



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.

## NATIONAL PROSECUTING SERVICE (NPS)

### Senior Public Prosecutor

Salary: R543 315 per annum (MMS package) (D3) (Ref. Recruit 1574)

#### DPP Bloemfontein – Organised Crime

**Requirements:** • Recognised 3-year legal degree or a legal diploma in respect of Prosecutors appointed before 01/01/06, obtained from a university in the RSA, which includes at least the following courses: Law of Evidence, Criminal Procedure, Criminal Law, Interpretation of Statutes and at least 4 years' relevant criminal court work experience • Proficiency in management, including performance management, prosecuting, guiding investigation and giving instructions in all Common Law and statutory offences in the lower courts, drafting of all charge sheets and court documents • Ability to act independently, manage court and case flow management independently, train prosecutors and give guidance to stakeholders • Excellent communication and administrative skills • Valid driver's licence is recommended.

**Duties:** • Middle management, including managing court rolls and attending to office inspections • Supervise, direct, co-ordinate and assess the work and activities of Prosecutors under his/her control • Train and guide Prosecutors and stakeholders in the preparation of dockets and subsequent prosecutions • Advise and report on charges of criminal conduct, enquiries, personnel, draft legislation and the like • Study case dockets, decide on the institution of and conduct criminal proceedings in the lower courts • Prepare cases for court, including the acquisition of additional evidence, draft charge sheets and court documents • Present and assist Prosecutors to present the State's case in court, lead and cross-examine witnesses, address the court on, inter alia, conviction and sentence • Deal with representations and complaints • Attend to instructions from the Chief Public Prosecutor and the Director of Public Prosecutions • Lead Prosecutors towards achieving strategic goals • Attend to performance management assessments of staff • Perform all duties, including administrative duties related thereto, in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority • Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

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

Applications: E-mail: Recruit1574@nps.gov.za or fax: (012) 843-4234.

### Corporate Manager

Salary: R407 745 per annum (MMS package) (Level 12) (Ref. Recruit 1575)

#### DPP Mthatha

**Requirements:** • Appropriate Bachelor's degree and postgraduate qualification • At least 5 years' experience at management level • 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 line budget of the DPP office • Oversee consistent monthly expenditure reporting and keep and maintain up-to-date financial records and implement business plans • Provide administration and logistics support with supervision, check and manage administration processes • Screen, process and prioritise requests, queries or documents from various departments or units 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 matters • Follow up on decisions taken at management or other relevant meeting to assess progress or implementation and 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 applicably comply with relevant requirements • Draft minutes documents, speeches or presentations for use by management • 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 relationships with stakeholders • Ensure customer satisfaction and access to NPA services • Create maintain and manage statistics for the 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 and 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 • General management of corporate services as a whole • Take overall responsibility for management and personnel and manage service providers • Liaise and communicate with other senior managers within NPA and Shared Service 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 Mahanyele, tel. (012) 845-6945.

Applications: E-mail: Recruit1575@nps.gov.za or fax: (012) 843-4235

### Regional Court Prosecutor

Salary: R236 178 per annum plus housing allowance, annual service bonus, pension and medical benefits (D1)

- CPP Klerksdorp (Klerksdorp) (Ref. Recruit 1538) • CPP Witbank (Mdutjana) (Ref. Recruit 1539) • CPP Pretoria (Pretoria) (Ref. Recruit 1540) • CPP Empangeni (Empangeni) (Ref. Recruit 1541) • CPP George (2) (Oudtshoorn) (Ref. Recruit 1542)
- CPP Wynberg (Worcester) (Ref. Recruit 1543)
- CPP Welkom (2) (Welkom) (Ref. Recruit 1544)
- CPP Bloemfontein (3) (Bloemfontein) (Ref. Recruit 1545)

**Requirements:** • Recognised 3-year legal degree, or a legal diploma in respect of Prosecutors appointed before 01/01/06, obtained from a university in the RSA, which includes at least the following courses: Law of Evidence, Criminal Procedure, Criminal Law, Interpretation of Statutes and at least 1 year's relevant criminal court work experience • Management skills - must manage, give guidance to and train prosecutors • Proficiency in prosecuting, guiding investigation and giving instructions in criminal matters in the lower courts and drafting charge sheets and court documents • Ability to act independently without constant supervision, relieve in the Regional Court, manage court and case flow management independently • Good administrative skills • Valid driver's licence is recommended.

**Duties:** • Manage, train and give guidance to prosecutors, study case dockets, decide on the institution of and conduct criminal proceedings, attend to maintenance matters and inquests in the Lower Courts • Prepare cases for court and draft charge sheets and other proceedings for court, present and assist Prosecutors to present the State's case in court, to lead witnesses, cross-examine and address the court on, inter alia, conviction and sentence and, in general, to conduct prosecutions on behalf of the State • Perform all duties related thereto in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority • Assist the Chief Prosecutor with the performance assessment of staff • Give account to the Chief Prosecutor and the Director of Public Prosecutions as head of the prosecutorial office of the district • Manage, control and attend to the administration of the office of the District Court • Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

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

**Applications:** CPP Klerksdorp: E-mail: Recruit1538@nps.gov.za or fax: (012) 843-4198  
 CPP Witbank: E-mail: Recruit1539@nps.gov.za or fax: (012) 843-4199  
 CPP Pretoria: E-mail: Recruit1540@nps.gov.za or fax: (012) 843-4200  
 CPP Empangeni: E-mail: Recruit1541@nps.gov.za or fax: (012) 843-4201  
 CPP George: E-mail: Recruit1542@nps.gov.za or fax: (012) 843-4202  
 CPP Wynberg: E-mail: Recruit1543@nps.gov.za or fax: (012) 843-4203  
 CPP Welkom: E-mail: Recruit1544@nps.gov.za or fax: (012) 843-4204  
 CPP Bloemfontein: E-mail: Recruit1545@nps.gov.za or fax: (012) 843-4205

### Relief Prosecutor

Salary: R236 178 per annum plus housing allowance, annual service bonus, pension and medical benefits (D1) (Ref. Recruit 1546)

#### CPP ODI (Ga-Rankuwa)

**Requirements:** • Recognised 3-year legal degree, or a legal diploma in respect of Prosecutors appointed before 01/01/06, obtained from a university in the RSA, which includes at least the following courses: Law of Evidence, Criminal Procedure, Criminal Law, Interpretation of Statutes and at least 1 year's relevant criminal court work experience • Previous Regional Court experience is recommended • Proficiency in prosecuting, investigating and giving instructions in Common Law and statutory offences in the District and Regional Court, drafting charge sheets and court documents • Management and administrative skills • Valid driver's licence is recommended • Preparedness to travel and relieve at any station.

**Duties:** • Study case dockets, decide on the institution of and conduct criminal proceedings, maintenance matters and inquests in the District and Regional Court • Prepare cases for court, draft charge sheets, present the State's case in court • Lead witnesses, cross-examine and address the court on, inter alia, conviction and sentence and, in general, to conduct prosecutions on behalf of the State • Perform all duties related thereto in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority • Perform administrative duties • Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

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

Applications: E-mail: Recruit1546@nps.gov.za or fax: (012) 843-4206

### Advanced District Court Prosecutor

Salary: R188 901 per annum plus housing allowance, annual service bonus, pension and medical aid benefits (C5)

- CPP Witbank (Mkobola) (Ref. Recruit 1547) • CPP Vaal Rand (Benoni) (Ref. Recruit 1548) • CPP Nelspruit (3) (Kabokweni, Nelspruit, Barberton) (Ref. Recruit 1549) • CPP Pretoria (3) (Pretoria (2), Brits) (Ref. Recruit 1550)
- CPP Port Shepstone (2) (Port Shepstone) (Ref. Recruit 1551) • CPP Durban (Chatsworth) (Ref. Recruit 1552) • CPP Ladysmith (Ladysmith) (Ref. Recruit 1553)
- CPP Upington (Upington) (Ref. Recruit 1554) • CPP Mitchells Plain (Bredasdorp) (Ref. Recruit 1555) • CPP Bloemfontein (Bloemfontein) (Ref. Recruit 1556)
- CPP Welkom (2) (Welkom, Kroonstad) (Ref. Recruit 1557) • CPP Queenstown (Aliwal North) (Ref. Recruit 1558)

**Requirements:** • Recognised 3-year legal degree, or a legal diploma in respect of Prosecutors appointed before 01/01/06, obtained from a university in the RSA, which includes at least the following courses: Law of Evidence, Criminal Procedure, Criminal Law, Interpretation of Statutes and at least 1 year's relevant criminal court work experience • Proficiency in prosecuting, guiding investigation, giving instructions in reasonably complex or more difficult Common Law and statutory offences in the District Court, drafting charge sheets and complex court documents • Ability to act independently without constant supervision, manage court and case flow management independently, relieve in the Regional Court or as a District Court Control Prosecutor and mentor other prosecutors • Excellent administrative skills • Valid driver's licence is recommended.

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

**Duties:** • Study case dockets, decide on the institution of and conduct criminal proceedings of a more advanced or complex nature in the District Court, prepare cases for court, draft charge sheets and other court documents that are more complex in nature; present the State's case in court, lead witnesses, cross-examine and address the court on, inter alia, conviction and sentence and, in general, to conduct prosecutions on behalf of the State • Perform all duties related thereto in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority • Mentor other prosecutors • Perform administrative duties • Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

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

**Applications:** CPP Witbank: E-mail: Recruit1547@nps.gov.za or fax: (012) 843-4207  
 CPP Vaal Rand: E-mail: Recruit1548@nps.gov.za or fax: (012) 843-4208  
 CPP Nelspruit: E-mail: Recruit1549@nps.gov.za or fax: (012) 843-4209  
 CPP Pretoria: E-mail: Recruit1550@nps.gov.za or fax: (012) 843-4210  
 CPP Port Shepstone: E-mail: Recruit1551@nps.gov.za or fax: (012) 843-4211  
 CPP Durban: E-mail: Recruit1552@nps.gov.za or fax: (012) 843-4212  
 CPP Ladysmith: E-mail: Recruit1553@nps.gov.za or fax: (012) 843-4213  
 CPP Upington: E-mail: Recruit1554@nps.gov.za or fax: (012) 843-4214  
 CPP Mitchells Plain: E-mail: Recruit1555@nps.gov.za or fax: (012) 843-4215  
 CPP Bloemfontein: E-mail: Recruit1556@nps.gov.za or fax: (012) 843-4216  
 CPP Welkom: E-mail: Recruit1557@nps.gov.za or fax: (012) 843-4217  
 CPP Queenstown: E-mail: Recruit1558@nps.gov.za or fax: (012) 843-4218

### Maintenance Prosecutor

Salary: R188 901 per annum plus housing allowance, annual service bonus, pension and medical aid benefits (C5) (Ref. Recruit 1559)

#### CPP Nelspruit (Nelspruit)

**Requirements:** • Appropriate 3-year legal qualification obtained from a university in the RSA, which includes at least the following courses: Law of Evidence, Criminal Procedure, Criminal Law, Interpretation of Statutes and relevant experience • Extensive experience in maintenance and such experience as, in the opinion of the National Director of Public Prosecutions, render him/her suitable for appointment as Maintenance Prosecutor • Extensive knowledge of the Maintenance Act, No 99 of 1998 • Knowledge of Civil and Family Law related to maintenance • Good planning and organisational skills will be highly recommended • Valid driver's licence will be a recommendation • Adequate computer skills will be an advantage • Positive security clearance.

**Duties:** • Criminal and civil litigation in compliance with the requirements legally imposed upon the State regarding all aspects of criminal and all civil activities relevant to maintenance matters • Attend to formal and informal enquiries • Attend to maintenance-related prosecutions • Render advice on issues of family law relating to maintenance • Direct and oversee maintenance investigators • Exercise or perform any power, duty or function conferred upon or assigned to the Maintenance Prosecutor by or under the Maintenance Act, 99 of 1998. This will include all aspects of prevention, research and recommendations for policy development, preparing heads of arguments and where required, presenting cases in court • Supervise, train and develop relevant role-players, including maintenance investigators and police.

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

Applications: CPP Nelspruit: E-mail: Recruit1559@nps.gov.za or fax: (012) 843-4219

### Head Control Prosecutor 2

Salary: R236 178 per annum plus housing allowance, annual service bonus, pension and medical benefits (D1) (Ref. Recruit 1560)

#### (Control Prosecutor of 1- to 2-person Station)

#### CPP Mitchells Plain (Hermanus)

**Requirements:** • Recognised 3-year legal degree, or a legal diploma in respect of Prosecutors appointed before 01/01/06, obtained from a university in the RSA, which includes at least the following courses: Law of Evidence, Criminal Procedure, Criminal Law, Interpretation of Statutes and at least 3 years' relevant criminal court work experience • Management skills, give guidance to and train Prosecutors • Proficiency in prosecuting, guiding investigation and giving instructions in criminal matters in the Lower Courts, drafting charge sheets and court documents • Ability to act independently without constant supervision, relieve in the Regional Court, manage court and case flow management independently • Good administrative skills • Valid driver's licence is recommended.

**Duties:** • Manage, train and give guidance to prosecutors, study case dockets, decide on the institution of and conduct criminal proceedings and attend to maintenance matters and inquests in the Lower Courts • Prepare cases for court and draft charge sheets and other proceedings for court, present and assist Prosecutors to present the State's case in court, to lead witnesses, cross-examine and address the court on, inter alia, conviction and sentence and, in general, to conduct prosecutions on behalf of the State • Perform all duties related thereto in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority • Assist the Chief Prosecutor with the performance assessment of staff • Give account to the Chief Prosecutor and the Director of Public Prosecutions as head of the prosecutorial office of the district • Manage, control and attend to the administration of the office of the District Court • Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

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

Applications: E-mail: Recruit1560@nps.gov.za or fax: (012) 843-4220.

### Head Control Prosecutor 1

Salary: R188 901 per annum plus housing allowance, annual service bonus, pension and medical benefits (C5)

- CPP Kimberley (2) (Carnarvon, Victoria West) (Ref. Recruit 1561) • CPP George (Riversdale) (Ref. Recruit 1562) • CPP Bloemfontein (3) (Wepenaar, Edenburg, Fauresmith) (Ref. Recruit 1563)

**Requirements:** • Recognised 3-year legal degree, or a legal diploma in respect of Prosecutors appointed before 01/01/06, obtained from a university in the RSA, which includes at least the following courses: Law of Evidence, Criminal Procedure, Criminal Law, Interpretation of Statutes and at least 1 year's relevant criminal court work experience • Proficiency in prosecuting, guiding investigation and giving instructions in criminal matters in the District Court, drafting charge sheets and court documents • Ability to act independently without constant supervision, manage court and case flow management independently • Good administrative skills • Valid driver's licence is recommended.

**Duties:** • Study case dockets, decide on the institution of and conduct criminal proceedings and attend to maintenance matters and inquests in the District Court • Prepare cases for court and draft charge sheets, present the State's case in court, to lead witnesses, cross-examine and address the court on, inter alia, conviction and sentence and, in general, to conduct prosecutions on behalf of the State • Perform all duties related thereto in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority • Give account to the Chief Prosecutor and the Director of Public Prosecutions as head of the prosecutorial office of the district • Attend to the administration of the office • Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

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

**Applications:** CPP Kimberley: E-mail: Recruit1561@nps.gov.za or fax: (012) 843-4221  
 CPP George: E-mail: Recruit1562@nps.gov.za or fax: (012) 843-4222  
 CPP Bloemfontein: E-mail: Recruit1563@nps.gov.za or fax: (012) 843-4223.

## OFFICE FOR WITNESS PROTECTION (OWP)

### Regional Heads: OWP

Salary: R407 745 per annum (MMS package) (Level 12)

- OWP Free State (Bloemfontein) (Ref. Recruit 1564) • OWP Northern Cape (Kimberley) (Ref. Recruit 1565) • OWP North West (Potchefstroom) (Ref. Recruit 1566) • OWP Limpopo (Polokwane) (Ref. Recruit 1567)

**Requirements:** • Integrity beyond reproach • Recognised 3-year Bachelor's degree or diploma in Law Enforcement or Management and/or knowledge and experience • At least 6 years' appropriate experience in personnel and operational management • High level of understanding of and competency in people protection • Firearm handling competency • Competency in at least 2 official languages, 1 of which must be English (multi-linguistic skills will be advantageous) • Valid Code 08/B or EB driver's licence (advanced driving skills will be advantageous) • Communication skills (verbal and written) • Planning, organisational and financial management skills • High level of sensitivity towards people management • Knowledge of Witness Protection Act, No 112 of 1998, the Constitution of the RSA, especially the Bill of Rights and NPA policies and procedures • Sound interpersonal relations • Conflict management and conflict resolution • Negotiating and analytical skills • High level of dedication • Ability to think logically and a high level of empathy • Preparedness to travel extensively, even after hours • Knowledge of and experience in undercover work will be an added advantage • Experience in leasing and letting of properties • The appointment is subject to the granting of a "Top Secret" security clearance and the incumbent may be required to undergo regular polygraph and voice stress analysis tests (the incumbent's probation period may be terminated if the required security clearance is not granted) • Knowledge of and experience in the implementation of the provisions of the Minimum Information Security Standards (MISS) • Ability to communicate and negotiate at a high level regionally, nationally and internationally.

**Duties:** • As a member of the Director's management team, provide leadership to and manage the Regional Office, under the supervision and guidance of the Deputy Director • Responsible for the efficient management and administration of the Regional Office, including the effective utilisation and training of staff, maintenance of discipline, promotion of sound labour relations and the proper use and care of Government property • Manage the finances of the Regional Office in accordance with the Public Finance Management Act, No 1 of 1999, the prescripts of the Departments of State Expenditure and Treasury and comply with the Auditor-General Act, No 12 of 1995 • Provide the necessary support to the Director regarding core responsibilities within the OWP • Voluntarily outside his/her normal hours of work and whenever necessary or required, devote such portion of his/her time, attention and expertise to the affairs of the OWP, as could, in circumstances, be reasonably expected of him/her • Consult with other relevant role-players likely to be affected by strategic initiatives with regard to governance, resources and service delivery • Contribute to a constructive relationship between relevant role-players and ensure a free flow of timely and reliable information on significant issues • Be accountable for service delivery and performance in the Regional Office and to ensure that: Powers and responsibilities are clearly specified and exercised at appropriate levels within the Region • Establish and maintain appropriate internal controls and reporting systems • Manage information systems are implemented to provide timely and accurate information on the business of the Regional Office • Implement security arrangements, appropriate to the information systems of the NPA in the Regional Office.

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

**Applications:** OWP Free State: E-mail: Recruit1564@nps.gov.za or fax: (012) 843-4224  
 OWP Northern Cape: E-mail: Recruit1565@nps.gov.za or fax: (012) 843-4225  
 OWP North West: E-mail: Recruit1566@nps.gov.za or fax: (012) 843-4226  
 OWP Limpopo: E-mail: Recruit1567@nps.gov.za or fax: (012) 843-4227

## ASSET FORFEITURE UNIT (AFU)

### Senior State Advocate

Salary: R543 315 per annum (MMS package) (D3)

- AFU Cape Town (2) (Ref. Recruit 1568) • AFU East London (Ref. Recruit 1569)

**Requirements:** • The 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 • Experience in drafting High Court Applications • Well-developed skills in advocacy and legal drafting • Good knowledge of civil and/or criminal procedure is recommended • Excellent interpersonal, analytical, presentation and communication skills • Strong computer skills (MS Word, Excel, Outlook and PowerPoint) is recommended • Knowledge of Asset Forfeiture Law will be advantageous • Professional and able to act independently • Willingness to travel and able to work extended hours • Excellent communication and administrative skills are recommended • Literacy and numeracy skills in so far as being able to understand profit and loss calculations and basic business finance are recommended • Ability to conduct legal research is recommended • A valid driver's licence is recommended. Please submit proof of qualifications and Right to Appear.

**Duties:** • Draft applications and conduct asset forfeiture litigation on behalf of the State regarding all aspects of asset forfeiture litigation, including supervising investigators and drafting heads of argument and presenting cases in court • Supervise, train and develop junior legal and investigative staff • Train prosecutors and police in the use of Asset Forfeiture Law • Perform 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:** AFU Cape Town: E-mail: Recruit1568@nps.gov.za or fax: (012) 843-4228  
 AFU East London: E-mail: Recruit1569@nps.gov.za or fax: (012) 843-4229

### Junior State Advocate

Salary: R434 577 per annum (MMS package) (D2)

- AFU Durban (Ref. Recruit 1570) • AFU Mmabatho (Ref. Recruit 1571)

**Requirements:** • Appropriate 4-year legal qualification • Admitted or qualifying for admission as an Attorney or Advocate of the High Court • Experience in civil and/or criminal litigation • Experience in drafting High Court applications • Well-developed skills in advocacy and legal drafting • Good knowledge of civil and/or criminal procedure is recommended • Excellent interpersonal, analytical, presentation and communication skills • Strong computer skills (MS Word, Excel, Outlook and PowerPoint) is recommended • Knowledge of Asset Forfeiture Law will be advantageous • Professional and able to act independently • Willingness to travel and able to work extended hours • Excellent communication and administrative skills are recommended • Ability to conduct legal research is recommended • Valid driver's licence is recommended. Please submit proof of qualifications and Right to Appear.

**Duties:** • Responsible for civil litigation on behalf of the State regarding all aspects of the restraint and forfeiture of assets derived from criminal activity, including supervising investigators, drafting applications, preparing heads of argument and presenting cases in court • Perform legal research and keep up-to-date with legal developments.

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

**Applications:** AFU Durban: E-mail: Recruit1570@nps.gov.za or fax: (012) 843-4230  
 AFU Mmabatho: E-mail: Recruit1571@nps.gov.za or fax: (012) 843-4231

## ENTERPRISE RISK MANAGEMENT

### Senior Specialist: Enterprise Risk Management

Salary: R407 745 per annum (MMS package) (Level 12)

#### Pretoria (Head Office)

**Requirements:** • At least an undergraduate degree in a Commercial or Scientific field or an appropriate alternate qualification • 8-Com Articles and must have worked in an internal audit or risk management environment with at least 3-5 years' experience • Good understanding of business systems and processes are essential, whilst previous experience in enterprise risk management is highly desirable • Ability to analyse, compare and interpret information and make appropriate recommendations • Methodical and logical when analysing information • Excellent written, inclusive of report-writing and verbal skills • Excellent facilitation, presentation and communication skills • Ability to negotiate in a spirit of co-operation and collaboration • Excellent problem-solving skills.

**Duties:** • Support and assist the Senior Manager: Enterprise Risk Management and the Business Unit Head in the management and execution of enterprise risk management for the business unit • Assist the business unit in developing plans and controls for enterprise risk management • Support management in the identification, evaluation and managing of risks and risk control strategies • Provide business units with guidance and assistance in the development of risk mitigation plans • Co-ordinate and compile monthly reports on the unit's performance in mitigating risks identified • Co-ordinate the collection, analysis, interpretation and presentation of information regarding risk management for the business unit and provide reports to the Business Unit Head and the Senior Manager: Enterprise Risk Management • Drive and facilitate the embedding of risk management into the respective Business Unit, business activities, processes and systems • Serve as a link between employees and management in the ongoing management, administration and communication of the Enterprise Risk Management System and all its components.

Enquiries: Pat Achary, tel. (012) 845-6020.

Applications: E-mail: Recruit1572@nps.gov.za or fax: (012) 843-4232

## SPECIALISED COMMERCIAL CRIME UNIT

### Senior Deputy Director of Public Prosecution

Salary: R665 136 per annum (SMS package) (Ref. Recruit1573)

#### Durban

**Requirements:** • The right to appear in the High Court as contemplated in section 2 and 3(4) of the Right of Appearance in Courts Act 1995, Act No 62 of 1995 • Demonstrate a proven ability to investigate, prosecute and lead complex commercial crime cases • Demonstrate a proven ability and experience with regard to forensic audit reports and balance sheets • Demonstrate exposure to senior management functions • Substantial prior prosecuting experience (also commercial) will be a strong recommendation.

**Duties:** • Investigate and prosecute complex commercial crime cases • Train and advise prosecution and police pertaining to the investigation and prosecution of complex commercial crime cases • Draft, conclude and manage performance agreements with staff members • Report on strategic initiatives • Responsible for office discipline • Responsible for operational flow and provide leadership to the core management • Undertake legal research and keep up-to-date with legal developments • Manage general administrative functions.

Enquiries: Sophy Seema, tel. (012) 401-0452.

Applications: E-mail: Recruit1573@nps.gov.za or fax: (012) 843-4233

### BEFORE YOU APPLY:

For applications to be accepted:

Applications must be submitted on a Z83 Form, obtainable from any Public Service department, or from www.npa.gov.za and must be completed in full. In full means both pages of the Z83 must be completed and page • must be duly signed. If your Z83 is not completed as prescribed above, your application **will not be accepted.**

CVs without the Z83 Form **will not be accepted.**

Hand-written Z83 Forms and CVs must be completed in block letters, otherwise your application **will not be accepted.**

All electronically mailed applications must be submitted with the attachments in Microsoft Word or Adobe PDF format, or else they will not be accepted by our system and will not be processed.

Where candidates must list their preferred Region(s)/Region(s) of preference, it must be done on page • of the Z83 Form, below the declaration field. Applications without an indication of the preferred Region(s) **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 separate application for each post. Applications with multiple posts and recruitment numbers **will not be accepted.**

Each post has a separate fax number and e-mail address. When you forward your application by fax/e-mail, ensure that you forward it to the correct fax number/e-mail address. Applications forwarded to the wrong fax number/e-mail address **will not be processed.**

All applications must reach the NPA before the closing date. It is the sole responsibility of the applicants to ensure that their applications reach 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 to forward postal applications by registered mail. Fax and e-mail 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 Z83 Form (to have an acknowledgement sent to your cell phone, provide your cell number in the