

NATIONAL PROSECUTING AUTHORITY

CLOSING DATE **NOTE**

: 27 December 2011: Applications will not be accepted after the closing date.
: Before you apply: For applications to be accepted: Application must be submitted on a Z.83. Obtainable from any public service Department, www.npa.gov.za and must be completed in full. 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 49/46

: **WITNESS PROTECTION OFFICER: GENERAL REF NO: 2046**

SALARY **CENTRE** **REQUIREMENTS**

: R149 742 per annum (excluding benefits) (Level 7)
: Johannesburg (OWP)
: Grade 12, or equivalent qualification and at least 3 years relevant experience. 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 "SECRET" 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 Power Point. Able to understand profit and loss calculations and basic business finance.

DUTIES : 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 update 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.

ENQUIRIES APPLICATIONS : Reginald Tsubella: 012 845 6925
: Province: Gauteng: Address: Pretoria Head Office: National Prosecuting Authority: Cnr Hartley and Westlake Street, Weavind Park, Silverton Pretoria 0001 or Private Bag X752 Pretoria 0001, Email: Recruit2046@npa.gov.za

POST 49/47 : **CHIEF ADMINISTRATIVE ASSISTANT-HR REF NO: 2051**

SALARY : R149 742 per annum (excluding benefits) (level 7)
CENTRE : Pretoria: Head Office
REQUIREMENTS : A Bachelor Degree / National Diploma or equivalent qualification and at least 3 years' relevant experience. Extensive knowledge and experience of PERSAL and HR administration relating to Staff Establishment. Knowledge of the public service legislation and prescripts. Ability to deliver HR products and services with best practice, NPA policies, processes, and procedures. Analytical skills and computer literacy in MS Word and MS Excel. Capture HR transaction in PERSAL. Good communication (written and verbal). Strong inter-personal skills and the ability to work under pressure. Required to render professional HR administrative services and provide advice on HR policies and practices.

DUTIES : Implement establishment transactions on PERSAL. Render establishment control services. Create and abolish posts in the PERSAL structure. Align paper structure with PERSAL structure. Ensure correct codes are used when creating posts in PERSAL. Implement job evaluation information in PERSAL. Capture newly evaluated jobs in PERSAL.

ENQUIRIES APPLICATIONS : Nomasuku Motha: 012 845 6582
: Province: Pretoria Head Office: Address: National Prosecuting Authority: Cnr Hartley and Westlake Street, Weavind Park, Silverton Pretoria 0001 or Private Bag X752 Pretoria 0001, Email: Recruit2051@npa.gov.za

POST 49/48 : **FINANCE OFFICER: ACQUISITION REF NO: 2052**
1 Year Contract

SALARY : R149 742 plus 37% in lieu of benefit (level 7)
CENTRE : Pretoria: Head Office x 3
REQUIREMENTS : A Bachelor Degree/ National Diploma and at least 3 years relevant experience in supply chain management. Strong organizational, ability to think strategically and innovatively. Clients service management. A high standard of communication skills. Computer literacy in MS Word, Excel, and Power Point. Knowledge of the public sector legislation, policies, and regulations. Knowledge with regard to compliance with PFMA and National Treasury Regulations. Knowledge of Supply Chain Management will be an advantage.

DUTIES : Provide administrative and specialized and procurement support to the NPA. Capture and compile requests for approval. Liaise with internal and external clients. Attend to queries. Request quotations for goods and services. Recording and registering the applications of the suppliers on the database. Notifying the suppliers on the database. Notifying the suppliers about the status of the application. Faxing and posting orders to suppliers.

ENQUIRIES : Lindiwe Nkosi: 012 845 6037

APPLICATIONS : Province: Gauteng: Address: Pretoria Head Office: National Prosecuting Authority: Cnr Hartley and Westlake Street, Weavind Park, Silverton Pretoria 0001or Private Bag X752 Pretoria 0001, Email: Recruit2052@npa.gov.za

POST 49/49 : **FINANCE OFFICER: PAYMENTS REF NO: 2053**
1 Year Contract

SALARY : R149 742 plus 37% in lieu of benefits (level 7)
CENTRE : Pretoria: Head Office X2
REQUIREMENTS : A Bachelor Degree / National Diploma and at least 3 year equivalent experience in Supply Chain Management. Computer literacy i.e. MS Word, Excel, PowerPoint and Outlook. Knowledge of PFMA and National Treasury Regulations. Knowledge of Logistics and BAS system. Extensive knowledge of Supply Chain Management prescripts. Strong organizational skills. Good communication skills and Client service management.

DUTIES : Processing of payments and attend to queries relating to payments. Updating 0-9 file and expediting orders. Reconcile supplier statement. Liaise with suppliers as well as business unit regarding to deliverables. Identify irregular expenditure. Compile weekly reports for all the invoices that have been received by Logistics. Liaise with internal and external clients regarding queries. Provide admin procurement support to all stakeholders. Capture receipt and issue vouchers.

ENQUIRIES : Sindiswa Mbontsi: 012 845 6066
APPLICATIONS : Province: Gauteng: Address: Head Office: National Prosecuting Authority: Cnr Hartley and Westlake Street, Weavind Park, Silverton Pretoria 0001or Private Bag X752 Pretoria 0001, Email: Recruit2053@npa.gov.za

POST 49/50 : **ASSISTANT LIBRARIAN REF NO: 2055**

SALARY : R149 742 per annum (excluding benefits) (Level 7)
CENTRE : Pretoria: Head Office
REQUIREMENTS : B.Bibl or equivalent qualification. At least 3 years relevant experience. Ability to perform Internet, Sabinet, Jutastat and Lexis Nexis searches. Report writing skills. Ability to work independently with minimum supervision. Good communication and administrative skills. Computer literacy (Ms Word, Excel, PowerPoint). Information management skills.

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

ENQUIRIES : Ms Nozuko Mdingi: 012 845 6868
APPLICATIONS : Province: Gauteng: Address: Pretoria Head Office: National Prosecuting Authority: Cnr Hartley and Westlake Street, Weavind Park, Silverton Pretoria 0001or Private Bag X752 Pretoria 0001, Email: Recruit2055@npa.gov.za

POST 49/51 : **CHIEF ADMINISTRATIVE ASSISTANT-HR REF NO: 2047**

SALARY : R 149 742 per annum (excluding benefits) (Level 7)
CENTRE : DPP: KZN (Complex Commercial Crime Unit)
REQUIREMENTS : A Bachelor degree or National diploma and 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. Liaise with customer in regards to Human Resource.

ENQUIRIES : Wendy Hadebe: 031 334 5027

APPLICATIONS : Province: KZN Address: Office of the Director of Public Prosecution: 88 Slovo (ex-Field) Street 20th Floor Southern Life Building, Durban 4001 or Private Bag x 54342 Durban 4001, Recruit2047@npa.gov.za

POST 49/52 : **PRINCIPAL ADMINISTRATIVE ASSISTANT: DOCUMENTS REF NO: 2049**

SALARY : R121 290 per annum (excluding benefits) (level 6)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade 12 or equivalent qualifications and at least 2 years relevant record management experience. Relevant experience in the field of Electronic Records Management. Relevant training presented by the National Archives and Records will be an added advantage.

DUTIES : Registry management. Registry functions. Sort documents. File documents. Open new files. Draw files on request. Reference documents. Starts and update index cards. New appointments. Transfers and resignation. Ensure files correctly opened according to checklists and prescripts. Maintain files, all files must be kept at 3cm. Queries: External auditors. Internal auditors. Business units. Liaison and communications. Handle mail and parcels. Incoming mail and post table. Priority mail register. Registered mail. Open mail. Date stamping. Remittance register. Sort mail. Allocate reference numbers. Franking machine. Outgoing mail: send out mail. Send out parcel. Courier service. Electronic and document records management. Sort documents for scanning.

ENQUIRIES : NM More: 012 845 6881
APPLICATIONS : Province: Gauteng: Address: Pretoria Head Office: National Prosecuting Authority: Cnr Hartley and Westlake Street, Weavind Park, Silverton Pretoria 0001 or Private Bag X752 Pretoria 0001, Email: Recruit2049@npa.gov.za

POST 49/53 : **SENIOR ADMINISTRATIVE ASSISTANT-HR REF NO: 2050**

SALARY : R101 007 per annum (excluding benefits) (level 5)
CENTRE : DPP Pretoria (North Gauteng)
REQUIREMENTS : Grade 12 or equivalent qualification, 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 employees 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 relating to staff exit or terminations. Write reports, such as interview reports.

ENQUIRIES : Mr NM Mabunda: 012 351 6700
APPLICATIONS : Province: Gauteng: Address: Pretoria Head: Office of the Director Of Public Prosecutions: 28 Church Square, Church Square Pretoria 0001, or Private Bag X300 Pretoria 0001, Email: Recruit2050@npa.gov.za

POST 49/54 : **SENIOR ADMINISTRATIVE ASSISTANT: ASSET MANAGEMENT REF**
NO: 2054

1 Year Contract

SALARY : R101 007 plus 37% in lieu of benefit (Level 5)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade 12 or equivalent qualification, and at least 1 year Asset Management experience. A National Diploma / Degree in Financial field will be an advantage. Previous work experience in the public sector. Good communication skills, verbally and written. Computer literacy in MS Word, Power Point, Outlook and very good in MS Excel..High level of reliability and be able to work independently. Knowledge of Asset ware System. Problem solving and decision making, and Research skills.

DUTIES : Provide support to the office with regards to Asset Management Function Assist with the verification of assets such as furniture, Equipment and IT

assets. Bar-coding of new assets. Compilation of asset reports on MS Excel. Do filing retrieve invoices/payments batches from Document Centre.

ENQUIRIES : MS Mpho Mofokeng
APPLICATIONS : Province: Gauteng: Address: Pretoria Head Office: National Prosecuting Authority: Cnr Hartley and Westlake Street, Weavind Park, Silverton Pretoria 0001or Private Bag X752 Pretoria 0001, Email: Recruit2054@npa.gov.za

POST 49/55 : **MESSENGER/DRIVER REF NO: 2048**

SALARY : R84 483 per annum (excluding benefits) (level 4)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade 10, or equivalent qualification. Knowledge and experience in Registry and Messenger procedures. Code 8 driver's license.

DUTIES : Collect and deliver mail and parcels from the post office .Collect and deliver mail and parcels from other destination. Collect and deliver parcels internally in the NPA (primary functions). Open mail and parcels. Register mail and parcels.

ENQUIRIES : NM More: 012 845 6881
APPLICATIONS : Province: Gauteng: Address: Pretoria Head Office: National Prosecuting Authority: Cnr Hartley and Westlake Street, Weavind Park, Silverton Pretoria 0001or Private Bag X752 Pretoria 0001, Email: Recruit2048@npa.gov.za

POST 49/56 : **SWITCHBOARD OPERATOR REF NO: 2056**

SALARY : R84 483 per annum (excluding benefits) (level 4)
CENTRE : Pretoria: Head Office X2
REQUIREMENTS : Grade 12 or equivalent qualification. Computer literacy with and understanding of MS Office, MS Excel. Good interpersonal skills are additional requirements.

DUTIES : Receive all incoming telephone calls and forward them to appropriate destinations. To update the electronic telephone registry regularly to ensure that the telephone directory is accurate. Communicate relevant information to callers and give directions to the NPA offices. Where necessary perform various administrative functions which may be necessary for switchboard environment.

ENQUIRIES : Carlos Agra: 012 845 7007
APPLICATIONS : Province: Gauteng: Address: Pretoria Head Office: National Prosecuting Authority: Cnr Hartley and Westlake Street, Weavind Park, Silverton Pretoria 0001or Private Bag X752 Pretoria 0001, Email: Recruit2056@npa.gov.za

