



The NPA is based in Silverton and has regional offices nationally. This dynamic and changing organisation, which is gradually expanding, has identified key opportunities for experienced, skilled, dynamic professionals and support personnel.

## HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT (HRM&D)

### Senior Manager: Human Resources Management

Salary: R615 633 per annum plus (SMS package) (Ref: Recruit1755)  
Pretoria (Head Office)

**Requirements:** • Relevant Bachelor's degree or National Diploma (preferably in Human Resource Management or Industrial Psychology/Public Administration, Personnel Management) • At least 10 years' experience in the Human Resources Environment of which 5 must have been at management level • Experience in the management of people, finances, programmes and projects • Strong client orientation focus • Knowledge of the public sector and applicable Labour and Financial legislation and prescripts.

**Duties:** • Manage the Directorate: Human Resources Management and Administration to ensure optimum service delivery • Provide strategic leadership on Recruitment and Selection, implement Employment Equity, Employee Service Benefits, Staff Exit and other HR management functions • Conduct policy and legislative analysis on Human Resources matters and guide the necessary policy development process • Liaise with line managers to provide advice and guidance on all Human Resources matters in the organisation • Ensure aligning HR functions with organisational and business units' strategies • Manage the Directorate's resources, including budgets • Manage information and comply with all reporting requirements on Human Resource matters.

**Enquiries:** Ms Matshidiso Modise, tel. (012) 845-6200.

**Applications:** E-mail: Recruit1755@npa.gov.za or fax: (012) 843-3812.

## EMPLOYMENT WELLNESS PROGRAMME

### Assistant Manager: Employee Relations

Salary: R192 540 per annum plus housing allowance, annual service bonus, pension and medical aid benefit (Level 9) (Ref: Recruit1756)  
Pretoria (Head Office)

**Requirements:** • Honours degree in Social Work or Psychology • Minimum of 3 years in counselling/therapeutic setting • Exposure to employee wellness programmes, including management of HIV&AIDS and TB in the workplace • Registration with the relevant professional Council • Counselling, communication, problem-solving, interpersonal and supervision skills • Knowledge of psycho-social theories of human behaviour • Skills in analysing, planning and implementing clinical and group interventions based on knowledge of theory of human behaviour and systems • Ability to assess, monitor, evaluate and refer where necessary, behavioural conditions that impact on work performance • Ability to apply psychological trauma management intervention models • Understanding of Human Resource policies and legislation in the Public Service • Good presentation skills • Good group facilitation skills • Excellent interviewing skills • General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint • Good project management skills • Conflict management skills.

**Duties:** • Promote EWP services and programmes • Co-ordinate the implementation of workplace health promotion programmes • Conduct psycho-social counselling services and respond to crises and trauma through appropriate interventions • Monitor and evaluate outsourced EWP services • Manage the implementation of HIV&AIDS and TB management programmes • Mentor EWP Practitioners • Facilitate and evaluate the impact of focused workplace life skills programmes • Participate in the process of developing EWP policies and procedures.

**Enquiries:** Phuthi Semanya, tel. (012) 845-6906.

**Applications:** E-mail: Recruit1756@npa.gov.za or fax: (012) 843-3813.

## INFORMATION MANAGEMENT SERVICE CENTRE

### Executive Manager: Information Management Service Centre (IMSC)

Salary: R746 181 per annum (Level 14) (Ref: Recruit1757)  
Pretoria (Head Office)

**Requirements:** • Appropriate B degree or equivalent qualification • 10 years' experience in the environment, of which 5 must have been at senior management level • Extensive experience in the field of information management • Strategic capability and leadership skills • Programme and project management • Financial and change management • Knowledge management • Service delivery innovation • Problem-solving and analysis skills • People management and empowerment • Client orientation and customer focus • Communication skills • Honesty and integrity • Knowledge of Chief Architect, Operations Management, Information Management, Business Information (BI) Management and Supplier Management.

**Duties:** • Align business and IM strategy • Develop IM governance information planning architecture • Be responsible for IT business value assurance • Be responsible for IM resource management and IS supplier management • Ensure effective IM structures and processes and human resource management.

**Enquiries:** Ms Mathidiso Modise, tel. (012) 845-6200

**Applications:** E-mail: Recruit1757@npa.gov.za or fax: (012) 843-3814.

## OFFICE FOR WITNESS PROTECTION

### Senior Finance Manager: Financial Operations

Salary: R615 633 per annum (SMS package) (Ref: Recruit1758)  
Pretoria

**Requirements:** • BCom degree/diploma or relevant tertiary qualification with experience in Financial Management • At least 5 years' experience at middle management level • Excellent written and verbal communication skills • Being innovative, proactive and decisive under pressure and solution orientated • Negotiating skills and management experience • Problem-solving skills and ability to be a self-starter • Ability to meet strict deadlines • Strong organisational and leadership skills • Ability to think strategically and innovatively • Knowledge of the Public Sector policies and regulations • Thorough knowledge of PFMA, Treasury Regulations and Official Development Assistance (ODA) guidelines • Knowledge of BAS, LOGIS and PERSAL systems • Valid driver's licence.

**Duties:** • Provide weekly and monthly reports to the Director • Manage all creditors' payments and ensure that creditors' reconciliations are performed • Manage the travel agency's account as well as Subsistence and Travel • Manage suspense accounts • Manage donor funding in accordance with ODA guidelines • Provide support to the auditors and management responses to audit queries and implement audit recommendations • Assist with the development, review and implementation of financial policies and procedures • Ensure that internal controls are in place • Manage human and other resources within the section and ensure compliance with Performance Management and Development Systems • Be responsible for managing all aspects related to creditors' payments, donor funding, audit queries, travel agency's account and S&T in the NPA. The person appointed in this position will be subject to security clearance and the signing of a performance agreement.

**Enquiries:** David Kora, tel. (012) 845-6913.

**Applications:** E-mail: Recruit1758@npa.gov.za or fax: (012) 843-3815.

## FINANCE AND PROCUREMENT

### Finance Manager

(1-year contract)

Salary: R378 456 per annum 37% in lieu of benefits (MMS package) (Level 11) (Ref: Recruit1759)  
Pretoria (Head Office)

**Requirements:** • BCompt degree or equivalent; BCompt (Hons) would be an advantage • 3-5 years' public sector auditing experience; completed articles preferred • Ability to analyse complex financial data from multiple sources • Advanced computer skills; CATTs experience preferred • Supply chain management and asset management experience • Bookkeeping experience • Management experience is recommended • Knowledge of the NPA environment • Policy formulation in functional area is recommended • Change management experience is recommended.

**Duties:** • Data analysis • Accurately determine balances for irregular expenditure • Perform CATTs analysis on data and take corrective action • Prepare finance management reports • Address audit queries and implement audit action plans • Ensure smooth interfaces of financial systems (BAS, Logis and Asset Management) • Manage staff and transfer skills.

**Enquiries:** Gordon Hollamby, tel. (012) 845-6743.

**Applications:** E-mail: Recruit1759@npa.gov.za or fax: (012) 843-3816.

## ASSET FORFEITURE UNIT

### Junior State Advocate

Salary: R478 035 per annum (D2) (Ref: Recruit1760)  
• Pretoria (Mmabatho)

**Requirements:** • Appropriate 4-year legal qualification • Right of appearance of the High Court • Experience in civil and/or criminal litigation • Good skills in legal drafting • Good interpersonal, analytical, presentation and communication skills • Knowledge of the CPA and POCA • Professional and able to act independently • Willingness to travel and ability to work extended hours • Excellent communication and administrative skills • General computer literacy and knowledge of programs in MS Word, Excel, Outlook, PowerPoint • Experience in financial investigations and asset tracking will be an advantage • Experience in project management will be advantage • Good knowledge of civil and criminal procedure • Valid driver's licence

**Duties:** • Civil litigation on behalf of the State regarding all aspects of restraint and forfeiture of assets derived from criminal activity • Liaise with prosecutors on cases with asset forfeiture potential • Draft and present confiscation applications in all courts • Train prosecutors and investigators on POCA • Co-ordinate criminal cases with asset forfeiture potential between the Criminal Court and Asset Forfeiture Unit (AFU) • Project manage joint initiatives with SAPS, NPS and AFU • Facilitate money laundering prosecutions.

**Enquiries:** Delysia Parsons, tel. (012) 845-6718.

**Applications:** E-mail: Recruit1760@npa.gov.za or fax: (012) 843-3817.

### Senior State Advocate

Salary: R597 648 per annum (D3) (Ref: Recruit1761)  
• Cape Town • Johannesburg (2)

**Requirements:** • Appropriate 4-year legal qualification • Right to appear in the High Court as contemplated in section 2 and 3(4) of the Right of Appearance in Courts Act (1995) • Experience in civil and/or criminal litigation • Well-developed skills in advocacy and legal drafting • Good knowledge of civil and/or criminal procedure • Knowledge of asset forfeiture law will be advantageous • Professional and able to act independently • Willingness to travel and ability to work extended hours • Excellent communication and administrative skills • General computer literacy and knowledge of programs in MS Word, Excel, Outlook, PowerPoint • Ability to understand profit and loss calculations and basic business finance • Ability to conduct legal research • Valid driver's licence.

**Duties:** • Litigation and supervising litigation • Civil litigation on behalf of the State regarding all aspects of the restraint and forfeiture of assets derived from criminal activity • Draft applications and prepare heads of argument and present cases in Court • Supervise, train and develop junior legal and investigative staff • Train prosecutors and police in the use of Asset Forfeiture Law • Conduct legal research and keep up-to-date with legal developments • Assist with general management of the unit, including developing the systems, receiving and analysing reports and making recommendations to the unit.

**Enquiries:** Delysia Parsons, tel. (012) 845-6718.

**Applications:** E-mail: Recruit1761@npa.gov.za or fax: (012) 843-3818

Justice in our society so that people can live in freedom and security

## Deputy Director of Public Prosecution

Salary: R658 278 per annum (Level 13) (Ref: Recruit1762)  
• Bloemfontein • Johannesburg

**Requirements:** • Appropriate 4-year legal qualification • Right to appear in High Court as contemplated in section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 • Extensive experience in civil litigation and such experience as in the opinion of a Minister render them suitable for appointment as Deputy Director of Public Prosecutions • Well-developed skills in advocacy and legal drafting • Good knowledge of civil and/or criminal procedure • Excellent management, interpersonal, analytical, presentation communication skills with relevant experience • Ability to develop systems and procedures as well as new policies • Knowledge of Asset Forfeiture Law and strong computer skills • Ability to performance manage staff • Willingness to travel and ability to work extended hours • General computer literacy and knowledge of programs in MS Word, Excel, Outlook, PowerPoint • Excellent communication skills • Valid driver's licence • Extensive experience in civil litigation and experience in high court • Well-developed skills in legal drafting.

**Duties:** • Litigation and supervising litigation • Civil litigation on behalf of the State regarding all aspects of the restraint and forfeiture of assets derived from criminal activity, drafting applications, preparing heads of arguments and presenting cases in court • Supervise, train and develop legal and investigative staff • Train prosecutors and police in the use of Asset Forfeiture • Assist in managing a regional office of the unit with all related responsibilities • Assist the regional head in his/her overall responsibility for the management and supervision of staff • Plan, organise and co-ordinate the administration of activities of the office • Monitor and evaluate the efficiency of the service provided by the NPA • Manage service providers and perform quality assurance • Liaise and communicate with other senior managers within the NPA • Project manage specific initiative as and when required • Ensure a proper and adequate human resource management and development in the group • Ensure effective implementation of office administration • Deal with employee relations matters • Assist with general management of the unit, including developing the system, receiving and analysing reports and making recommendations to the unit • Ensure that all logistic and security arrangements of the office are in place.

**Enquiries:** Delysia Parsons, tel. (012) 845-6718.

**Applications:** E-mail: Recruit1762@npa.gov.za or fax: (012) 843-3819.

## Regional Head

Salary: R734 976 per annum (Level 14) (Ref: Recruit1763)  
Durban

**Requirements:** • Appropriate legal qualification • Right to appear in High Court as contemplated in section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 • Extensive experience in civil litigation and such experience as in the opinion of a Minister render them suitable for appointment as Senior Deputy Director of Public Prosecutions • Well-developed skills in advocacy and legal drafting • Good knowledge of civil and/or criminal procedure • Excellent management, interpersonal, analytical, presentation and communication skills with relevant experience • Ability to develop systems and procedures as well as new policies • Knowledge of Asset Forfeiture Law will be an added advantage • Positive Security Clearance • Ability to performance manage staff • Professional and able to act independently • Willingness to travel and ability to work extended hours • Excellent communication skills • General computer literacy and knowledge of programs in MS Word, Excel, Outlook, PowerPoint • Valid driver's licence.

**Duties:** • Litigation and supervising litigation • Civil litigation on behalf of the State regarding all aspects of the restraint and forfeiture of assets derived from criminal activities, including supervising investigators, drafting applications, preparing heads of argument and presenting cases in court • Supervise, train and develop legal and investigative staff • Train prosecutors and police in the use of Asset Forfeiture • Manage a regional office of the unit with all related responsibilities • Take overall responsibility for the management and supervision of staff • Plan, organise and co-ordinate the administration activities in the office • Monitor and evaluate the efficiency of the service provided by the NPA • Manage service providers and perform quality assurance • Liaise and communicate with other senior managers within the NPA • Project manage specific initiatives as and when required • Overall management of the budget of the office • Ensure proper and adequate human resource management and development in the group • Ensure effective implementation of office administration • Deal with employee relations matters • Assist with general management in the unit, including developing the systems, receiving and analysing reports and making recommendations to the unit • Ensure that all logistic and security arrangements of the office are in place.

**Enquiries:** Delysia Parsons, tel. (012) 845-6718.

**Applications:** E-mail: Recruit1763@npa.gov.za or fax: (012) 843-3820.

## NATIONAL PROSECUTING SERVICES (NPS)

### Corporate Manager

Salary: R407 745 per annum (MMS Package) (Level 12) (Ref: Recruit1764)  
DPP Kimberley

**Requirements:** • B degree or equivalent qualification • At least 5 years' management experience • Strong organisational and strategic capability • Financial management skills • Change management skills, knowledge analysis capability • People management and empowerment capability • Client orientation and customer focus capability • Communication skills • Thorough knowledge of human resource management, finance and administrative matters • Ability to lead teams and think in a strategic innovative manner • Valid driver's licence is recommended.

**Duties:** • Render administrative support services, including line administrative support services and policy support • Facilitate and co-ordinate the drawing, collation and overall control of the line budget of DPP office • Oversee consistent monthly expenditure reporting and keep and maintain up-to-date financial records and implement business plans • Be responsible for administration and logistics support with supervision, checking and management of administration processes • Screen, process and prioritise requests, queries or documents from various departments or unit by replying to them directly, only taking advice from the management or designated official before replying or processing them in exceptional circumstances, ie the corporate manager should deal with day-to-day matter • Follow up on decisions taken at management or other relevant meeting to assess progress or implementation and to report to management • Ensure the development of administrative management policies • Ensure that documents sent for releases to other department managers meet existing policies, procedures and applicable comply with relevant requirement • Draft minutes documents, speeches or presentations for use by managements • Draft minutes, documents for use by management • Arrange events such as workshops, conferences, etc • Staff management, training, discipline, performance management and team building of staff • Transform internal business processes and system • Improve co-ordination and working relationship with stakeholders • Ensure customer satisfaction and access to NPA services • Create maintain and manage statistics for division • Advise DPP and management on the appropriate deployment and utilisation of human resources • Ensure the implementation of human resource policies and procedures in the office of the DPP • Co-ordinate and facilitate the training and development of staff • Advise management on appropriate utilisation of the infrastructure resources • Manage the development • Implement and maintain NPA and office policies • Monitor and evaluate, on a continuous basis, risks and threats • Investigate losses and breaches of security, including the following of reports • General management of corporate services as whole • Take overall responsibility for management and personnel and manage service providers • Liaise and communicate with other senior managers within NPA and Shared Services Centres • Manage project for the division • Monitor and control office budget • Manage the following functional areas: Labour relations, organisational development and administrative services • Ensure overall control of budget, planning for projects, human resource and administration and finances components of the unit • Liaise and communicate with division managers, other relevant departments, unit agencies and NGOs with the receipt, perusal and reply to correspondence.

**Enquiries:** Phuti Mahanye, tel. (012) 845-6945.

**Applications:** E-mail: Recruit1764@npa.gov.za or fax: (012) 843-3821.

**NB:** Please read the instructions before applying.

Applicants must apply for positions for which they meet the requirements as per the advert.

Applicants must clearly note their regions/office of preference on their application. Where candidates must list their preferred region(s)/region(s) of preference, it must be done on page 2 of the Z.83, below the declaration field.

Applications must be submitted on a Z.83, obtainable from any Public Service Department, or www.npa.gov.za and must be completed in full. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83.

A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, must be attached.

CVs without Z.83 will not be accepted.

All electronically e-mailed applications must submit their attachments in Microsoft Word or Adobe pdf format else they will not be accepted by our e-mail system and will not be processed.

If you apply for more than one post, you must please submit a different/separate application for each post.

All applications must reach the NPA before the closing date. It is the sole responsibility of the applicant to ensure that their application(s) is with the NPA before the closing date. The NPA cannot be held responsible for postal or server delays. Late applications will not be processed. The NPA advises applicants that postal applications be forwarded by registered mail. Fax and e-mail boxes will be closed at midnight on the closing date.

**General:**

Communication will be limited to those applicants who would be identified for further recruitment processes and procedures.

A certified copy of the applicant's ID document must always be attached and driver's licence, where required.

Certified copies of qualifications would be required from those applicants selected for further selection processes.

The NPA reserves the right not to fill any particular position. If you do not hear from the NPA within 3 months, please accept your application was unsuccessful.

**The NPA is an equal opportunity, Employment Equity Employer. Disabled persons 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 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998), will be taken into consideration.**

**Note:**

Successful candidates will be subject to a security clearance at least up to a level of Top Secret. Appointment to these posts will be provisional, pending the issue of security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly be terminated.

Competency assessments will be conducted for level 12 and higher posts.

**Closing dates for application:** 15 February 2010. Applications will not be accepted after the closing date.

**E-mail addresses and fax numbers are provided for each at each post respectively.**

**All hand-delivered applications must be sent to the VGM Building at the NPA Head Office at Silverton in Pretoria.**

**All applications sent by post must be addressed to the following postal address: Response Handling Recruit Number, National Prosecuting Authority of South Africa, Private Bag X752, Pretoria 0001.**



NATIONAL PROSECUTING AUTHORITY  
South Africa