

NATIONAL PROSECUTING AUTHORITY**CLOSING DATE****NOTE**

: 11 November 2011: Applications will not be accepted after the closing date.

: 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. Enquiries: Directed to the specific NPA Business Unit 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. All hand delivered and postal applications must be forwarded to the relevant Regional offices as indicated below:

OTHER POSTS**POST 43/81**: **ASSISTANT MANAGER: ASSET MANAGEMENT: REF 1998****SALARY CENTRE**: R185 958 per annum (level 8)
: Pretoria (Head Office)

REQUIREMENTS : Three year diploma/degree and at least 2 years Asset Management experience. Good communication skills, verbally and written. Knowledge of asset ware will be beneficial. Computer literacy (Excel, Word, Power Point and Outlook). High level of reliability and be able to work independently. Knowledge of BAS or LOGIS. Knowledge of PFMA and National Treasury Regulations. Able to travel and driver's license.

DUTIES : Report on Quarterly Asset Verification, assist Deputy Managers with asset verifications, compile the compliance report for quarterly verifications, verify accuracy of the verification reports. Ensure provision of information for updating the Asset Register and file the documents for audit trail, obtain reports on IT assets for new issues and returned. Ensure provision of information for monthly reconciliation of the Asset Register and Trial Balance, collect all batches for new asset purchases, and compile a list of all new purchased assets as per invoices. Coordinate with regional Deputy Manager for new assets to be barcoded and recorded, load newly purchased assets on Asset ware, check accuracy of requests for asset acquisitions with the Asset Management Plan, coordinate payments for TV licenses and coordinate with SABC re annual NPA account. Manage the use of barcodes, record all barcodes issued per office and update barcode register.

ENQUIRIES : Jacques du Toit: 012 845 6263
APPLICATIONS : Province: Pretoria Head Office: Address: National Prosecuting Authority: Cnr Hartely and Westlake Street, Weavind Park, Silverton Pretoria 0001or Private Bag X752 Pretoria 0001, Email: Recruit1998@npa.gov.za

POST 43/82 : **ASSISTANT MANAGER: FINANCE: REF: 1999**

SALARY : R185 958 per annum (level 8)
CENTRE : DDP: Pietermaritzburg
REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Wendy Hadebe: 031 334 5114
APPLICATIONS : Province: KZN: Address: Office of the Director Of Public Prosecutions: 88 Slovo (ex Field) Street 20th floor Southern Life Building, Durban 4001 or Private Bag X 54342 Durban 4001, Email: Recruit1999@npa.gov.za

POST 43/83 : **CHIEF ADMINISTRATIVE ASSISTANT: FINANCE: REF: 2021**

SALARY : R149 742 per annum (level 7)
CENTRE : Pretoria (Head Office)
REQUIREMENTS : Grade 12 at least 3 years experience in the banking public sector. A Degree/Diploma in Accounting or Financial Management will be added advantage. Ability to work under pressure and meet deadlines. Excellent written and verbal combinations skills. General computer literacy and knowledge of MS packages, including Word, Excel and Power Point. Knowledge of BAS, PERSAL and Safety net Systems. Knowledge of Treasury Regulations and PFMA. Knowledge of booking and management of bank accounts.

DUTIES : Capturing of journals. Clearing of suspense accounts. Reconciliation of bank statement and compilation of the compliance certificate. Requisition of funds. Performing the month end closure. Management of face – value forms. Management of petty cash and receipts. The appointee will be subjected to security clearance, the signing of a performance and employment agreement.

ENQUIRIES : Jacques du Toit: 012 845 6263

APPLICATIONS : Province: Pretoria Head Office: Address: National Prosecuting Authority: Cnr Hartely and Westlake Street, Weavind Park, Silverton Pretoria 0001or Private Bag X752 Pretoria 0001, Email: Recruit2021@npa.gov.za

POST 43/84 : **CHIEF ADMINISTRATIVE ASSISTANT: GENERAL REF: 2003**

SALARY : R 149 742 per annum (Level 7)
CENTRE : DPP: Pretoria
REQUIREMENTS : Grade 12, plus at least 2-3 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, ability to think strategically and innovatively. 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 : Mr NM Mabunda: 012 351 6700
APPLICATIONS : Province: Pretoria Head: Address: Office of the Director Of Public Prosecutions: 28 Church Square, Church Square Pretoria 0001, or Private Bag X300 Pretoria 0001, Email: Recruit2003@npa.gov.za

POST 43/85 : **COURT PREPERATION OFFICER: REF:2008**

SALARY : R 121 290 per annum (Level 6)
CENTRE : CPP: Pretoria
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 traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with 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 : Mr NM Mabunda: 012 351 6700
APPLICATIONS : Province: Pretoria Head: Address: Office of the Director Of Public Prosecutions: 28 Church Square, Church Square Pretoria 0001, or Private Bag X300 Pretoria 0001, Email: Recruit2008@npa.gov.za

POST 43/86 : **COURT PREPERATION OFFICER: REF: 2009**

SALARY : R121 290 per annum (Level 6)
CENTRE : CPP: Thohoyandou (Waterval Magistrate)
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 traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with 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 : Mr Thomani Londani: 015 960 9917
APPLICATIONS : Province: Thohoyandou: Address: Office of the Director Of Public Prosecutions: High Court Building opposite Khoroni Hotel Thohoyandou

0950, or Private Bag X5016 Thohoyandou 0950, Email: Recruit2009@npa.gov.za

- POST 43/87** : **PRINCIPAL ADMINISTRATIVE ASSISTANT: FINANCE : REF:2015**
- SALARY** : R121 290 per annum (Level 6)
CENTRE : DPP: North Gauteng
REQUIREMENTS : Grade 12 plus at least 2 years relevant experience. Knowledge of government procurement procedures. Computer literacy in MS Office (MS Word, MS Excel and MS PowerPoint). Knowledge of financial Management (Budget, expenditure control cash flow, ect.). Knowledge of government financial systems (PERSAL, Logis, BAS). Knowledge of PFMA and treasury regulations
- DUTIES** : Process payment of service provider for the unit. The appointee will process subsistence and travelling claims for the unit in line with the available budget and maintain asset register. Render support in the compilation and control of the budget. Carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with procurement policy. Check salary reports and report discrepancies. Distribute pay and IRP5's. Procure and distribute stationery for the unit. Manage petty-cash. Liaise with Corporate Services regarding all matters pertaining to Finance.
- ENQUIRIES** : Mr NM Mabunda: 012 351 6700
APPLICATIONS : Province: Pretoria Head: Address: Office of the Director Of Public Prosecutions: 28 Church Square, Church Square Pretoria 0001, or Private Bag X300 Pretoria 0001, Email: Recruit2015@npa.gov.za
- POST 43/88** : **COURT PREPERATION OFFICER: REF: 2018**
- SALARY** : R 121 290 per annum (Level 6)
CENTRE : CPP: Mmabatho (Molopo)
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 traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with 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** : Mr Thomani Londani: 015 960 9917
APPLICATIONS : Province: Thohoyandou: Address: Office of the Director Of Public Prosecutions: High Court Building opposite Khoroni Hotel Thohoyandou 0950, or Private Bag X5016 Thohoyandou 0950, Email: Recruit2018@npa.gov.za
- POST 43/89** : **PRINCIPAL ADMINISTRATIVE ASSISTANT- HR : REF: 2011**
- SALARY** : R121 290 per annum (Level 6)
CENTRE : DPP: Johannesburg
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** : Sydwell Namuhuchu: 011 220 4005

APPLICATIONS : Gauteng/East Rand, West Rand and Johannesburg 74 Kerk Street, Johannesburg 2001 or Private Bag X 8, Johannesburg Enquiries: Angelene Jansen. Tel number: 011 220 4005. Email: Recruit2011@npa.gov.za

POST 43/90 : **SENIOR ADMINISTRATIVE ASSISTANT: GENERAL REF: 2000**

SALARY : R101 007 per annum (Level 05)

CENTRE : CPP: Pretoria

REQUIREMENTS : Grade 12 plus at least 1 year relevant administration experience. Ability to organize and prioritize work. Good communication (written and verbal) skills. 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 : Mr NM Mabunda: 012 351 6700

APPLICATIONS : Province: Pretoria Head: Address: Office of the Director Of Public Prosecutions: 28 Church Square, Church Square Pretoria 0001, or Private Bag X300 Pretoria 0001, Email: Recruit2000@npa.gov.za

POST 43/91 : **SENIOR ADMINISTRATIVE ASSISTANT: GENERAL REF: 2001**

SALARY : R101 007 per annum (Level 05)

CENTRE : DPP: Pretoria

REQUIREMENTS : Grade 12 plus at least 1 year relevant administration experience. Ability to organize and prioritize work. Good communication (written and verbal) skills. 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 : Mr NM Mabunda: 012 351 6700

APPLICATIONS : Province: Pretoria Head: Address: Office of the Director Of Public Prosecutions: 28 Church Square, Church Square Pretoria 0001, or Private Bag X300 Pretoria 0001, Email: Recruit2001@npa.gov.za

POST 43/92 : **SENIOR ADMINISTRATIVE ASSISTANT: AFU REF: 2002**

SALARY : R101 007 per annum (Level 05)

CENTRE : Pretoria

REQUIREMENTS : Grade 12 plus at least 1 year relevant administration experience. Ability to organize and prioritize work. Good communication (written and verbal) skills. 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 an administrative advice to all components of the office.. 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 : Nonele Ngelanga: 012 845 6744

APPLICATIONS : Province: Pretoria: Address: National Prosecuting Authority: Cnr Hartely and Westlake Street, Weavind Park, Silverton Pretoria 0001 or Private Bag X752 Pretoria 0001, Email: Recruit2002@npa.gov.za

POST 43/93 : **SENIOR ADMININSTRATIVE ASSISTANT: GENERAL: REF: 2012**

SALARY : R101 007 per annum (Level 5)

CENTRE : DPP: Pretoria

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 APPLICATIONS : Mr NM Mabunda: 012 351 6700
Province: Pretoria Head: Address: Office of the Director Of Public Prosecutions: 28 Church Square, Church Square Pretoria 0001, or Private Bag X300 Pretoria 0001, Email: Recruit2012@npa.gov.za

POST 43/94 : **SENIOR ADMININSTRATIVE ASSISTANT: GENERAL: REF: 2013**

SALARY CENTRE REQUIREMENTS : R101 007 per annum (Level 5)
: CPP: Pinetown and DPP: Pietermaritzburg
: 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 APPLICATIONS : Wendy Hadebe: 031 334 5114
: Province: KZN: Address: Office of the Director Of Public Prosecutions: 88 Slovo (ex Field) Street 20th floor Southern Life Building, Durban 4001 or Private Bag X 54342 Durban 4001, Email: Recruit2013@npa.gov.za

POST 43/95 : **SENIOR ADMININSTRATIVE ASSISTANT: GENERAL: REF: 2014**

SALARY CENTRE REQUIREMENTS : R101 007 per annum (Level 5)
: DDPP: Durban (SOCA)
: 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 APPLICATIONS : Wendy Hadebe: 031 334 5114
: Province: KZN: Address: Office of the Director Of Public Prosecutions: 88 Slovo (ex Field) Street 20th floor Southern Life Building, Durban 4001 or Private Bag X 54342 Durban 4001, Email: Recruit2014@npa.gov.za

POST 43/96 : **SENIOR ADMINISTRATIVE ASSISTANT: DOCUMENTS: REF: 2016**

SALARY CENTRE REQUIREMENTS : R101 007 per annum (level 5)
: DPP: Pretoria
: Grade 12 plus at least 1 year relevant Documents Administration experience. Computer literacy, especially MS Word, Excel, and Outlook. Knowledge and understanding of information management. Good communications skills (verbal and written). Problem solving and decision making skills. Action orientation.

DUTIES : Assist with setting up an efficient Document Centre. Assist with efficient messenger services when required. Provide assistant pertaining to IT

services in the division when required. Provide Acces to information services in terms of the requirements of the Act. Assist with efficient Data Capturing services in the division. Participate in the Customet Management Projects as required. Incoming faxes and distibute to relevant officals. Assist with registration of daily incoming work requested to do so. Maintain register of outgoing for mail. To maintain a telephone lists.

ENQUIRIES : Mr NM Mabunda: 012 351 6700
APPLICATIONS : Province: Pretoria Head: Address: Office of the Director Of Public Prosecutions: 28 Church Square, Church Square Pretoria 0001, or Private Bag X300 Pretoria 0001, Email: Recruit2016@npa.gov.za

POST 43/97 : **SENIOR ADMINISTRATIVE ASSISTANT: HR: REF: 2017**

SALARY : R101 007 per annum (level 5)
CENTRE : DPP: Pretoria
REQUIREMENTS : Grade 12, and at least 1 year relevant experience. Understanding of relevant Acts (Public Service Act, Public Service Regulations, Public Finance Management Act, etc) applicable in the Public Service. Good communication skills. Interpersonal relations skills. Computer literacy. Report writing skills. Ability to work under pressure.

DUTIES : Deal with staff recruitment and selection matters and related enquires. Deal with employee's service benefits. Manage the leave of absence e.g receiving, recording, capturing of leave and leave application verifications. Apply prescripts pertaining to the following : Pension, medical aid, leave, unemployment insurance, transfer, state guarantees, homeowner deductions, and allowances, injury on duty, accomodation and travel claims, long service awards, termination of service and other allowances. Handle matters relatinf to staff exit or terminations. Write reports, such as interview reports.

ENQUIRIES : Mr NM Mabunda: 012 351 6700
APPLICATIONS : Province: Pretoria Head: Address: Office of the Director Of Public Prosecutions: 28 Church Square, Church Square Pretoria 0001, or Private Bag X300 Pretoria 0001, Email: Recruit2017@npa.gov.za

POST 43/98 : **SWITCHBOARD OPERATOR: REF: 2019**

SALARY : R84 483 per annum (level 4)
CENTRE : DPP: Pretoria x2
REQUIREMENTS : Grade 12. Computer literacy with and understanding of MS Office, MS Excel. Good interpersonal skills are additional requirements

DUTIES : To answer all incoming calls. Keep staff extensions numbers register up to date and change register when staff changes offices or there are staff changes. Registration of daily incoming inquest in section. Report faulty machines when out of order. Attend to public at reception. Sort out incoming faxes and distribute to relevant officials. Assist with registration of daily incoming work when requested to do so. Maintain register of outgoing mail. To maintain a telephone lists.

ENQUIRIES : Mr NM Mabunda: 012 351 6700
APPLICATIONS : Province: Pretoria Head: Address: Office of the Director Of Public Prosecutions: 28 Church Square, Church Square Pretoria 0001, or Private Bag X300 Pretoria 0001, Email: Recruit2019@npa.gov.za

POST 43/99 : **SWITCHBOARD OPERATOR: REF: 2020**

SALARY : R84 483 per annum (level 4)
CENTRE : DDPP: Durban
REQUIREMENTS : Grade 12. Computer literacy with and understanding of MS Office, MS Excel. Good interpersonal skills are additional requirements

DUTIES : To answer all incoming calls. Keep staff extensions numbers register up to date and change register when staff changes offices or there are staff changes. Registration of daily incoming inquest in section. Report faulty machines when out of order. Attend to public at reception. Sort out incoming faxes and distribute to relevant officials. Assist with registration of daily incoming work when requested to do so. Maintain register of outgoing mail. To maintain a telephone lists.

ENQUIRIES : Wendy Hadebe: 031 334 5114

APPLICATIONS : Province: KZN: Address: Office of the Director Of Public Prosecutions: 88 Slovo (ex Field) Street 20th floor Southern Life Building, Durban 4001 or Private Bag X 54342 Durban 4001, Email: Recruit2020@npa.gov.za

POST 43/100 : **ADMINISTRATIVE ASSISTANT: GENERAL REF: 2022**

SALARY : R84 483 per annum (level 4)

CENTRE : DPP: Pietermaritzburg

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 : Wendy Hadebe: 031 334 5114

APPLICATIONS : Province: KZN: Address: Office of the Director Of Public Prosecutions: 88 Slovo (ex Field) Street 20th floor Southern Life Building, Durban 4001 or Private Bag X 54342 Durban 4001, Email: Recruit2022@npa.gov.za

POST 43/101 : **ADMINISTRATIVE ASSISTANT: DOCUMENT MANAGEMENT REF: 2023**
12 months contract

SALARY : R84 483 per annum plus 37% in lieu of benefit (Level 4)

CENTRE : Pretoria: Head Office x10

REQUIREMENTS : Grade 12, plus relevant administrative experience. Ability to organize and prioritize work. Good communication (verbal and written) skills. Computer literacy MS Packages, including Ms Word, Power Point, Excel and Outlook. Ability to maintain a high level of professionalism, confidentiality and reliability. Good planning and organizing skills. Ability to work under pressure, independently and as part of a team. Good office practice. Client orientation and customer focus. Good interpersonal skills. Knowledge of PFMA, Treasury Regulations and Public service and Regulations. A valid driver's license.

DUTIES : Perform variety of administrative duties such as opening of mail and distribution thereof to relevant office. The drawing and distribution of files, maintenance of files, distribution of circulars, receiving of incoming documentations, filling of correspondences, keeping register, remittance register ect. Dealing with personnel files for appointments, transfer and resignations. Maintenance of various registers in accordance with the file plan and electronic document management. manage the following office equipments fax machines and photocopy machines within the office of the National Prosecuting Authority. Manage physical protection of paper based records and files relieves switchboard when necessary.

ENQUIRIES : Ms Lusicious Malapane:012 845 6239

APPLICATIONS : Province: Pretoria Head Office: Address: National Prosecuting Authority: Cnr Hartely and Westlake Street, Weavind Park, Silverton Pretoria 0001or Private Bag X752 Pretoria 0001, Email: Recruit2023@npa.gov.za

