ANNEXURE I

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 : 14 September 2026

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). 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. All SMS posts will be subjected to a lifestyle audit. 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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

OTHER POSTS

POST 31/39	:	**SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2026/303** National Prosecutions Service (Re-advert)
SALARY	:	R1 242 915 – R1 934 208 per annum (CM-1), (Total cost package)
CENTRE	:	CPP: Ntuzuma (KwaDukuza)
REQUIREMENTS	:	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. Proficiency in prosecuting/litigation 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.
DUTIES	:	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.
ENQUIRIES	:	Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
APPLICATIONS	:	e mail: Recruit2026303@npa.gov.za
POST 31/40	:	**STATE ADVOCATE REF NO: RECRUIT 2026/304** National Prosecutions Services
SALARY	:	R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE	:	DPP: Mmabatho
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. 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/litigation, 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.
DUTIES	:	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	:	Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS	:	e mail: Recruit2026304@npa.gov.za

POST 31/41 : **STATE ADVOCATE REF NO: RECRUIT 2026/305**
National Prosecutions Services

SALARY : R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE : CPP: Durban
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. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge and expertise in the litigation of GBVF matters. Positive security clearance inclusive of the National Register for Sex Offenders (NRSO). Extensive knowledge of the law in respect of GBVF including Sexual offences, Domestic Violence, Child Justice, Trafficking in Person and Maintenance. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Skilled in the usage of Microsoft Power Point, Microsoft Teams, Microsoft word, Microsoft excel, Microsoft Outlook is mandatory. Strong Communication and Presentation Skills. High Court litigation experience will be an added advantage. A valid driver's license.
DUTIES : Provide services in respect of the designated Thuthuzela Care Centre (TCC) which includes Prosecutor Guided Investigations (PGI) in respect of matters reported to a TCC or referred to them. Tracking, monitoring and facilitation of GBVF cases through the Criminal Justice System. Secure the attendance of witnesses, investigating officers and accused in custody at court. Contribute to the reduction in turnaround time in the finalisation of GBVF cases to nine (9) months as per the unit's strategy. Assist to improve stakeholder relationships which includes regular follow-ups and facilitating of meetings with stakeholders. Increase the conviction rate in GBVF cases. Perform other duties and activities as requested by the Provincial Manager or Head of Unit. Assist in the establishment and functioning of Thuthuzela Care Centres. Provide training to relevant role players and stakeholders including prosecutors and police. Institute and conduct criminal proceedings on behalf of the State when required to do so by the SOCA unit and perform any act incidental thereto and carry out the duties and functions assigned to a prosecutor under any act and/or Policy Manual. Study and assess allocated decision case dockets and make prosecutorial decisions. Collation and submission of TCC statistics and any other statistics required by the SOCA unit. Compulsory participation in public awareness campaigns as required by the SOCA unit.
ENQUIRIES : Phiwa Nhlengethwa Tel No: (031) 334 5003
APPLICATIONS : e mail: Recruit2026305@npa.gov.za

POST 31/42 : **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: RECRUIT 2026/307**
Strategy, Operations and Compliance - Human Resources Management

SALARY : R932 292 per annum (Level 11), (Total cost package)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum five (5) years' experience in Human Resource Management of which three (3) years must be working experience at a junior management level (salary level 9/10) dealing with recruitment and selection processes and procedures, staff provisioning, staff maintenance and staff exit. 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. Excellent knowledge of PERSAL. A good command of computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Willingness to travel. Able to work independently and in a team. Good administration skills. People management and empowerment. Planning and prioritizing skills. Customer focus and responsiveness. Problem solving and decision making.
DUTIES : Monitor and ensure the implementation of recruitment and selection processes. Plan, execute and oversee recruitment of permanent and contract employees.

Filling of positions in the organization. Participate in policy formulation and project activities. Oversee all functions of staff provisions, staff maintenance and staff exit. Approve transactions on PERSAL. Manage staff and unit. Train and develop staff. Compile monthly and other reports on request systems and policies, i.e framework and policy development.

ENQUIRIES : Mr. Jacobus Hayward Tel No: (012) 845 6178
APPLICATIONS : e mail: Recruit2026307@npa.gov.za

POST 31/43 : **REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2026/306**
National Prosecutions Service
(Re-advert)

SALARY : R655 854 - R1 508 337 per annum (Level LP-5 to LP-6), (excluding benefits), (Total cost package)
CENTRE : CPP: Mthatha (Flagstaff)
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. 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 : Ziyanda Mthwazi Tel No: (047) 501 2632
APPLICATIONS : e-mail: Recruit2026306@npa.gov.za

POST 31/44 : **PROTECTOR REF NO: RECRUIT 2026/308 (X2 POSTS)**
Office for Witness Protection
(1 Re-advert)

SALARY : R605 742 per annum (Level 10), (excluding benefits)
CENTRE : Eastern Cape (Gqeberha)
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) qualification. Must have at least two (2) years' experience in the field of the post. Must have police, military, or correctional services basic training. Must have successfully completed a SWAT or Tactical Police course. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge and experience of undercover work. Must be competent in at least two 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.
DUTIES : Assist with admission of witnesses and related persons into the Witness Protection Programme. Ensure safety, wellbeing and management of witnesses and extended families. Court protections and consultations. Assist

in the transformation of all facets of the Witness Protection Programme to enhance service delivery to vulnerable and intimidated witnesses and related persons, law enforcement and prosecution. Assist in developing best practice module aligned to Bill of Rights, Batho Pele and United Nations Best Practice. Assist in building relationships with customers and other role players (within NPA, nationally and internationally) Office administration.

ENQUIRIES : CH Loots Tel No: (041) 045 0402
APPLICATIONS : e mail: Recruit2026308@npa.gov.za

POST 31/45 : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: RECRUIT 2026/309**
Strategy, Operations and Compliance - Human Resources Management

SALARY : R487 197 per annum (Level 09), (excluding benefits)
CENTRE : Head Office: Pretoria
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum 3 years' experience in Human Resources Management dealing with recruitment and selection processes and procedures, staff provisioning, staff maintenance and staff exit. 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. 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. Willingness to travel.
DUTIES : Monitor and ensure the implementation of recruitment and selection processes. Plan, execute and oversee recruitment of permanent and contract employees. Filing of positions in the organisation. Participate in policy formulation and project activities. Oversee all functions and staff provision, staff maintenance and staff exit. Approve transactions on PERSAL. Manage staff and unit. Train and develop staff. Compile monthly and other reports on request systems and policies, i.e framework and policy development.
ENQUIRIES : Mr. Jacobus Hayward – 012 845 6178
APPLICATIONS : e mail: Recruit2026309@npa.gov.za

POST 31/46 : **ASSISTANT DIRECTOR: COMPLAINTS INVESTIGATION REF NO: RECRUIT 2026/310 (X3 POSTS)**
Office for Ethics and Accountability
(Re-adverts)

SALARY : R487 197 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 Law or Forensic Investigation, Policing, Ethics, Auditing or equivalent qualification. At least three (3) years' relevant experience in investigation, auditing and research. Be conversant with integrity, Ethics Management aspects and investigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent analysis and problem-solving skills. Certification as an Ethics Officer will be an added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain

security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. 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.

DUTIES : Lead complaints investigation received within the NPA and the general public. Liaise with complaints on the status of investigation. Lead fraud and corruption investigations within the NPA and also unethical conduct, irregular expenditure, lifestyle investigations, financial misconduct and hotline related cases. Perform risk assessments and issues related to fraud and corruption. Conduct investigation research. Human resources management. A valid driver's licence.

ENQUIRIES : Kenneth Lehutjo Tel No: (012) 845 6879
APPLICATIONS : e mail: Recruit2026310@npa.gov.za

POST 31/47 : **ASSISTANT DIRECTOR: SERVICE INSPECTION AND IMPROVEMENT REF NO: RECRUIT 2026/311**
Office for Ethics and Accountability
(Re-advert)

SALARY : R487 197 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B - degree (NQF level 7) in Social Science/Business Management or equivalent qualification. At least three (3) years' relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent analysis and problem-solving skills. Certification as an Ethics Officer will be an added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. 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.

DUTIES : Conduct service inspections within the NPA. Conduct preparatory research for service inspection including data sourcing and analysis. Notify target audience of inspection. Conduct interviews and/ workshop where appropriate. Gather service performance data and information from inspection site. Compile and submit service inspection reports. Obtain, review and incorporate feedback on service inspection reports. Inspect feedback for possible inspections. Develop and implement service delivery programmes. (SDIP, Service Standards, Service Charter, Service Delivery Model and Complaints Management).

ENQUIRIES : Tshepo Ramalobela Tel No: (012) 845 6908
APPLICATIONS : e mail: Recruit2026311@npa.gov.za

POST 31/48 : **FINANCIAL INVESTIGATOR REF NO: RECRUIT 2026/312**
Asset Forfeiture Unit

SALARY : R487 197 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria: Head Officer
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation, Certified Fraud Examiner or equivalent. Three (3) years' experience in financial investigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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. 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. Valid driver's licence.

DUTIES : Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Provide administration support services with regard to case management.

ENQUIRIES : Phumelele Simelane Tel No: (012) 845 7772
APPLICATIONS : e mail: Recruit2026312@npa.gov.za

POST 31/49 : **SENIOR HUMAN RESOURCES PRACTITIONER REF NO: RECRUIT 2026/313 (X2 POSTS)**
Strategy, Operations and Compliance - Human Resources Management

SALARY R413 001 per annum (Level 08), (excluding benefits)
CENTRE : Head Office: Pretoria
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum 2 years' relevant experience in Human Resources Administration. 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, Skills Development Act, Knowledge of HR information management. 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. 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. Willingness to travel.

DUTIES : 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 recognition. Process housing allowance. Process internal transfers. Oversee leave implementation and staff terminations. Process of injury on duty. Monitor the processing of salary adjustment. Implementation job evaluation results. Oversee all Human Resources Administration functions. Supervise staff in the relevant section. Implement and ensure compliance with policies and procedures.

ENQUIRIES : Mr. Jacobus Hayward Tel No: (012) 845 6178
APPLICATIONS : e mail: Recruit2026313@npa.gov.za

POST 31/50 : **HUMAN RESOURCES PRACTITIONER REF NO: RECRUIT 2026/314 (X4 POSTS)**
Strategy, Operations and Compliance - Human Resources Management

SALARY : R338 106 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 years relevant experience in Human Resource 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 Development Act. Knowledge of HR information management. Computer literacy in MS Office suite, specifically MS Word, Excel, Outlook, PowerPoint. Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination, administrative skills.

DUTIES : Implement and ensure compliance with policies and procedures. Administer recruitment, selection and appointment. Administer probation administration. Liaise with customers/stakeholders. Provide HR administration services. Compile and submit monthly HR statistics. Accommodation and travel claims. Prepare memorandums for remuneration and service benefits. Processing of state guarantees. Processing of housing allowances. Processing of long service recognition. Processing of leave, service bonus, performance rewards, pay progression, general salary adjustments, acting allowance, resettlement and overtime. Process retirement, resignation, dismissal & death. Process staff movement.

ENQUIRIES : Mr. Jacobus Hayward Tel No: (012) 845 6178
APPLICATIONS : e mail: Recruit2026314@npa.gov.za

POST 31/51 : **HUMAN RESOURCES PRACTITIONER REF NO: RECRUIT 2026/315**
Strategy, Operations and Compliance - Human Resources Management

SALARY : R338 106 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 2 years relevant experience in Human Resource Administration dealing with the recruitment processes and public service remuneration. Working knowledge of PERSAL. PERSAL introduction course compulsory. Excellent knowledge of MS Excel. Knowledge of other MS Office packages. 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, NPA Act, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills Development Act. Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination, administrative skills.

DUTIES : Deal with the advertising of positions and related aspects, like the filing, communication and record keeping of advertising requests, panel approvals, etc. Following up on outstanding panel requests as well requests to advertise posts. Dealing with remuneration matters for the National Prosecuting Authority for Public Service Act and NPA Act employees. Generate and compile monthly, quarterly and annual reports. Keep monthly data of relevant information for monthly, quarterly and annual reports.

ENQUIRIES : Mr. Jacobus Hayward Tel No: (012) 845 6178
APPLICATIONS : e mail: Recruit2026315@npa.gov.za

POST 31/52 : **ADMINISTRATIVE OFFICER: COMPLAINTS REGISTRATION REF NO: RECRUIT 2026/316**
Office for Ethics and Accountability
(Re-advert)

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate three (3) year Diploma (NQF 6) in policing, Forensic Investigation, Internal Auditing and Criminology. Two (2) years relevant experience. Knowledge and experience in dealing with complaints and complainants. Knowledge of case management/data management and general administration skills. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Certification as an Ethics Officer will be an added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel

extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. 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.

DUTIES : Provide an effective scanning of internal and external complaints received by the NPA. Provide reports on complaints received. Scan and capture complaints on the database. Allocation of complaints to relevant business unit for further action. Categories alerts against criteria. Identify complaints reviewed and allocated to various units for action. Provide feedback on complaints lodged on the database. Obtain outcome and update outcome on cases from relevant business units. Provide administrative support duties to the Service Inspection and Improvements Division. Compile monthly, quarterly and annual reports on complaints detected. Update registers and statistics.

ENQUIRIES : Salome Modibedi Tel No: (012) 845 6813
APPLICATIONS : e mail: Recruit2026316@npa.gov.za

POST 31/53 : **ADMINISTRATIVE OFFICER: COMPLAINTS INVESTIGATION REF NO: RECRUIT 2026/317 (X2 POSTS)**
Office for Ethics and Accountability
(Re-adverts)

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate three (3) year Diploma (NQF 6) in Policing, Forensic Investigation, Internal Auditing and Criminology. Two (2) years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Certification as an Ethics Officer will be an added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. 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.

DUTIES : Ensure proper complaints management process. Prepare updates and provide progress reports on complaint under investigation. Disseminate complaints to investigators for investigations. Compile and provide statistics and progress reports on investigations. Provide administrative support within the Directorate by handling routine enquiries. Keep and maintain the incoming and outgoing register for the office. Record, organize, store, capture and retrieve correspondence and data.

ENQUIRIES : Salome Modibedi Tel No: (012) 845 6813
APPLICATIONS : e mail: Recruit2026317@npa.gov.za

POST 31/54 : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2026/318**
National Prosecutions Services

SALARY : R338 106 per annum (Level 07), (excluding benefits)
CENTRE : DPP: Mmabatho
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 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

organising 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 : Flora Kalakgosi Tel No: (018) 381 9040
APPLICATIONS : e mail: Recruit2026318@npa.gov.za

POST 31/55 : **FINANCE CLERK: SALARIES AND BANKING REF NO: RECRUIT 2026/319 (X2 POSTS)**
Strategy, Operations and Compliance – Financial Accounting

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Good people skills. Sound interpersonal and communication skills.

DUTIES : Provide support to the office with regards to payroll administration functions. Prepare and process salary payments and allowances. Prepare and capture general journals. Process third party related transactions. Filing of all documents. Assist with salary related queries.

ENQUIRIES : Jenny Coertzen Tel No: (012) 845 6073
APPLICATIONS : e mail: Recruit2026319@npa.gov.za

POST 31/56 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/320**
National Prosecutions Services

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : CPP: Thohoyandou
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. 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.

DUTIES : Register incoming dockets and scanning thereof. Communicate with Prosecutors in respect of matters dealt with Generate reports from ECMS for statistical purposes. Attend to queries on case flow from Prosecutors and SAPS from the ECMS. Provide case administration and document management. Capturing new cases on the electronic case management system (ECMS). Daily updating of information from court. Maintain integrity and accuracy of the data captured on ECMS. Provide dockets electronically or hard copies to Defence on request of Prosecutions. Make photocopies of charge sheets in finalised cases. Validate what is happening in court as and when required. Write up information to be captured on ECMS. Contact Prosecutors for information to reconcile on ECMS. Receive and collate statistics. Update court statistics registers on a daily basis. Generate various statistics sheet. Draw up reports from ECMS. Draw reports from ECMS for submission to Supervisors for monthly reporting. Conduct data verification, i.e., statistics verification. Update electronic case register as and when additional data becomes available. Act as a liaison between NPA and SAPS to obtain urgent dockets and to rectify dockets which cannot be retrieved on the ECMS. Communicate with NPA stakeholders such as witnesses to remind of court date

		es consultations and provide complainants with outcomes of cases. Prepare and maintain files. Release appropriate documents to any other interested party. 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. Perform any other duties as deemed necessary by supervisor/manager.
ENQUIRIES	:	Thuba Thubakgale Tel No: (015) 045 0285
APPLICATIONS	:	e mail: Recruit2026320@npa.gov.za
POST 31/57	:	**HUMAN RESOURCES CLERK (HELP DESK) REF NO: RECRUIT 2026/321** Strategy, Operations and Compliance - Human Resources Management
SALARY	:	R237 453 per annum (Level 05), (excluding benefits)
CENTRE	:	Pretoria: Head Office
REQUIREMENTS	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Working knowledge of PERSAL. PERSAL introduction course compulsory. Excellent knowledge of MS Excel. Knowledge of other MS Office packages. 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, NPA Act, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills Development Act. Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination, administrative skills.
DUTIES	:	Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle invoices and monitor them and relevant budget items. Handle routine enquiries including confirmation of employment. Distribute documents/packages to various stakeholders as required. Keep and maintain the incoming and outgoing document register of the component. Keep and maintain the filing system for the component. Quality check incoming HRM documentation before distribution. Administrative support to the Directorate: HRM as and when required.
ENQUIRIES	:	Mr. Jacobus Hayward Tel No: (012) 845 6178
APPLICATIONS	:	mail: Recruit2026321@npa.gov.za
POST 31/58	:	**ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/302** National Prosecutions Service
SALARY	:	R237 453 per annum (Level 05), (excluding benefits)
CENTRE	:	DDPP: Durban
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-organised 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. Provide court administration services. Assist with the efficient management of court rolls. Submit monthly reports and statistics. Provide case records services.
ENQUIRIES	:	Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
APPLICATIONS	:	e mail: Recruit2026302@npa.gov.za