>POST 05/275</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), (Total cost package), (excluding benefits)
<u>CENTRE</u>	:	CPP: Odi (Moretele) Ref No: Recruit 2026/38 CPP: Welkom Ref No: Recruit 2026/39
<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. Valid driver's licence.
<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 <i>inter alia</i> , 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: Odi (Moretele) Flora Kalakgosi Tel No: (018) 381 9041 CPP: Welkom Lemmer Ludwick Tel No: (051) 410 6001
<u>APPLICATIONS</u>	:	CPP: Odi (Moretele) e-mail: Recruit202638@npa.gov.za CPP: Welkom e-mail: Recruit202639@npa.gov.za
<u>POST 05/276</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R630 630. R1 450 323 per annum (Level SU-1 to SU-2), (Total cost package), (excluding benefits)
<u>CENTRE</u>	:	CPP: Odi (Ga- Rankuwa) Ref No: Recruit 2026/40 CPP: Kimberley (Hartswater) Ref No: Recruit 2026/41
<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 the District court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
<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 <i>inter alia</i> , 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>	:	CPP: Odi (Ga-Rankuwa) Flora Kalakgosi Tel No: (018) 381 9041 CPP: Kimberley (Hartswater) Nicholas Mogongwa Tel No: (053) 807 4539
<u>APPLICATIONS</u>	:	CPP: Odi (Ga-Rankuwa) e-mail: Recruit202640@npa.gov.za CPP: Kimberley (Hartswater) e-mail: Recruit202641@npa.gov.za
<u>POST 05/277</u>	:	<u>THUTHUZELA CARE CENTRE: TCC CO-ORDINATOR REF NO: RECRUIT 2026/42</u> Sexual Offences and Community Affairs
<u>SALARY</u>	:	R397 116 per annum (Level 08), (excluding benefits)

<u>CENTRE REQUIREMENTS</u>	: <p>TCC: Emalahleni – Witbank (Mpumalanga) 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. Supervisory experience will be an added advantage. Positive security clearance. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination, administrative skills and counselling experience. Strong Stake Holder Management experience. Knowledge of Rape care management. Good verbal and written communication skills as well as computer literacy are critical. Working knowledge of court and police processes. 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 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.</p>
<u>DUTIES</u>	: <p>Manage and prioritize matters. Liaise with medical offices 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 service is available. Assist and give necessary support to the rape survivor if required. Arrange and co-ordinate meetings between role-players to deal with difficulties. Execute a variety of administrative tasks for line function departments: controlling documents, drafting documents. Rendering advice to personnel with regards to official matters. Keep a database of survivors accessing services. Submit monthly and quarterly reports on work activities. Host a range of donors, government personnel etc that will visit the centre. Other related duties deemed necessary.</p>
<u>ENQUIRIES APPLICATIONS</u>	: <p>Christa du Plessis Tel No: (013) 045 0652 e mail: Recruit202642@npa.gov.za</p>
<u>POST 05/278</u>	: <p><u>COURT PREPARATION OFFICER</u> National Prosecutions Service</p>
<u>SALARY CENTRE</u>	: <p>R325 101 per annum (Level 07), (excluding benefits)</p>
<u>REQUIREMENTS</u>	: <p>CPP: Mmabatho (Taung) Ref No: Recruit 2026/43 CPP: Cape Town (Atlantis) Ref No: Recruit 2026/50 An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science/Behavioural 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.</p>
<u>DUTIES</u>	: <p>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.</p>
<u>ENQUIRIES</u>	: <p>CPP: Mmabatho (Taung) Flora Kalakgosi Tel No: (018) 381 9041</p>
<u>APPLICATIONS</u>	: <p>CPP: Cape Town (Atlantis) Phyllis Lujabe Tel No: (021) 487 7281 CPP: Mmabatho (Taung) e mail: Recruit202643@npa.gov.za CPP: Cape Town (Atlantis) e mail: Recruit202650@npa.gov.za</p>
<u>POST 05/279</u>	: <p><u>PERSONAL ASSISTANT REF NO: RECRUIT 2026/44</u> National Prosecutions Service</p>
<u>SALARY CENTRE</u>	: <p>R325 101 per annum (Level 07), (excluding benefits)</p>
<u>REQUIREMENTS</u>	: <p>CPP: Odi (Rustenburg) 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</p>

<p>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.</p>	
<u>DUTIES</u>	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.
<u>ENQUIRIES</u>	Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	e mail: Recruit202644@npa.gov.za
<u>POST 05/280</u>	<u>ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2026/45</u> National Prosecutions Service
<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) in Administration / Office Administration/Public Management. Minimum two (2) years' relevant experience at Registry, Administration and Docket & Document Management Section. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Legislation and Regulation pertaining to PFMA Act, Treasury Regulations and other government related legislations. Well vested with archiving system and disposal procedures. Knowledge of accounting and Asset Management. Experience in cash handling and cash management Willingness to travel. 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
<u>DUTIES</u>	To render administration services within the legal Administration Section. Supervise and render administrative support services. Supervise and provide personnel administration services within the component. Administer court rolls. Process case files. Maintain registers (murder, rape, appeals, police dockets etc) Compile, collate and submit court statistics. Provide advice to the DPP office on administration issues. Assess staff performance. Update the relevant register. Allocate and ensure the quality of work. Train and develop administration staff members. Responsible for administration and management of docket movement within the region. Ensure proper maintenance of files, pending files, correct referencing of all incoming mail/documents and keep proper record of movement of files within the office. Opening and closing files according to the record classification system and proper filing of documents both electronically and manual. Administration and management of case storeroom/ regional archives to ensure safe keeping of records. Handling telephone and other enquiries. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Facilitate and coordinate the drawing, collation and overall control of the administration section in DPP office.
<u>ENQUIRIES</u>	Ziyanda Mtwazi Tel NO: 047 501 2289
<u>APPLICATIONS</u>	e mail: Recruit202645@npa.gov.za
<u>POST 05/281</u>	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/46</u> Priority Crime Litigation Unit
<u>SALARY</u>	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	Head Office: Pretoria
<u>REQUIREMENTS</u>	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Administration related qualification will be an added advantage. Basic knowledge of PFMA and Treasury Regulations. Sound planning and organizing skills, written and verbal communication skills. General computer literacy skills. Ability to act independently. Ensure compliance with NPA policies and guidelines and all relevant prescripts. Basic numeracy skills.

<u>DUTIES</u>	:	Provide high level 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 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 filling, photocopying, faxing, receiving and dispatching of documents.
<u>ENQUIRIES</u>	:	Mlungisi Baloyi Tel No: (012) 845 6927
<u>APPLICATIONS</u>	:	e mail: Recruit202646@npa.gov.za
<u>POST 05/282</u>	:	<u>SUPPLY CHAIN CLERK REF NO: RECRUIT 2026/47</u> Strategy Operations and Compliance: Supply Chain Management
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Mthatha
<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>	:	Ziyanda Mtwazi Tel No: (047) 501 2632
<u>APPLICATIONS</u>	:	e mail: Recruit202647@npa.gov.za
<u>POST 05/283</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/48</u> Investigating Directorate Against Corruption Re-advert
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Able to type. Ability to work independently and under pressure. Integrity, reliable, tolerant, and determined. Ability to identify and handle highly confidential matters. 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. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public services.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Matodzi Makhari Tel No: (012) 845 6012
<u>APPLICATIONS</u>	:	e mail: Recruit202648@npa.gov.za
<u>POST 05/284</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/49 (X2 POSTS)</u> Sexual Offences and Community Affairs
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Administration related qualification will be an added advantage. Basic knowledge of PFMA and Treasury Regulations. Sound planning and organizing skills, written and verbal communication skills. General computer literacy skills. Ability to act independently. Ensure compliance with NPA policies and guidelines and all relevant prescripts. Basic numeracy skills.

DUTIES

: To provide administration services and support for the Senior Staff in the SOCA unit and the TCCs and TCC staff in the Gauteng Province. Process and capture DNA data reports and NPA regional divisions requests. Receive all incoming DNA reports. Rename reports according to an established naming protocol. Review and validate DNA reports and outcomes received from Forensic Sciences Laboratories (FSL). Capture of details of the reports on two different databases. Capture priority requests for Gender Based Violence (GBV) and murder cases on two different databases. Allocate and classify reports and requests according to results in database using a SAPS CAS no. Ensure admin support to all SOCA Gauteng Province staff which includes managing documents and a proper filing system. Provide administration and processing of procurement request as well as Logistic Arrangement, administer leave register, to assist the senior staff with minute taking and collation of provincial meetings, 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 function departments: 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 includes 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 financial 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
APPLICATIONS

: Evy Popela Tel No: (012) 845 6593
e mail: Recruit202649@npa.gov.za