



Justice in our society so that people can live in freedom and security.
 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 and dynamic professionals and support personnel.

NATIONAL PROSECUTING SERVICE (NPS)

Senior Deputy Director of Public Prosecutions

Salary: R665 136 p.a. (Level 14) (SMS package)
 Centre: DPP Pretoria ● Ref. Recruit1462

Requirements: • The right to appear in a High Court as contemplated in Section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act No 62 of 1995) • Extensive experience in criminal matters and advocacy, including experience in criminal matters in the High Court • The ability to oversee, train and give guidance in all criminal matters and/or represent the State in complex/high profile matters in the High Court, the highest Court of Appeal and the Constitutional Court • Extensive management experience in an office of a Director of Public Prosecutions • Outstanding forensic skills, legal knowledge and legal drafting skills • The ability to communicate / liaise with stakeholders / others at high levels • The ability to work independently • Independent decision making ability • Ability to map out and lead strategic planning of the Division • Ability to align resources according to the strategic objectives • Proven ability to manage, mentor, train and assess the performance of staff members

Duties: • Manage the portfolio assigned by the Director • Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the High Court, the highest Court of Appeal and the Constitutional Court • Study case dockets and other documents relating to criminal matters, make and review decisions with regard to the institution of criminal proceedings • Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents • Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence • Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court • Appear in motion applications pertaining to criminal matters • Map out strategic planning for the Division and lead staff members towards achieving the strategic objectives • Oversee resources and align them to strategic objectives • Develop, performance manage and assess staff members • Deal with representations and complaints • Manage the Division in the absence of the Director • Ensure that a high standard of professional work is being carried out • 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: Email: Recruit1462@npa.gov.za or fax: 012 843 4122.

Advanced Regional Court Prosecutor

Salary: R434 577 p.a. (D2) (MMS Package) ● Centres: CPP George (Oudtshoorn) (Ref. Recruit1463) ● CPP Wynberg (Wynberg) (Ref. Recruit1464)

Requirements: • A 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 4 - 5 years' relevant criminal court work experience • Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in the Regional Court; and drafting charge sheets and court documents that are more complex in nature • Must be able to act independently without constant supervision; manage court and case flow management independently; relieve as a Regional Court Control Prosecutor or Senior Public Prosecutor; mentor and/or train new prosecutors • Excellent administrative skills • Valid driver's licence recommended.

Duties: • Study case dockets; decide on the institution of and conduct criminal proceedings of an advanced or complex nature in the Regional 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 and/or train 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: ● Ref: Recruit1463 (CPP George); Email: Recruit1463@npa.gov.za or fax: 012 843 4123 ● Ref: Recruit1464 (CPP Wynberg); Email: Recruit1464@npa.gov.za or fax: 012 843 4124.

Regional Court Prosecutor

Salary: R236 178 p.a. (D1) plus housing allowance, annual service bonus, pension and medical benefits ● Centres: CPP Vaal Rand (Vanderbijlpark) (Ref. Recruit1465) ● CPP Middelburg (Carolina) (Ref. Recruit1466) ● CPP Port Elizabeth (Port Elizabeth) (Ref. Recruit1467) ● CPP Mmabatho (Taung) (Ref. Recruit1468) ● CPP Wynberg (Wynberg) (x4), Paarl (x1) (Ref. Recruit1469) ● CPP Upington (Upington) (Ref. Recruit1470)

Requirements: • A 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 2 years' 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 • Able to act independently without constant supervision; relieve in the Regional Court; manage court and case flow management independently • Must have good administrative skills • Valid driver's licence 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 assessments 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: ● Ref: Recruit1465 (CPP Vaal Rand); Email: Recruit1465@npa.gov.za or fax: 012 843 4125 ● Ref: Recruit1466 (CPP Middelburg); Email: Recruit1466@npa.gov.za or fax: 012 843 4126 ● Ref: Recruit1467 (CPP Port Elizabeth); Email: Recruit1467@npa.gov.za or fax: 012 843 4127 ● Ref: Recruit1468 (CPP Mmabatho); Email: Recruit1468@npa.gov.za or fax: 012 843 4128 ● Ref: Recruit1469 (CPP Wynberg); Email: Recruit1469@npa.gov.za or fax: 012 843 4129 ● Ref: Recruit1470 (CPP Upington); Email: Recruit1470@npa.gov.za or fax: 012 843 4130

Head Control Prosecutor 2

Salary: R236 178 p.a. (D1) plus housing allowance, annual service bonus, pension and medical benefits (Control Prosecutor of 1 - 2 Person Station)
 Centre: CPP Modimolle (Nebo) ● (Ref. Recruit1471)

Requirements: • A 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 2 years' 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; drafting charge sheets and court documents • Must be able to act independently without constant supervision; relieve in the Regional Court; manage court and case flow management independently; and must have good administrative skills • Valid driver's licence 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 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: Email: Recruit1471@npa.gov.za or fax: 012 843 4131.

Advanced District Court Prosecutor

Salary: R188 901 p.a. (C5) plus housing allowance, annual service bonus, pension and medical benefits ● Centres: CPP Vaal Rand (Vaal Rand x 8) (Ref. Recruit1472) ● CPP Modimolle (Modimolle x3) (Ref. Recruit1473) ● CPP Polokwane (Mapulaneng) (Ref. Recruit1474), CPP Klerksdorp (Klerksdorp) (Ref. Recruit1475) ● CPP Port Elizabeth (Port Elizabeth) (Ref. Recruit1476) ● CPP Queenstown (Queenstown) (Ref. Recruit1477)

Requirements: • A 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 • Must be able 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 recommended.

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: ● Ref: Recruit1472 (CPP Vaal Rand); Email: Recruit1472@npa.gov.za or fax: 012 843 4132 ● Ref: Recruit1473 (CPP Modimolle); Email: Recruit1473@npa.gov.za or fax: 012 843 4133 ● Ref: Recruit1474 (CPP Polokwane); Email: Recruit1474@npa.gov.za or fax: 012 843 4134 ● Ref: Recruit1475 (CPP Klerksdorp); Email: Recruit1475@npa.gov.za or fax: 012 843 4135 ● Ref: Recruit1476 (CPP Port Elizabeth); Email: Recruit1476@npa.gov.za or fax: 012 843 4136 ● Ref: Recruit1477 (CPP Queenstown); Email: Recruit1477@npa.gov.za and fax 012 843 4137.

Erratum:

Recruit 1367 Advanced District Court Prosecutor - CPP East London. This post was advertised on 1 March 2009 in the Sunday Times & City Press was incorrectly advertised as CPP East London (Mdantsane, Kanyalithal), it should have read CPP East London (Mdantsane, Zwelitsha). We apologise for the inconvenience caused.

Regional Court Control Prosecutor

Salary: R434 577 p.a. (D2) (MMS package)
 Centre: CPP Modimolle (Makopane) ● Ref. Recruit1478

Requirements: • A 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 • Excellent management skills - must manage, give guidance to and train prosecutors • Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in the Regional and District Court; drafting complex charge sheets and court documents • Must be able to act independently without constant supervision; manage court and case flow management independently; relieve as the Senior Public Prosecutor; and mentor and/or train and quality check the work of prosecutors • Excellent administrative skills • Valid driver's licence recommended.

Duties: • Manage, train and give guidance to prosecutors; study case dockets, decide on the institution of and conduct criminal proceedings of a complex and more advanced nature in the Regional Court and District Court • 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 Senior Public Prosecutor with the performance assessments of staff • Perform general administrative duties 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: Email: Recruit1478@npa.gov.za or fax: 012 843 4138.

Maintenance Prosecutor

Salary: R188 901 p.a. (C5) plus housing allowance, annual service bonus, pension and medical benefits ● Centre: CPP Modimolle (Makopane) (Ref. Recruit1479)

Requirements: • Possession of 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 • In addition the candidate should have 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 • A valid driver's licence is recommended • Adequate computer skills will be an advantage • Positive security clearance is a requirement.

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: Email: Recruit1479@npa.gov.za or fax: 012 843 4139.

COMMUNICATIONS UNIT

Regional Communications Manager

Salary: R217 482 p.a. (Level 10) plus housing allowance, annual service bonus, pension and medical benefits ● CPP Mthatha (Ref. Recruit1480)

Requirements: • Post-matric qualification in communication/public relations • Minimum of 3 years' experience in communication • Good understanding of public relations principles • Practical understanding and experience of media relations • Good oral and writing skills • Project management skills • Good understanding of branding and event management • Organisational skills • Ability to work well under pressure • Must be prepared to travel extensively on regular basis • Reliable, tolerant and self-starter • Ability to act independently, able to work extended hours • Excellent communication and administrative skills • Valid driver's licence • Computer skills knowledge of programs in MS Word, Excel, Outlook and PowerPoint.

Duties: • Fulfill the communication role in the region, in liaison with the Head Office • Co-ordinate all communications activities and requirements for the NPA offices in the specific region-including media relations, event management, branding and promotions, photography, internet communications etc. • Provide logistical support and provide appropriate branding for regional events • Provide regular audit assessments regarding communication requirements for the regional offices.

Enquiries: Bryce Makuse, tel: 012 845 6128. Applications: Email: Recruit1480@npa.gov.za or fax: 012 843 4140.

GENERAL: • Candidates who would like to receive acknowledgement of receipt, must please complete the information in the correspondence contact details field) • Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in respect of faxed and emailed applications. Please DO NOT contact telephonically the NPA directly after you have faxed/emailed your applications, to enquire if your application(s) has 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 as directed 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.

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

CLOSING DATE FOR APPLICATIONS: 21 APRIL 2009. Applications will not be accepted after the closing date.

Community Development & Liaison Specialist

Salary: R217 482 p.a. (Level 10) plus housing allowance, annual service bonus, pension and medical benefits ● Centre: Pretoria (Head Office) (Ref. Recruit1481)

Requirements: • An appropriate 3-year degree or equivalent qualification and/or communication experience including media liaison, research and community development • Demonstrable experience in social marketing and community development campaigns • Project management skills • Knowledge of community organisation networks and ability to form relationships with community leadership • A valid driver's licence • Reliable, tolerant and self-starter • Ability to act independently, able to work extended hours • Excellent communication and administrative skills • Computer skills knowledge of programs in MS Word, Excel, Outlook and PowerPoint.

Duties: • Co-ordinate and implement plans for the community outreach programme • Liaise with stakeholders in communities for public education programmes • Act as liaison for Imbizo Focus Weeks and manage the Focus Week programmes • Manage and co-ordinate internal participation in Imbizo Focus Weeks • Work closely with GCIS and other relevant government departments to ensure information flow to Thusing Service Centres • Co-ordinate media liaison activities with community media to promote proactive community based awareness of the NPA and its role • Assist in implementation of public education and awareness campaigns • Assist in developing and distributing public education material.

Enquiries: Bryce Makuse, tel: 012 845 6128. Applications: Email: Recruit1481@npa.gov.za or fax: 012 843 4141.

INTEGRITY MANAGEMENT UNIT (IMU)

Project Manager - Governance & Service Delivery

Salary: R407 745 p.a. (Level 12) (MMS Package)
 Centre: Pretoria (Head Office) ● Ref. Recruit1482

Requirements: • Degree or diploma in Project Management or equivalent qualification • At least 3 years' Project Management experience • Additional project management training • Extensive knowledge of project management methodologies • Ability to initiate, plan, execute, control and close out all areas within a programme including: integration management; scope management; cost management; quality management; time management; human resources management; communication management; risk management and procurement management • Ability to plan and deliver solutions across various areas • Can function at business and strategic level and elicit appropriate support • Ability to have a big picture focus, by giving thought leadership and strategic positioning • Strong business acumen skills with industry specific awareness and business operations knowledge • Knowledge of business area within which the project is to be developed • Ability to build networks across the organisation • Strong analytical and conceptual thinking skills • Solve problems and influence people easily • You may be required to render services outside normal working hours from time to time and to travel outside your geographical area • A valid driver's licence.

Duties: • Plan, manage and execute IMU projects • Ensure projects meet objectives • Ensure effective management of projects • Ensure commissioned deliverables are complete within budget, quality and time restraint • Ensure projects are managed according to set process: i.e project methodologies and systems • Mentor and guide project administrators • Recognise potential business problems and proactively propose appropriate solutions to meet business objectives based on industry best practices • Liaise with IMU management on consolidated projects • Develop good working relationship with the Project Management office.

Enquiries: Lothar Mbedzi, tel: 012 845 6169. Applications: Email: Recruit1482@npa.gov.za or fax: 012 843 4142.

Deputy Manager: Case Management

Salary: R174 243 p.a. (Level 9) ● Centre: Pretoria (Head Office) (Ref. Recruit1483)

Requirements: • A recognised Bachelor's degree or equivalent qualification • Appropriate investigative and case management experience • The successful candidate will be required to sign performance agreement contract • Knowledge of project management • Knowledge and understanding of the regulatory framework for the public service (e.g. Public Finance Management Acts, Treasury Regulations and Public Service Acts and regulations, as well as NPA Act) • Analytical skills • Research skills • Good written and verbal communication skills • Ability to think innovatively and strategically • Ability to work under stressful circumstances • Interpersonal and people management skills • Formal presentation skills • Advanced computer literacy and knowledge of programmes such as MS Word, PowerPoint, Excel, etc.

Duties: • Maintain case management system pertaining to investigation, profiling and inspections • Manage distribution of cases and perform quality control on cases • Prepare monthly and quarterly reports on cases and providing inputs to the units monthly programme reports • Perform thorough analysis on cases and provide regular feedback (verbal and written) on findings • Provide expert advice on case management process.

Enquiries: Lothar Mbedzi, tel: 012 845 6169. Applications: Email: Recruit1483@npa.gov.za or fax: 012 843 4143.

HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT (HRM&D)

Employee Health and Wellness Practitioner

Salary: R117 501 p.a. (level 7) plus housing allowance, annual service bonus, pension and medical benefits ● Centre: Pretoria (Head Office) (Ref. Recruit1484)

Requirements: • A 4-year degree in Social Sciences (Psychology or Social Work) with relevant experience in the EWP or helping profession field • Registration with the South African Council for Social Services Professions as a social worker or the Health Professions Council of South Africa as a counsellor • Good co-ordination and planning skills • Good presentation and facilitation skills • Knowledge and experience in conducting psycho-social counselling and trauma-debriefing services • Good written and verbal communication skills • Proof of registration with the relevant professional council.

Duties: • Conduct psychosocial counselling and referral services • Co-ordinate trauma debriefing services • Plan, coordinate, facilitate and present workplace life skills programmes • Promote utilisation of EWP services • Implement workplace health promotion services • Implement HIV/AIDS workplace programmes • Participate in EWP monitoring and evaluation initiatives • Perform administrative work related to EWP services.

Enquiries: Nsovo Shirilele, tel: 012 845 6928. Applications: Email: Recruit1484@npa.gov.za or fax: 012 843 4144.

PROGRAMME MANAGEMENT OFFICE (PMO)

Erratum:

Please note the contract posts of the Programme Management Office (PMO) are withdrawn and replaced by the adverts below - we apologise for any inconvenience caused.

Senior Project Manager

Salary: R615 633 (Level 13) (SMS Package)
 Centre: Pretoria (Head Office) ● Ref. Recruit1485

Requirements: • Degree or diploma in Project Management or equivalent qualification • At least 5 years' Project Management experience • Additional Project Management training such as PMI certification will be an advantage • Ability to initiate, plan, execute, control and close out all areas within a programme including: integration management; scope management; cost management; quality management; time management; human resource management; communication management; risk management and procurement management • Ability to plan and deliver solutions across various areas • Solve problems and influence people easily • Can function at operational and strategic level and elicit appropriate support • People management skills • Interpersonal and liaison skills • Ability to work independently and as a team player • Extensive knowledge of project management methodologies and systems • Strong analytical and conceptual thinking skills • A valid driver's licence is recommended • You will be required to travel outside your geographical area • You may be required to render services outside normal working hours from time to time.

Duties: • Plan, manage and execute projects • Manage and define projects through their life cycle phases, tasks in phases, roles, responsibilities, deliverables and related standards, templates and code of conduct • Ensure projects meet objectives • Ensure commissioned deliverables are complete within budget, quality and time restraints • Ensure effective management of project teams and resources • Ensure projects are managed according to set processes and project methodologies and systems • Mentor and guide project managers and project administrators • Mentor and guide project resources and project support office administrators • Recognise potential business problems and proactively propose appropriate solutions to meet business objectives based on industry best practice • Facilitate and communicate with the Executive Manager: PMO on consolidated project reporting, inclusive of variances reporting and recommended corrective actions • Develop good working relationships with the Project Management community • Provide project and programme management processes, best practice and disciplines within the organisation.

Enquiries: Busisiwe Mlawuli, tel: 012 845 6782. Applications: Email: Recruit1485@npa.gov.za or fax: 012 843 4145.

Project Managers

Salary: R407 745 (Level 12) (MMS Package)
 Centre: Pretoria (Head Office) (2 posts) ● Ref. Recruit1486

Requirements: • Degree or diploma in Project Management or equivalent qualification • At least 3 years' Project Management experience • Additional Project Management training • Ability to initiate, plan, execute, control and close out all areas within a programme including: integration management; scope management; cost management; quality management; time management; human resource management; communication management; risk management and procurement management • Ability to plan and deliver solutions across various areas • Solve problems and influence people easily • Can function at operational and strategic level and elicit appropriate support • People management skills • Interpersonal and liaison skills • Ability to work independently and as a team player • Knowledge of business area within which the project is to be developed • Extensive knowledge of project management methodologies • Strong analytical thinking and conceptual thinking skills • A valid driver's licence is recommended • You will be required to travel outside your geographical area • You will be required to render services outside normal working hours from time to time.

Duties: • Plan, manage and execute projects • Manage and define projects through their life cycle phases, tasks in phases, roles, responsibilities, deliverables and related standards, templates and code of conduct • Ensure projects meet objectives • Ensure commissioned deliverables are complete within budget, quality and time restraints • Ensure effective management of project teams and resources • Ensure projects are managed according to set processes and project methodologies and systems • Mentor and guide project administrators • Mentor and guide project resources and project support office administrators • Recognise potential business problems and proactively propose appropriate solutions to meet business objectives based on industry best practice • Facilitate and communicate with the Executive Manager: PMO on consolidated project reporting, inclusive of variances reporting and recommended corrective actions • Develop good working relationships with the Project Management community • Ensure adherence to project and programme management processes, best practice and disciplines.

Enquiries: Busisiwe Mlawuli, tel: 012 845 6782. Applications: Email: Recruit1486@npa.gov.za or fax: 012 843 4146.

Project Administrators

Salary: R174 243 p.a. (level 9) plus housing allowance, annual service bonus, pension and medical benefits
 Centre: Pretoria (Head Office) (2 posts) ● Ref. Recruit1487

Requirements: • Relevant recognised qualification in Project Management or Project Administration • 2 - 3 years' in a relevant environment in project management and administration • Decision making powers in terms of own work on the project • Computer literate (MS Office, especially MS Word and MS Excel, MS Project and MS Outlook) • Introduction to Project Management - at least a background of project management • An overall understanding of the nine knowledge areas specified in PMBOK Guide • The potential or capacity to provide positive, helpful and productive feedback to co-workers and other entities • Business writing skills • Capable of functioning in a highly confidential environment • Knowledge of diplomacy and protocol • Good time management skills in order to manage and plan your own work as well as that of the project/projects • Methodology knowledge • You will be required to travel outside your geographical area • You will be required to work outside normal working hours from time to time • Candidates will be subjected to a competency assessment.

Duties: • Responsible for assisting the Senior Project Managers and / or Project Manager in monitoring and tracking the performance of the project • Assist the Project Manager with continuous liaison between NPA and consultants, institutions, other government departments and structures • The project administrator does not directly manage any staff, but indirectly manages resources assigned to the project on behalf of the project manager. This entails following up on deliverables due, arranging diaries and scheduling meetings, etc • Monitor and capture expenditure and report on this to the project manager. This entails the maintaining of accounting records and reporting and variance between budget and expenditure • Occasionally responsible for the management of equipment: digital projector and computer equipment • Document and maintain the Issues Log, and forward to the project manager to QA • Maintenance of project schedule, reporting on status, development and maintenance of the documentation and documentation repository, bookings and preparations of meetings/workshops/minute taking and keeping of accurate records of the project activities both clerical and technical.

Enquiries: Busisiwe Mlawuli, tel: 012 845 6782. Applications: Email: Recruit1487@npa.gov.za or fax: 012 843 4147.

APPLICATIONS: E - Mail addresses and fax numbers are provided for each post respectively. Alternatively, hand delivers to: 123 Hartley, cnr. West-lake Street, Weavind Park, Pretoria, 0001 or post to: Private Bag X 752, Pretoria 0001.

All hand delivered applications must be sent to the VGM building at the NPA head office at Silverton in Pretoria. All applications sent by post must be addressed to the following postal address: RESPONSE HANDLING RecruitNumberXXXX, National Prosecuting Authority of South Africa, Private Bag X752, PRETORIA 0001.

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 • 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 • Where candidates must list their preferred Region(s)/ Region(s) of preference, it must be done on page 2 of the Z.83, below the declaration field. Applications 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 different/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 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. Fax and Email boxes will be closed at Midnight on the closing date.



NATIONAL PROSECUTING AUTHORITY
 South Africa