

## NATIONAL PROSECUTING AUTHORITY

- APPLICATIONS** : E – Mail addresses are provided for each post respectively. Alternatively, hand deliver to: 123 Hartley, cnr. Westlake Street, Weavind Park, Pretoria, 0001 or post to: Private Bag X 752, Pretoria 0001. All hand delivered and postal applications must be forwarded to the relevant Regional offices as indicated below: OFFICE OF WITNESS PROTECTION (OWP), SOCA (Thuthuzela Care Centre) and ASSET FORFEITURE UNIT (AFU) applications must be forwarded to the Head Office (Pretoria Weavind Park Silverton) address number 10
- ENQUIRIES** : Directed to the specific NPA Business Unit
- Province: Bloemfontein: Address: National Prosecuting Authority: Cnr. Aliwal Str & Andrew Waterfall Building Bloemfontein 9300 or Private Bag X20506 Bloemfontein 9300 Enquiries: George Khosa. Tel number: 051 410 6052
- Province: Kimberley: Address: National Prosecuting Authority: 22 Fabricia Road, Wilcom House Beaconsfield Kimberley 8300 or Private Bag X5037 Kimberley 8300 Enquiries: Nicholas Mogongwa. Tel number: 053 807 4500
- Province: Port Elizabeth: Address: National Prosecuting Authority: 01 Trinder Street Central Port Elizabeth 6000 or Private Bag X6075 Port Elizabeth 6000 Enquiries: Bonisile Vinjwa. Tel number: 041 502 1400
- Province: Thohoyandou: Address: Director of Public Prosecutions: Thohoyandou High Court Building Opposite Khoroni Hotel Thohoyandou 0950 or Private Bag X5016 Thohoyandou 0950 Enquiries: Thomani Londani. Tel number: 015 960 9900
- Province: Grahamstown Address: National Prosecuting Authority: 94 High Street Grahamstown 6140 or Private Bag X1009 Grahamstown 6140 Enquiries Andiswa Qamba. Tel number: 046 602 3047
- Province: North West: Address: Office of the Director of Public Prosecutions: Old Standard Bank Building Corner Main and Robinson Street Mafikeng or Private Bag X2009 Mmabatho 2735 Enquiries: Flora Kalakgosi. Tel number: 018 381 9000/41
- Province: Durban/Pietermaritzburg Address: Office of the Director of Public Prosecutions: 88 Joe Slovo (ex Field) Street 20<sup>th</sup> floor Southern Life Building Durban 4001 or Private Bag X 54342 Durban 4001 Enquiries: Wendy Hadebe. Tel number: 031 334 5114
- Province: Pretoria/Polokwane, Witbank, Address: Office of the Director of Public Prosecutions: 28 Church Square, Church Square Pretoria 0001 or Private Bag X 300 Pretoria 0001 Enquiries: Lerato Rakale. Tel number: 012 351 6790
- Province: Mthatha Address: National Prosecuting Authority: Lower Sisson Street, NPA House Fortgale Mthatha 5099 or Private Bag X 5091 Mthatha 5099 Enquiries: Lerato Rakale. Tel number: 012 351 6790
- Province: Pretoria Head Office Address: National Prosecuting Authority 123 cnr Hartley and Westlake Street, Weavind Park, Silverton Pretoria 0001 Private Bag X 752 Pretoria 0001 Enquiries: Xolisile Kubheka. Tel number: 012 845 6691
- Province: Cape Town/George, Mitchells Plain, Address: National Prosecuting Authority: 115 Buitengracht Street Cape Town 8000 or Private Bag X 9003 Cape Town 8000 Enquiries: Angelene Jansen. Tel number: 021 487 7000
- Province: Gauteng/East Rand, West Rand and Johannesburg Address : 74 Kerk Street, Johannesburg 2001 or Private Bag X 8, Johannesburg Enquiries: Angelene Jansen. Tel number: 011 220 4005
- Province: Bisho (East London): Address: Deputy Director of Public Prosecutions Tourism House Phalo Avenue Bisho 5606, or Private Bag X 0004 Bisho 5608 Enquiries: Viola Esterhuizen Tel number: 040 608 6820
- CLOSING DATE** : 08 July 2011: Applications will not be accepted after the closing date.
- NOTE** : Before You Apply!!!!!!!!!!!!!!: For Applications To Be Accepted: [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. In full means both pages of the Z.83 must be completed and page 2 duly signed. If your Z.83 is not completed as prescribed above, your application will not be accepted.](#) Only E-Mail And Hand Deliver Applications Will Accepted. CV's without Z.83 will not be accepted. Hand written Z.83 and CV's must be completed in block letters, if not your application will not be accepted. Each

post has a different Recruitment number. Applications without the correct Recruitment number / without a Recruitment number will not be processed. If you apply for more than one post, you must please submit a different/separate application for each post. Applications with multiple posts and Recruitment numbers will not be accepted. Each post has a separate e-mail address. When you forward your application by e-mail, ensure that you forward it to the correct e-mail address. Applications forwarded to the wrong e-mail address will not be processed. 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 can not be held responsible for postal or server delays. Late applications will not be processed. The NPA advise applicants that postal applications be forwarded by registered mail. Email boxes will be closed at Midnight on the closing date. General: Candidates who would like to receive acknowledgement of receipt, must please complete the information in the correspondence contact details on page 1 of the Z. 83. (To have an acknowledgement sent to your cell phone, provide your cell number in the preferred contact details field). Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in respect of emailed applications. Please DO NOT contact telephonically the NPA directly after you have emailed your applications, to enquire if your application(s) have been received. Once your application(s) have been captured on the Response Handling System, an automatic acknowledgement of receipt will be generated to your Preferred Contact Method, as indicated in portion C of your Z.83. If you have not received an acknowledgement of receipt three (3) weeks after the closing date, then you can contact the NPA. Certified copies of qualifications need not to be included in your application(s) now. The certified copies will only be requested from the candidates who are short – listed for an interview. Where an advertisement states that a valid Drivers License is required, then please supply a certified copy of your license. The NPA reserves the right not to fill any particular position. If you do not hear from us 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. On the Z.83, information is required in respect of Race, Gender and Disability. Applicants are requested to complete these fields on the Z.83 because the NPA uses the information for Employment Equity purposes. Applicants are also requested to duly complete their ID numbers, name and surname information on the Z.83. Note: Successful candidates will be subjected 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 can not get a security clearance, your appointment will be re- considered / possibly be terminated.

#### **OTHER POSTS**

<b><u>POST 25/17</u></b>	:	<b><u>ASSISTANT MANAGER: FINANCE</u></b>
<b><u>SALARY</u></b>	:	R174 117 per annum (Level 8)
<b><u>CENTRE</u></b>	:	DPP: Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	A Bachelor's degree or national diploma in Finance Management and /or Accounting and at least 3 years' relevant experience. Excellent written and verbal communications skills. Innovative, proactive, decisive under pressure and solution – oriented. Ability to meet strict deadlines. Strong organizational and communication skills. BAS, PERSAL and PASTEL, thorough knowledge of PFMA and Treasury Regulations. Sound accounting skills. The person appointed in this position will be subjected to security clearance and the signing of a performance agreement. Driver's License is the requirement for DPP: Kimberley and DDPP: Port Elizabeth.
<b><u>DUTIES</u></b>	:	Compile and manage the budget. Monitor budget spending in accordance with set policies and procedures. Prepare and submit financial reports as per proper financial management system. Perform all accounting and financial operations for the office. Provisioning and administration functions of the office Perform any other finance – related functions.
<b><u>ENQUIRIES</u></b>	:	George Khosa 051 410 6000/52

**APPLICATIONS** : Applications: Email: [Recruit1956@npa.gov.za](mailto:Recruit1956@npa.gov.za) or Ref: 1956

**POST 25/18** : **ASSISTANT MANAGER: LOGISTICS**

**SALARY** : R174 117 per annum (Level 8)  
**CENTRE** : Pretoria-Head Office,  
**REQUIREMENTS** : A Bachelor's degree/ Diploma in Supply Chain Management /Logistics and at least 3 years relevant experience. Have advanced computer literacy especially: MS Word, Advanced Excel, Power Point and Micro soft Outlook. Excellent written and verbal communication skills. Innovative, proactive, decisive to work under pressure and solution- oriented. Ability to meet strict deadlines. Strong organizational, good communication skills and client service management. Have advanced knowledge of LOGIS and BAS systems. Extensive knowledge of Supply Chain Management prescripts, PFMA and Treasury Regulations.

**DUTIES** : Processing of payments and attend to queries relating to payments. Compiling monthly, quarterly reports and also assists in submission of inputs to the Annual Financials. Monitoring Order Commitments and reconcile those commitments. Assist Finance Manager with the overall administration of payments in LOGIS. Identify irregular expenditure. Liaise with internal and external clients regarding queries. Provide admin procurement support to NPA. Assist in the development of SCM official documents. Supervise Warehouse/Inventory: Approve receipts and issue vouchers. Assist on the implementation of work plan and performance contract.

**ENQUIRIES** : Sindiswa Mbontsi 012 845 6066  
**APPLICATIONS** : Applications: Email: [Recruit1958@npa.gov.za](mailto:Recruit1958@npa.gov.za) or Ref: 1958

**POST 25/19** : **ASSISTANT MANAGER: GENERAL**

**SALARY** : R174 117 per annum (Level 8)  
**CENTRE** : DPP: Grahamstown  
**REQUIREMENTS** : An appropriate Bachelors Degree or Diploma . At least 3- 5 years experience, preferably within the Criminal Justice System. Strong administrative, decision making, organisational and general office management skills. Communication skills (written and verbal). Good planning and supervisory skills. Computer literacy preferably, with experience of programmes such as MS "Access" and "Excel". A code EB driver's license will be a recommendation. The person appointed in this position will be subjected to security clearance and the signing of a performance agreement

**DUTIES** : Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries e.g. responsible for work flow and document tracking in the office, drafting memoranda, drafting of correspondence for members of the public and other organisations and state departments. Pursue complaints lodged to identify issues and to initiate appropriate research and to pursue avenues of enquiry or research as indicated. Supervise the work of subordinates and divide the incoming work amongst administrative assistants. Perform certain less complicated leadership functions in respect of the giving of guidance, technical and specialized advice. Interpretation and application of directives and policies. Perform other tasks as may be delegated by the supervisor.

**ENQUIRIES** : Mrs NS Basson 046 602 3000  
**APPLICATIONS** : Applications: Email: [Recruit1943@npa.gov.za](mailto:Recruit1943@npa.gov.za) or Ref: 1943

**POST 25/20** : **ASSISTANT MANAGER: FINANCE**

**SALARY** : R174 117 per annum (Level 8)  
**CENTRE** : AFU: Durban, AFU: Bloemfontein  
**REQUIREMENTS** : A degree or national diploma in Finance / auditing or Accounting and at least 3 years' relevant experience. Excellent written and verbal communications skills. Innovative, proactive, decisive under pressure and solution – oriented. Ability to meet strict deadlines. Strong organizational and communication skills. Knowledge of Asset Forfeiture Law. Ability to apply financial knowledge and skills required for the job. Knowledge of relevant sections of the Income, VAT and administration of Estates and POC Act. Ability to develop systems and procedures as well as new policies. The person appointed in this position will be subjected to security clearance and the signing of a performance agreement.

**DUTIES** : To identify and appoint Curators and auctioneers. Liaise with the Masters of the High Court regarding the appointments, payments and performance of Curators. To monitor the performance of Curators or delegated official to ensure prompt collection of money due to the state. To perform reconciliations on credit facilities, curator accounts and the Criminal Asset Recovery Account. Update State Attorney database.

**ENQUIRIES** : Nonele Ngelanga 012 845 6744  
**APPLICATIONS** : Applications: Email: [Recruit1959@npa.gov.za](mailto:Recruit1959@npa.gov.za) or Ref: 1959

**POST 25/21** : **ASSISTANT LIBRARIAN**

**SALARY** : R140 208 per annum (Level 7)  
**CENTRE** : Pretoria-Head Office, DPP: Kimberley, DPP: Johannesburg: DPPP:

Thohoyandou  
**REQUIREMENTS**

: B. Bibl or any equivalent experience. At least 3 year's relevant experience preferable in law library environment. Ability to perform internet, Sabinet and Jutastat searches. Report writing skills. Ability to work independently with minimum supervision. Ability to work independently. Good communication and administration skills. Computer literacy (Ms Word, Excel, PowerPoint). Ability to supervise subordinates. Information management skills. Service orientated. Valid driver's license.

**DUTIES** : Conducting of information searches. Loose leaf administration. Shelving and issuing of material. Monitoring of information needs. Responsible for library stock taking and keeping of statistics. Procurement of new material. Classification and cataloguing of new material. Liaising with external clients. Training of clients in use of online databases. Renewal of standing orders. Serve on NPA Library committee. Assist with information services projects of the NPA

**ENQUIRIES** : Nozuko Mdingi (Pretoria-Head Office) 012 845 6868

**APPLICATIONS** : Phumelele Sali (DPP: Kimberley) 053 807 4521

Sydwell Namahuchu (Johannesburg) 011 2204005

Thomani Londani (Thohoyandou) 015 960 9917

**APPLICATIONS** : Applications: Email: [Recruit1957@npa.gov.za](mailto:Recruit1957@npa.gov.za) or Ref: 1957

**POST 25/22** : **LABOUR RELATIONS PRACTITIONER**

**SALARY** : R140 208 per annum (Level 7)

**CENTRE** : Pretoria-Head Office

**REQUIREMENTS** : Degree or National Diploma in Labour Relations or equivalent qualification. Candidates must have between 2-4 years' of practical experience in a Labour Relations environment. Candidates must have sound knowledge of Labour Relations prescripts, namely the Public Service Act, Public Service Regulations, Relevant Collective Agreements and Labour Relations Act. Candidates must have a good knowledge of Persal and good written and verbal communication skills. Furthermore candidates must have strong interpersonal skills and ability to work under pressure. Computer literacy is essential.

**DUTIES** : Extract and analyze PERSAL reports. Compile labour relations reports and memoranda. Capturing data on case management system. Provide general labour relations advice. Liaison with business unit and external stakeholders namely, GPSSBC, CCMA and other government departments. Research relevant Legislation, Policy and Procedures and Case Law. Analyse data and trends. Maintain ER database. Assist with facilitation and investigation of grievances, hearing. Facilitate labour relations training.

**ENQUIRIES** : Ronnie Pather 012 845 6186

**APPLICATIONS** : Applications: Email: [Recruit1945@npa.gov.za](mailto:Recruit1945@npa.gov.za) Ref: 1945

**POST 25/23** : **PERSONAL ASSISTANT**

**SALARY** : R140 208 per annum (Level 7)

**CENTRE** : DPP: Pretoria x2, AFU: Durban, IMU: Pretoria Head Office

**REQUIREMENTS** : Grade 12, plus secretarial or applicable post matric qualification and at least 3 years experience in rendering a support service to a Senior Manager with excellent typing skills. Must be computer literate with excellent knowledge of Ms Word, Power Point, Excel and Outlook. Good communication skills. Good interpersonal skills and above average planning and organizing skills. Be professional, assertive and confident to interact at all levels and must be

		able to work independently and under pressure adhering to strict timeframe. Ability to identify and handle confidential matters. Good grooming and presentation. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the Public sector. Candidates will be subjected to a security clearance at least up to a level of Confidential.
<b><u>DUTIES</u></b>	:	Provides a secretarial/ receptionist support service to the Senior Manager/Manager. Welcoming guests. Receiving telephone calls and refers the calls to the correct role players if not meant for the Senior Manager. Records appointment and events in the diary of the Senior Manager. Types documents for the Senior Manager and other prosecutors within the sub cluster. Operates office equipment like fax machines and photocopiers. Provides a clerical support service to the Senior Manager. Make travel arrangements, make logistical arrangements for meeting and events, process travel and subsistence claims for the Senior Manager, taking minutes during meetings, draft routine correspondence, develop and maintain an accessible and user-friendly filing system, administer leave registers and telephone accounts for the Senior Manager within the sub cluster, handle procurement of standard items such as stationery. Remain up to date with regard to prescripts/ policies and procedures applicable to his/her work terrain to ensure effective and efficient management of the office. Liaise with other office of the NPA, including NPS, DPP office and corporate services with regard to all matters pertaining to the administrative functions of the office. Provide administrative support to his/her /Senior Manager within the cluster where necessary.
<b><u>ENQUIRIES</u></b>	:	MS L Rakale (Pretoria) 012 351 6790 Shirley Matsapola (IMU) 012 845 6000 Nonele Ngelanga (AFU: Durban) 012 845 6744
<b><u>APPLICATIONS</u></b>	:	Applications: Email: <a href="mailto:Recruit1947@npa.gov.za">Recruit1947@npa.gov.za</a> or Ref: 1947
<b><u>POST 25/24</u></b>	:	<b><u>WITNESS PROTECTION OFFICER: FINANCE (OWP)</u></b>
<b><u>SALARY</u></b>	:	R140 208 per annum (level 7)
<b><u>CENTRE</u></b>	:	Polokwane, Pretoria and e-Malahleni
<b><u>REQUIREMENTS</u></b>	:	Grade 12, or equivalent qualifications. Knowledge of the Constitution and Bill of Rights. Knowledge of the functioning of the various levels of courts. Experience in cash handling and cash management. Experience in leasing and letting of properties. Knowledge of the Criminal Procedure Act. Must be prepared to undergo a "TOP SEC RET" Security Clearance. Reliable, tolerant and determined. Able to act independently. Willing to travel, able to work extended hours. Excellent communication and administrative skills. Valid driver's license is a recommendation. General computer literacy and knowledge of programs in Ms Word, Excel, Outlook, and Powerpoint. Able to understand profit and loss calculations and basic business finance.
<b><u>DUTIES</u></b>	:	Report directly to the Senior Witness Protection Officer. Facilitate the procurement services for the office. Conduct assets verification. Controlling of stationery and prescribed forms. Compile and verify asset register. Receive and seek approval for the undercover procurement. Spot check the condition of safe houses and inventories. Ensure that safe houses are cleansed maintained and that municipal services are rendered. Compile and updated safe house inventory and damage reports. Recording and reporting on losses and damages to the asset manager. Act as custodian of safe and negotiable instrument.
<b><u>ENQUIRIES</u></b>	:	Reginald Tsubella 012 845 6925
<b><u>APPLICATIONS</u></b>	:	Applications: Email: <a href="mailto:Recruit1948@npa.gov.za">Recruit1948@npa.gov.za</a> Ref: 1948
<b><u>POST 25/25</u></b>	:	<b><u>CHIEF ADMINISTRATIVE ASSISTANT: GENERAL</u></b>
<b><u>SALARY</u></b>	:	R140 208 per annum (level 7)
<b><u>CENTRE</u></b>	:	AFU: Port Elizabeth, SCCU: Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification plus at least 3 years' experience in general office administration. Strong interpersonal and presentation skills. Good written and verbal communication skills. General computer skills and knowledge of programmes such as MS Word and MS Excel. Ability to think independently and innovatively. Knowledge and understanding of the Public Service will be strong advantage.
<b><u>DUTIES</u></b>	:	Provide a high level of administration support to the head of the office and other staff. Deal with all finance, procurement, travel and human resource

matters. Render general administrative support such as filling, photocopying, faxing, receiving and dispatching of documents. Liaise with the head office in respect of all matters pertaining to the functioning of the office. Draft correspondence, memoranda and reports to management. Perform other functions as and when requested by the office.

**ENQUIRIES** : Nonele Ngelanga ( AFU: PE) 012 845 6744  
**APPLICATIONS** : Goerge Khoza (Bloemfontein) 051 420 6052  
Applications: Email: [Recruit1951@npa.gov.za](mailto:Recruit1951@npa.gov.za) Ref: 1951

**POST 25/26** : **CHIEF ADMINISTRATIVE ASSISTANT: HR**

**SALARY** : R140 208 per annum (level 7)  
**CENTRE** : DPP: Pretoria, DPP: Pietermaritzburg  
**REQUIREMENTS** : Grade 12 or equivalent qualification plus at least 3 years' relevant experience. Sound knowledge of PERSAL and knowledge of Public Service Act and Public Service Regulations etc. Good communication ( written and verbal). Strong inter-personal skills and the ability to work under pressure. Computer literacy in MS Word, MS Excel, MS Power Point, MS Outlook, MS Project.

**DUTIES** : Prepare memoranda for remunerations and service benefits. Processing of state guarantees, housing allowances long service recognition, lead IOD, acting allowances, service bonus, retirements, resignation, death, dismissal, transfers, performance rewards, pay progression, recruitment, induction, resettlement. Compile and submit HR statistics e.g staff establishment, Labour Relations, Staff movement and Employment Equity. Lease with customer in regards to Human Resource.

**ENQUIRIES** : Wendy Hadebe (DPP: Pietermaritzburg) 031 334 5027  
Ms L Rakale (DPP: Pretoria) 012 351 6790  
**APPLICATIONS** : Applications: Email: [Recruit1952@npa.gov.za](mailto:Recruit1952@npa.gov.za) Ref: 1952

**POST 25/27** : **CHIEF ADMINISTRATIVE ASSISTANT: PROCUREMENT (SUPPLY CHAIN MANAGEMENT)**

**SALARY** : R140 208 per annum (level 7)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : Grade 12 or equivalent qualification plus at least 3 years relevant experience in the Inventory & Disposal/Supply Chain Management environment. Computer literacy - MS Excel (Intermediate or Advanced – proof required) and general computer literacy and knowledge of programs in MS Word, Outlook & Power Point. Sound knowledge of the PFMA and National Treasury Regulations. Valid driver's license. Have excellent communication and administrative skills. Be willing to travel, able to work extended hours where necessary. Good written and verbal communication skills. Be able to work under pressure. Be reliable, tolerant and determined.

**DUTIES** : Assist in developing, implementing and monitoring disposal plans for assets. Ensure all disposals are properly recorded and accounted for in the applicable registers. Ensure effective and efficient disposal of redundant or obsolete assets. Manage inventory in accordance with the approved policies. Assist with stock verification at NPA office's county wide as necessary. Development and maintain comprehensive databases to ensure capturing of accurate and relevant information. Provide support to NPA officials as regards inventory and disposal management. Perform secretarial services at the Disposal committee. Respond to audit queries as necessary. Provide administrative support to the Deputy Director Inventory & Disposal. Perform any other duties as deemed necessary by your supervisor.

**ENQUIRIES** : Mr J Patterson, 012 845 6451  
**APPLICATIONS** : Applications: Email: [Recruit1953@npa.gov.za](mailto:Recruit1953@npa.gov.za) Ref: 1953

**POST 25/28** : **COURT PREPARATION OFFICER**  
National Prosecutions Service

**SALARY** : R113 568 per annum (level 6)  
**CENTRE** : CPP: Eastrand CPP: George x3 East London,  
**REQUIREMENTS** : Grade 12. Relevant experience would be an added advantage. Knowledge of the Criminal Justice System. Ability to work independently without constant supervision. Excellent administrative skills, good communication and problem solving skills. Ability to work well with children.

**DUTIES** : Provide holistic and integrated care for victims of crime, customers and witnesses within the court environment. Prevent secondary traumatisation 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 investigating officers and social workers. Liaise with and report to the Prosecutor / Manager. Perform all duties in accordance with general accepted court preparation technique.

**ENQUIRIES** : Sydwell Namahuchu (East Rand) 011 220 4005  
Angelene Jansen (George) 021 487 7123  
Viola Esterhuizen (East London) 040 608 6820

**APPLICATIONS** : Email: [Recruit1940@npa.gov.za](mailto:Recruit1940@npa.gov.za) or Ref: 1940

**POST 25/29** : **PRINCIPAL ADMINISTRATIVE ASSISTANT: GENERAL**

**SALARY** : R113 568 per annum (Level 6)  
**CENTRE** : DPP Durban: (Tax Unit), DPP: Pretoria (Tax Unit), CPP: Polokwane  
**REQUIREMENTS** : Grade 12, plus at least 2 years experience in general office administration. Good communication skills and presentation skills. Must be computer literate with excellent knowledge of Ms Word, PowerPoint, Outlook and Excel. Good written and verbal communication skills. Knowledge of Public Service will be a strong advantage. Able to act independently. Strong organizational skills. Good knowledge of Public Service will be advantage. Ability to lead and guide a team for sub-section in the office.

**DUTIES** : Provide high quality administrative support services to the office of the Director of Public Prosecutions. Attend to queries and make follow up on matters. Ability to lead and guide junior staff member. Draft correspondence to the members of the public, other organizations and state departments. Ensure that proper document/ file tracking system is in place. Ensure that registers are properly maintained at all times.

**ENQUIRIES** : Wendy Hadebe (DPP-Durban) 031 334-5027  
Ms L Rakale (CPP: Polokwane and DPP: Pretoria) 012 351 6790

**APPLICATIONS** : Applications: Email: [Recruit1941@npa.gov.za](mailto:Recruit1941@npa.gov.za) or Ref: 1941

**POST 25/30** : **PRINCIPAL ADMINISTRATIVE ASSISTANT- HR**

**SALARY** : R113 568 per annum (Level 6)  
**CENTRE** : DPP: Grahamstown,  
**REQUIREMENTS** : Grade 12 plus at least 1-2 years relevant experience. HR administrations skills, knowledge of Human Resource Management in the Public Service. Good communication ( verbal and written) skills. Planning and prioritizing skills, customer focus, computer literacy particularly Windows packages, Excel, Word, Outlook and PERSAL operations. Ability to work under pressure. Good interpersonal skills.

**DUTIES** : Provide HR administration services, administer specific HR functions in the HR value chain as allocated ( Staff Procurement, Staff maintenance and Staff Exit), mainly recruitment processes, probation administration, leave administration, training administration, post establishment administration, labour relations administration and transfers. Compile and submit monthly statistics. Liaise with customers and stakeholders.

**ENQUIRIES** : Mrs NS Basson 046 602 3000  
**APPLICATIONS** : Applications: Email: [Recruit1942@npa.gov.za](mailto:Recruit1942@npa.gov.za) or Ref: 1942

**POST 25/31** : **PRINCIPAL ADMINISTRATIVE OFFICER FINANCE: FINANCE AND PROCUREMENT: DEBT**

**SALARY** : R113 568 per annum (Level 6)  
**CENTRE** : Pretoria: Head Office X2  
**REQUIREMENTS** : Grade 12 with mathematic or relevant commercial subject and at least one year experience in debt management. An appropriate Bachelors Degree/ Diploma in Financial Management will be an advantage. Graduates with relevant experience in the field of debt management will be an advantage. Good client service management. Knowledge of BAS and PERSAL. Knowledge and skills with regard to compliance with the PFMA, Treasury Regulations and other relevant prescripts. Knowledge of Public Sector Legislation, policies and regulations procedures. Computer literacy in MS Office (MS Excel, MS Word, MS Power Point). The appointee will be

<b><u>DUTIES</u></b>	:	subjected to security clearance, the signing of a performance and employment contracts.
	:	Ensure that the debtor control account is reconciled on a monthly basis. Ensure the identification of debt (instruction from other Business Unit and following up on suspense account). Creation of debt on BAS including proper authorization and supporting documentation (proper record and document management). Notification of debtor regarding the debt and subsequent recovery of debt owed to the NPA (follow up communication with the debtor, handing over of the debtor to the State Attorney recommendations to recover the debt). Clear suspense account on a monthly basis. Implement salary deduction to recover the debt. Provide monthly debt management reports to the supervisor. Clear exceptions. Assists with providing auditors with documents and implementing audit recommendations.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Jan Olie 012 845 6029
	:	Applications: Email: <a href="mailto:Recruit1946@npa.gov.za">Recruit1946@npa.gov.za</a> Ref: 1946
<b><u>POST 25/32</u></b>	:	<b><u>VICTIM ASSISTANT OFFICER: SOCA (THUTHUZELA CARE CENTRE)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R113 568 per annum (Level 6)
	:	Mafikeng, and KZN (Umlazi)
	:	An appropriate Bachelors Degree/ Diploma in Law/ Social and or equivalent qualification. The victim assistant officer must have sound co-ordination, administrative skills and counseling experience. Working knowledge of court and police processes would be a recommendation and supervisory experience will be an advantage. General computer skills and knowledge of programs in MS Word, MS Excel, MS Outlook and Powerpoint.
<b><u>DUTIES</u></b>	:	To establish early contact with the victim on the first day of reporting and make a follow through within a week of reporting. To provide relevant information to the victim, inform the victim, inform the victim about their rights during the reporting stage. To inform victim about bail and their rights and options e.g access to witness protection services. To assess and respond to the needs of the victim that may hinder her from being an effective participants and witness within the court process. Identify victim that needs counselling, or access to specific services. Provide court support and refer victim for court preparation. Court support will include court orientation where no court preparation service exist, inform the site coordinator about the support service that are provided or have been provided to the victim or where the victim has been referred to, and the contact details of such service providers. To maintain a cooperative approach with other role players to help the victim holistically in order to increase the conviction rate. Liaise with other role players on case flow management to keep the victim notified of the status of their case to build their confidence in the system and themselves, to contact the victim as soon as she/he has been notified by the police, prosecutor, case manager or site coordinator of the arrest or bail release of the accused. To compile monthly statistics that will form part of the monthly report.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Vusi Skhosana 012 845 6592
	:	Applications: Email: <a href="mailto:Recruit1949@npa.gov.za">Recruit1949@npa.gov.za</a> Ref: 1949
<b><u>POST 25/33</u></b>	:	<b><u>SECRETARY</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R94 575 per annum (Level 5)
	:	AFU: East London, AFU: Bloemfontein, AFU: Mmabatho and AFU: Durban
	:	Grade 12 or equivalent qualification. At least 3 years secretarial experience. Must be computer literate (Word, Excel, Outlook, PowerPoint). Excellent organizational and planning skills. Excellent writing and verbal communication and reporting skills. Ability to work independently and in a high pressure environment. Integrity. reliable, tolerant and determined. Able to act independently. Willing to travel, able to work extended hours. Excellent administration skills. Able to work extended hours. Candidates will be subjected to a security clearance at least up to a level of Confidential.
<b><u>DUTIES</u></b>	:	Receive telephone calls and refer the calls to the correct role player if not meant for the relevant manager. Record appointment and events in the diary of the manager. Type documents for the manager and other staff within the unit. Operate office equipment like fax machines and photocopiers. Liaise with travel agencies to make travel arrangement. Arrange meetings for the manager and staff in unit. Identify venues, invite role players and organize

refreshments. Set up schedules for meetings and events. Record basic minutes of the meeting of the manager where required. Draft routine correspondence and reports. Filing of documents for the manager and the unit where required. Receive record and distribute all incoming and outgoing documents. Handle the procurement of standard items like stationer, refreshments.

**ENQUIRIES** : Nonele Ngelanga 012 845 6744  
**APPLICATIONS** : Applications: Email: [Recruit1954@npa.gov.za](mailto:Recruit1954@npa.gov.za) Ref: 1954

**POST 25/34** : **SENIOR ADMINISTRATIVE ASSISTANT: GENERAL**

**SALARY** : R94 575 per annum (Level 5)  
**CENTRE** : DPP: Pretoria, CPP: Mitchell's Plain, DDPP: Bhisho, Polokwane AFU:  
Kimberley

**REQUIREMENTS** : Grade 12 plus at least 1 year relevant administration experience. Ability to organize and prioritise work. Good communication (written and verbal) skill. Computer literacy MS packages, including MS Word and MS Excel. Good office practice.

**DUTIES** : Provide a support to the office. Design and keep a well-organized administrative system for the office. Provide and administrative advice to all components of the office. Draft correspondence to members of the public, other organizations and State departments. Liaise with corporate services with regard to all matters pertaining to the administrative functioning of the office. Provide administrative support to legal staff, logistical and human resources. Deliver mails and faxes within the office

**ENQUIRIES** : Ms L Rakale (DPP: Pretoria, Polokwane) 012 351-6792  
Angelene Jansen (Mitchell's Plain) 021 487 7123  
Viola Esterhuizen (Bhisho) 040 608 6820  
Nonele Ngelanga (AFU: Kimberley) 012 845 6744

**APPLICATIONS** : Applications: Email: [Recruit1955@npa.gov.za](mailto:Recruit1955@npa.gov.za) Ref: 1955

**POST 25/35** : **ADMINISTRATIVE ASSISTANT: GENERAL**

**SALARY** : R79 104 per annum (level 4)  
**CENTRE** : DPP: Grahamstown, DPP: Bloemfontein, AFU: Bloemfontein  
**REQUIREMENTS** : Grade 12 plus relevant administrative experience. Knowledge of public service legislation. Ability to organize and prioritize work. Computer literacy in MS Packages.

**DUTIES** : Provide support service to the office. Design and keep a well-organized administrative system for the office. Draft correspondence to members of the public, other organizations and state departments. Liaise with corporate services with regard to all matters pertaining to the administrative functioning of the office. Provide administration support to the legal staff, logistical and human resources. Good office practice.

**ENQUIRIES** : Mrs NS Basson (DPP- Grahamstown) 046 602 3000  
George Khosa (DPP-Bloemfontein) 051 420 6052  
Nonele Ngelanga (AFU: Bloemfontein) 012 845 6744

**APPLICATIONS** : Applications: Email: [Recruit1950@npa.gov.za](mailto:Recruit1950@npa.gov.za) Ref: 1950

**POST 25/36** : **ADMINISTRATIVE ASSISTANT FINANCE: FINANCE AND PROCUREMENT: DEBT**

**SALARY** : R79 104 per annum (Level 4)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : Grade 12. Previous related work experience will be advantage. Experience in government procurement procedures. Computer literacy in MS Office (MS Excel, MS Word, MS Power Point). Knowledge of government financial systems (PERSAL, Logis, BAS) and knowledge of PFMA and Treasury Regulations will be an advantage.

**DUTIES** : Reporting to the Deputy Finance Manager: Debt. The incumbent will be responsible for document management in the debt section of the NPA. Filing of debt related documents. Requesting documents for Business Unit when required. Managing Debts files. Providing files/documents requested by auditors

**ENQUIRIES** : Jan Olie 012 845 6029

**APPLICATIONS**

: Applications: Email: [Recruit1944@npa.gov.za](mailto:Recruit1944@npa.gov.za) Ref: 1944

