

Chief Prosecutor

Salary: R839 490 p.a. (Level 14) (total cost package)
•CPP: Klerksdorp •CPP: Durban

Requirements: •A 4-year legal qualification •10 years' post-qualification legal experience •Ability to oversee, give guidance to and/or represent the State in criminal cases in all courts •The ability to lead strategic planning and to oversee and align all social work administrative functions •Provide aftercare, support and protection when witnesses and related persons are being discharged from the programme •Advise on appropriate resettlement of witnesses and related persons •Provide expert knowledge and understanding of human behaviour and social systems and skills to intervene at points where people interact with their environment •Be able to successfully integrate and social well-being

Duties: •Manage and oversee resources of the cluster and align them to strategic objectives of the NPA •Manage at least 70 prosecutors (oversee all staff members) or 15 offices (with at least 55 prosecutors - includes all staff members) •Oversee and give guidance in respect of all litigations from the cluster •Recruit staff for the cluster •Manage and evaluate performance of staff in the cluster •Plan out and implement strategic planning of the cluster •Steer prosecutors towards achieving the strategic objectives •Oversee and manage the training and mentoring of staff •Check and ensure that a high standard of professional work is being carried out

Enquiries: Lerato Rakale at (012) 351 6790 (CPP: Klerksdorp)
Wendy Hadebe at (031) 334 5114 (CPP: Durban)

Applications: E-mail: Recruit1909@npa.gov.za quoting Ref: 1909

Senior Public Prosecutor (CM-1)

Salary: R545 415 - R852 546 per annum (total cost package) (Salary will be determined in accordance with experience)

•CPP: Ladysmith Cluster •CPP: Port Elizabeth •CPP: Welkom X4 •CPP: Pretoria X2
•CPP: Kimberley •CPP: Uppington •CPP: YG •CPP: Cape Town •CPP: Witbank

Requirements: •A 4-year legal qualification •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) •At least 8 years' post-qualification legal experience •5 years' experience in legal practice will be an added advantage •The ability to act independently

Duties: •Manage and supervise prosecutorial staff •Study case dockets, decide on the institution of and conduct criminal proceedings •Draft charge sheets and other court documents •Represent the State in all courts

Enquiries: Phuti Mahanyele at (012) 845 6945

Applications: E-mail: Recruit1910@npa.gov.za quoting Ref: 1910

Senior State Advocate (LP-9)

Salary: R545 415 - R852 546 per annum (Total cost package) (Salary will be determined in accordance with experience and expertise)

•Pretoria - Office of the NDPP •DPP North Gauteng (Nelspruit X3)
•DPP Pietermaritzburg X3 •DPP: Mthatha •DPP: Kimberley •DPP: Mmabatho
•DPP: Pretoria X3 •DPP: Grahamstown

Requirements: •A 4-year legal qualification •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) •At least 8 years' post-qualification legal experience •5 years' experience in legal practice will be an added advantage •The ability to act independently

Duties: •Study case dockets, decide on the institution of and conduct criminal proceedings •Draft charge sheets and other court documents •Represent the State in all courts

Enquiries: Phuti Mahanyele at (012) 845 6945

Applications: E-mail: Recruit1911@npa.gov.za quoting Ref: 1911

State Advocate (LP-7 to LP-8)

Salary: R423 462 - R702 510 per annum (total cost package) (Salary will be determined in accordance with experience and expertise)

•DPP: North Gauteng (Nelspruit X2) •DPP: Pretoria •DPP: Cape Town •DPP: Thohoyandou

Requirements: •A 4-year legal qualification •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) •At least 8 years' post-qualification legal experience

Duties: •Study case dockets, decide on the institution of and conduct criminal proceedings •Draft charge sheets and other court documents •Represent the State in all courts

Enquiries: Phuti Mahanyele at (012) 845 6945

Applications: E-mail: Recruit1912@npa.gov.za quoting Ref: 1912

District Court Prosecutor

Salary: R164 136 - R239 370 LP-4 (C5) per annum plus housing allowance, annual service bonus, pension and medical aid

•CPP: West Rand •CPP: East Rand •CPP: Johannesburg Park •CPP: East London
•CPP: Oos •CPP: Mmabatho •CPP: Port Elizabeth •CPP: Thohoyandou •CPP: Empangeni
•CPP: Ladysmith •CPP: Pietermaritzburg •CPP: Durban
•CPP: Pietermaritzburg •CPP: Uppington •CPP: Kimberley •CPP: Bethlehem
•CPP: Welkom •CPP: Bloemfontein •CPP: Polokwane •CPP: Witbank •CPP: Middleburg
•CPP: Vaal •CPP: Pretoria •CPP: Nelspruit •CPP: Mthatha •CPP: Butterworth
•CPP: Bellville •CPP: Cape Town •CPP: George •CPP: Wynberg •CPP: Mitchells Plain

Requirements: •A 4-year legal qualification •2 years' post-qualification legal experience or 1 year's experience in legal practice •Successful completion of the National Prosecuting Authority (NPA) Prosecutor Programme •The right to appear in the High Court, as contemplated in sections 2 and 3(3) of the Right of Appearance in Courts Act, 1995 will be an added advantage

Duties: •Study case dockets •Decide on the institution of and conduct criminal proceedings; prepare cases for court •Draft charge sheets and other court documents •Represent the State in all courts

Enquiries: Mr Gija Maswaganyi at (012) 845 6944

Applications: E-mail: Recruit1913@npa.gov.za quoting Ref: 1913

Aspirant Prosecutors (Trainee)

Salary: R108 300 - R125 373.00 per annum

Soweto, Johannesburg, Pretoria, Bloemfontein, Durban, Port Elizabeth, East London, Wynberg, Polokwane, Middleburg, Mthatha, Klerksdorp, Kimberley, George, Pietermaritzburg, Middelburg, Welkom, Benoni, Randburg and Thabamopo

Requirements: Applicants who are in possession of an appropriate grade degree obtained at any university in South Africa, which includes at least the following courses: Law of Evidence, Civil Procedure, Criminal Law, Criminal Procedure and Interpretation of Statutes are invited to submit their application to attend the above-mentioned prosecutorial training. Final-year law students with the necessary academic qualifications who would have completed the degree by the 1st of February 2012. A written contract between the National Prosecuting Authority and the Trainee Prosecutor outlining the conditions of service must be entered into and such contract will be valid and binding between the parties. The successful completion of an entry examination may form part of the selection process.

Duties: The prosecutors' primary function is to conduct prosecutions and attend to matters incidental thereto. Prosecutors are the gatekeepers of criminal law and they represent the public interest in the criminal justice process. When carrying out their duties, prosecutors should at all times comply with the Code of Conduct and observe Policy Directives as provided for in the National Prosecuting Authority Act, No 32 of 1998.

Applications: must be submitted to the Tutor at the training centre where the applicant would like to write entry examination and be trained. Applicants may only apply to one of the training centres. Written applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV (not exceeding 5 pages) together with a certified copy of the certificate of the relevant degree.

Apply to: •Pretoria: Tutor Aspirant Prosecutor Programme: Pretoria Magistrate Court, Private Bag X61 Pretoria, 0001 •Soweto: Tutor Aspirant Prosecutor Programme: Protea Magistrate, P O Box 957 Lenasia, 1820 •Johannesburg: Tutor Aspirant Prosecutor Programme: Johannesburg Magistrate Court, Private Bag X34, Johannesburg 2000 •Durban: Tutor Aspirant Prosecutor Programme: Durban Magistrate Court, Private Bag X54360, Durban 4000 •Bloemfontein: Tutor Aspirant Prosecutor Programme: Bloemfontein Magistrate Court, Private Bag X20583, Bloemfontein 9300 •East London: Tutor Aspirant Prosecutor Programme: East London Magistrate Court, Private Bag X9010, East London 5200 •Port Elizabeth: Tutor Aspirant Prosecutor Programme: Port Elizabeth Magistrate Court, Private Bag X5000, Port Elizabeth 6000 •Wynberg: Tutor Aspirant Prosecutor Programme: Athlone Magistrate Court, Private Bag X1, Athlone 764 •Polokwane: Tutor Aspirant Prosecutor Programme: Polokwane Magistrate Court, Private Bag X9320, Polokwane 0700 •Middleburg: Tutor Aspirant Prosecutor Programme: Middleburg Magistrate Court, Private Bag X1804, Middleburg (MP) 105 •Mthatha: Tutor Aspirant Prosecutor Programme: Mthatha Magistrate Court, Private Bag X5000, Mthatha 5300 •Klerksdorp: Tutor Aspirant Prosecutor Programme: Klerksdorp Magistrate Court, Private Bag X48, Klerksdorp 2570 •Kimberley: Tutor Aspirant Prosecutor Programme: Kimberley Magistrate Court, Private Bag X5014, Kimberley 8300 •Pietermaritzburg: Tutor Aspirant Prosecutor Programme: Pietermaritzburg Magistrate Court, Private Bag X2011, Pietermaritzburg 3200 •George: Tutor Aspirant Prosecutor Programme: George Magistrate Court, Private Bag X6537, George 6530 •Maddadeni: Tutor Aspirant Prosecutor Programme: Maddadeni Magistrate Court, Private Bag X5010, Maddadeni 2951 •Welkom: Tutor Aspirant Prosecutor Programme: Welkom Magistrate Court, Private Bag X5, Welkom 9459 •Benoni: Tutor Aspirant Prosecutor Programme: Benoni Magistrate Court, Private Bag X013, Benoni 1500 •Randburg: Tutor Aspirant Prosecutor Programme: Randburg Magistrate Court, Private Bag X3005, Randburg 2125 •Thabamopo: Tutor Aspirant Prosecutor Programme: Thabamopo Magistrate Court, Private Bag X05, Chuensooport 0745

Enquiries: Ms P Malova at (012) 845 6888 or Mr Gija Maswaganyi at (012) 845 6944

ASSET FORTFEITURE UNIT

Senior Manager: Enforcement

Salary: R685 200 per annum (Total cost package) •Head Office - Pretoria

Requirements: •An appropriate B Com degree or equivalent •At least 5 years' experience relevant to finance and 5 years' managerial experience in inventory practice will be an advantage •Strong interpersonal, presentation and communications skills •Computer literacy, preferably with experience in programme development •Knowledge of the law •Knowledge of the Public Service Act, Financial Management, PFMA, report writing, financial system, HR practices, Public Service Act, Public Service Regulations and Basic Conditions of Employment Act •Strong organisational and leadership skills •Ability to think strategically and knowledge of performance management

Duties: -Liaise with Master of the High Court regarding appointments, payments and performance •Monitor and coordinate the collection and report on good value for money to the State •Maintain statistics and case information of all matters undertaken by the unit and produce relevant management information •Evaluate court fees and process payments •Assist with the design, implementation and adherence to policies and procedure around the functioning of the court •Facilitate a year end audits with the auditor general •Supervise and train junior staff and manage the enforcement case files

Enquiries: Nonele Ngelanga at (012) 845 6744

Applications: E-mail: Recruit1914@npa.gov.za quoting Ref: 1914

Senior State Advocate (LP-9)

Salary: R545 415 - R852 547 per annum (Total cost package) (Salary will be determined in accordance with experience and expertise)

•AFU: Cape Town •AFU: Johannesburg X2 •AFU: Pretoria X3

Requirements: •A 4-year legal qualification •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 will be an added advantage •At least 8 years' experience in civil and/or criminal litigation •Well-developed skills in advocacy and legal writing •Good knowledge of civil and/or criminal procedure •Knowledge of asset forfeiture law will be an added advantage •Good interpersonal, analytical, presentation and communication skills •The ability to act independently

Duties: •Litigation and supervising litigation •Conduct civil litigation regarding all aspects of the freezing and forfeiture/confiscation of property/assets derived from criminal activity, drafting applications, preparing affidavits and argument and presenting cases in court •Training of NPA staff in the use of asset forfeiture procedure

Enquiries: Nonele Ngelanga at (012) 845 6744

Applications: E-mail: Recruit1915@npa.gov.za quoting Ref: 1915

State Advocate (LP-7 to LP-8)

Salary: R423 462 - R702 510 per annum (Total cost package) (Salary will be determined in accordance with experience and expertise) •Cape Town

Requirements: •A 4-year legal qualification •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 •At least 5 years' post-qualification legal experience •Admission as an Attorney of the High Court of South Africa •Appropriate knowledge of or experience in the implementation of the Prevention of Organised Crime Act and in dealing with legal matters relating to Asset Forfeiture Unit is recommended •Excellent interpersonal, analytical, presentation and communication skills •Strong computer skills (MS Word, Excel, Outlook and PowerPoint are recommended) •Professionalism and ability to act independently •Willingness to travel •Work extended hours •Good written and verbal communication skills •Good analytical and research skills, as well as literacy and numeracy skills so far being able to understand profit and loss calculations and basic business finance is recommended •Ability to conduct legal research is recommended •A valid driver's licence is recommended

Duties: •Act as Attorney for the Asset Forfeiture Unit •Execute tasks that by law must be performed by Attorneys •Attend to diverse types of cases in the High Court •Deal with all aspects of appeals as well as appeals from the Supreme Court •Deal with constitutional issues, including litigation in the Constitutional Court •Draft and/or settle all types of agreements, tender legal opinions, draft and move applications •Attend to queries from curators on litigation of Asset Forfeiture matters •Collect all taxed bills of all costs in favour of the State

Enquiries: Nonele Ngelanga at (012) 845 6744

Applications: E-mail: Recruit1917@npa.gov.za quoting Ref: 1917

CORPORATE SERVICES

Senior Project Manager (PMO)

Salary: R685 200 per annum (Level 13) •Pretoria - Head Office X2

Requirements: •A Bachelor's degree or diploma, or equivalent qualification in project management •Additional SAQA accredited project management training will be an added advantage •Extensive knowledge of MS Office Packages (MS Project, MS Word, Excel, PowerPoint, Outlook and Access) •Extensive knowledge of project management methodologies and systems •Project management experience of at least 5 years (governance sector project management) will be an added advantage •Proven project leadership experience of at least 3 years (i.e. initiating and managing projects independently) •Extensive experience at management/supervisory level (at least 3 years at MMS Level)

Duties: -Initiate, plan, manage and execute projects •Facilitate effective and efficient project governance •Work with best practices and project management methodology •Identify key NPA projects and conduct project feasibility •Initiate the evaluation of projects after close-out •Provide project management support and guidance to business units •Manage business unit's performance on key strategic projects •Monitor adherence to PFMA, Treasury Regulations, Public Service Act and Regulatory organisational policies, processes and procedures •Identify and address challenges that may impact on project milestones and develop mitigating plans •Provide project management leadership •Manage the budget efficiently and provide required reports •Liaise with internal and external stakeholders

Enquiries: Dr Gomolemo Moshoeu at (012) 845 6292

Applications: E-mail: Recruit1918@npa.gov.za quoting Ref: 1918

Senior Manager: Integrity Management Unit

Salary: R685 200 per annum (Level 13) •Pretoria - Head Office

Requirements: •A recognised Bachelor's degree, preferably in law, political science and public administration •A minimum of 3 years' experience in integrity and ethical management •Must be conversant in integrity and/or management aspects •Ability to work independently and as a team •Reliable, tolerant and determined •Ability to act independently, innovative and creative •Proven ability to work extended hours •Excellent communication and administrative skills •Good written and oral communication skills •Ability to write professional reports, strong management and internal/external networking skills •Knowledge of Public Sector legislation, policies and regulations •Knowledge of PFMA, NAP Act, National Treasury Regulations and other statutory requirements •Knowledge of current governmental minimum anti-corruption strategies •General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint

Duties: •Develop and implement organisational strategy strengthening programmes in the NPA •Develop and implement strategies to reduce corruption in the NPA •Monitor and evaluate compliance with relevant legislation regulations and code of ethics •Conduct regular reviews of policies, procedures, systems and practices in order to identify areas of improvement and make recommendations aimed at enhancing integrity •Monitoring and evaluate the effectiveness of the NPA's formal decision-making and dispute resolution processes •Identify and address challenges delivery and accountability of the NPA in line with Batho Pele Principles •Assist in developing and managing the IMU strategy annuals plan •Assume responsibility for all functions as assigned by the Executive Manager •Assume accountability for the efficient functioning of the organisational Integrity Strengthening service centre •Assist in ensuring that the Integrity Management functions are aligned with organisational strategy

Please note: The successful candidate will be required to sign a performance agreement contract. The incumbent of this post will be required to undergo security clearance.

Enquiries: Shirley Matsapola at (012) 845 6092

Applications: E-mail: Recruit1919@npa.gov.za quoting Ref: 1919

Senior Manager: Integrity Management Unit

Salary: R685 200 per annum (Level 13) •Pretoria - Head Office

Requirements: •A recognised Bachelor's degree preferably in Communication, Law, Political Science and Public Administration •A postgraduate degree •A minimum of 3 years' experience in managing large scale of public awareness or education campaigns in communities or organisational settings •Excellent report writing skills •Knowledge of current government policies and strategies •Must be an added advantage •Familiarity with strategies and principles of integrity, ethics and anti-corruption will be an advantage •Reliable, tolerant and determined •Ability to act independently •Innovative and creative •Proven ability to work extended hours •Excellent communication and administrative skills •Good written and oral communication skills •Knowledge of the Public Sector legislation, policies and regulations •Knowledge of PFMA, NAP Act, National Treasury Regulations and other statutory requirements •Knowledge of current governmental minimum anti-corruption strategies •General computer literacy and knowledge of programs in MS Word, Excel and PowerPoint

Duties: •Develop and implement programmes aimed at facilitating education on integrity, ethics and accountability of NPA employees •Provide education and training to raise awareness and change the mindset regarding corruption, dishonesty and unethical behaviour •Raise awareness and consciousness about organisational standards, regulation and integrity issues and NPA constitutional obligations •Promote the culture of transparency and accountability within the NPA •Assist with the execution of IMU strategy by identifying trends and patterns on issues compromising the integrity of NPA officials and the organisation as a whole •Promote the culture of compliance in the NPA •Provide expert advice to the executive Manager and NPA management

Note: The successful candidate will be required to sign a performance agreement contract. The incumbent of this post will be required to undergo security clearance.

Enquiries: Shirley Matsapola at (012) 845 6092

Applications: E-mail: Recruit1920@npa.gov.za quoting Ref: 1920

Manager: Integrity Management Unit

Salary: R406 839 per annum (Level 11) •Pretoria - Head Office

Requirements: •A recognised Bachelor's degree preferably in Communication, Law, Political Science and Public Administration •A postgraduate degree will be an added advantage •Extensive experience in stakeholder management or community liaison or in intergovernmental relations •Excellent report writing skills •Familiarity with anti-corruption, ethics and integrity management will be an added advantage •Reliable, tolerant and determined •Ability to act independently, innovative and creative •Proven ability to work extended hours •Excellent communication and administrative skills •Good written and oral communication skills •Ability to write professional reports, strong management and internal/external networking skills •Knowledge of the Public Sector legislation, policies and regulations •Knowledge of PFMA, NAP Act, National Treasury Regulations and other statutory requirements •Knowledge of current government policies and strategies •General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint

Duties: •Design and implement a framework for stakeholder management •Interact with external stakeholders so as to elicit support for integrity management programmes •Liaise with external stakeholders to ensure NPA participation in the nationally driven anti-corruption programmes •Coordinate and customer focus to support integrity promotion programmes •Provide expert advice to the senior manager

Note: The successful candidate will be required to sign a performance agreement contract. The incumbent of this post will be required to undergo security clearance

Enquiries: Shirley Matsapola at (012) 845 6092

Applications: E-mail: Recruit1921@npa.gov.za quoting Ref: 1921

Manager: Compliance Management

Salary: R406 839 per annum (Level 11) •Pretoria - Head Office

Requirements: •A recognised Bachelor's degree •Familiarity with compliance and risks management principles is required •Ability to work independently and as a team •Innovative and creative •Proven ability to work extended hours •Excellent communication and administrative skills •Good written and oral communication skills •Ability to write professional reports, strong management and internal/external networking skills •Knowledge of the Public Sector legislation, policies and regulations •Knowledge of the PFMA, NAP Act, National Treasury Regulations and other statutory requirements •Knowledge of current government policies and strategies •General computer literacy and knowledge of programs in MS Word, Excel and PowerPoint

Duties: •Design, implement and monitor programmes that ensure compliance in the NPA •Ensure that all business units comply with statutory requirements as well as the NPA Code of Ethics •Assess the effectiveness of the NPA compliance management framework •Provide support to management regarding compliance, by developing intervention strategies and providing them with business tools •Provide support to the organisation to ensure Minimum Anti-Corruption Capacity compliance •Prepare organisational compliance reports

Note: The successful candidate will be required to sign a performance agreement contract. The incumbent of this post will be required to undergo security clearance

Enquiries: Shirley Matsapola at (012) 845 6092

Applications: E-mail: Recruit1922@npa.gov.za quoting Ref: 1922

Senior Manager: Organisational Development

Salary: R685 200 per annum (Level 13) •Pretoria - Head Office

Requirements: •A Bachelor's degree plus Management Service Certificate or an appropriate National Diploma in Management Services (Organisation and Work Study) coupled with 5 years' operational experience and 2 years' middle management experience in the field of organisational development and work study •Knowledge of and experience in organisational development, organisational design, OD principles and techniques, Public Service Regulatory Framework and PFMA •Computer literacy (MS Project, Org Plus and MS Office) •Complex problem solving skills •Communication (verbal and written skills) •Facilitation skills •People management and empowerment •Client orientation and customer focus •Self-driven, delivery-oriented and deadline-driven •Analytical skills •Monitoring and evaluation analysis skills •Strategic management and financial management skills •Ability to work in the matrix •Good interpersonal relations •Innovative and creative •Ability to work under pressure •Cultural sensitivity •Assertiveness •Approachability, drive/energy and attention to detail

Duties: •Manage the Directorate to ensure optimal service delivery •Manage the design, implementation and maintenance of the organisational structure of the Organisation/Department in line with the strategic plan •Liaise with line managers to provide advice and guidance with respect to institutional assessment and organisational development matters within the Organisation/Department •Perform overall information management and reporting •Manage the development of organisational development matters •Manage job evaluation and the grading of posts •Manage the development and implementation of job profile for the organisation •Manage the organisational establishment •Oversee change management interventions •Manage human and financial resources for the I&O Section

Enquiries: Lulekwa Ngcabwe at (012) 845 6174

Applications: E-mail: Recruit1923@npa.gov.za quoting Ref: 1923

Senior Specialist: Enterprise Performance Management

Salary: R406 839 per annum (Level 11) •Pretoria (Head Office) X13

•DPP: Cape Town •DPP: Johannesburg •DPP: Pietermaritzburg •DPP: Durban •DPP: Mmabatho •DPP: Mthatha •DPP: Bheisho •DPP: Port Elizabeth •DPP: Pretoria •DPP: Thohoyandou •DPP: Pietermaritzburg •DPP: Durban •DPP: Grahamstown

Requirements: •A relevant B degree or National Diploma in Business Management or Business Administration •Knowledge of skill in the analysis and interpretation of performance data (huge volume) •Knowledge of the balanced scorecard methodology •Experience in the performance management methods and systems in the 5 years' work experience in the Organised Crime and Justice System •At least three years' experience in organisational performance management •Ability to monitor and evaluate performance in line with business practices, strategic initiatives and project initiatives and projects i.e. metrics, measurable and indicator (KPI & KPA) setting •Good working knowledge of Microsoft Excel •Self-driven, delivery-oriented and deadline-driven •Analytical and lateral thinking •Capable of planning, problem-solving, people management and strategic leadership •Excellent communication and report writing skills a must

Duties: •Assist the Senior Manager: Enterprise Performance Management in the overall management of the enterprise performance •Develop KPI & KPI for business units •Assist all business units in the development of the business plan and the development of the performance management system thereof •Assist in coordinating the execution of the strategy •Assist in managing the performance information •Assist in monitoring the development and maintenance of appropriate management information systems pertaining to Enterprise Performance Management

Enquiries: Princess Nevondo at (012) 845 6079

Applications: E-mail: Recruit1924@npa.gov.za quoting Ref: 1924

Manager: Employee Relations

Salary: R406 839 per annum (Level 11) •Pretoria - Head Office

Requirements: •An appropriate legal qualification •7 years' working experience in Labour Relations of which 3 years' must be at supervisory level •Knowledge of and skills in the management of the Labour Relations function •Knowledge of an skills regarding the LR regulatory framework e.g. Labour Relations Act, BCEA, Public Service Act, Employment Equity Act, COIDA etc. •Extensive knowledge of, skills and experience in conciliation and arbitration proceedings •Knowledge of the functioning of Bargaining Council and CCMA •Knowledge of and skills in the handling of complaints, disciplinary hearings, grievance and appeals •Strong verbal and written communication skills •The ability to think strategically and creatively •The ability to utilise alternative dispute resolution interventions to resolve disputes •The ability to develop Labour Relations policies and procedures •General administration and expertise

Duties: •The appointee will ensure that the NPA in general complies with statutory requirements and employment practices •In particular office and coordination of appropriate LR policies and procedures with the practices as follows: NPA compliance with all Labour Relations legislations •Provide appropriate Labour Relations Interventions •Provide support to NPA line functionaries on issues of compliance •Assume ultimate responsibility for resolving employee disputes •Manage disciplinary hearings and grievances •Ensure adherence to the Labour Relations Act, BCEA, Public Service Act referred to the Bargaining Council, CCMA and Labour Court •Develop mechanisms which minimise disputes and which support consultative processes •Maintain labour peace by ensuring that a conducive relationship exists with other stakeholders •General administration and expertise •Monitor disputes received from GPSSSC, Compile Labour Relation reports •Maintain database of decided cases •Conduct training of line managers and development of Staff •Serve as interface between the Labour Relations Unit and other Business Units within the NPA as well as other Government departments •Supervise and deliver staff reporting to this post

Enquiries: Ronnie Pather at (012) 845 6000

Applications: E-mail: Recruit1925@npa.gov.za quoting Ref: 1925

Manager: Recruitment

Salary: R406 839 per annum (Level 11) •Pretoria - Head Office

Requirements: •A degree or National Diploma •10 years' appropriate working experience of which 3 years' must have been in a supervisory capacity in an HR environment •5 years' experience in the management of Recruitment and Selection •A minimum of 3 years' experience in Recruitment and Selection •Skills and knowledge of Human Resources planning •Ability to generate, analyse and utilise HR information

Duties: •Plan and execute recruitment and selection of candidates to fill positions in the NPA •Ensure statutory and policy compliance of all recruitment and selection activities •Supervise a team of recruitment practitioners in own office and coordinate the recruitment process •Conduct interviews and participate in the development of HR policies •Ensure coordination and management of end interviews, analysis and report on such •Manage contract appointment request and expiry and ensure timely contract renewals •Manage external service providers and ensure adherence to

Service Level Agreement and contracts •Facilitate the develop a Human Resources plan and ensure implementation

Enquiries: Joseph Mahubwa at (012) 845 6194

Applications: E-mail: Recruit1926@npa.gov.za quoting Ref: 1926

Project Administrator (PMO)

Salary: R206 982 per annum (Level 9) •Pretoria - Head Office

Requirements: •A Bachelor's degree or diploma or equivalent qualification •Project management certification from an approved institution •Minimum of 2 years' experience in project administration •Document and information management •Extensive knowledge of MS Office Packages (Project, Word, Excel, PowerPoint, Outlook and MS Access) •Planning and organising skills •Good interpersonal skills •A valid driver's license •Knowledge of PFMA, Treasury Regulations and Public Service Act and Regulations

Duties: •Provide project administrative support •Undertake desktop research on key project areas identified by the Programme Management Office as and when requested •Coordinate project activities from initiation to completion •Assist in the project management process by collecting, collating and producing records, documentation and reports needed by the project sponsor, by project, collating and other internal and external stakeholders •Monitor and evaluate the performance of project administration •Document and information management •Extensive knowledge of MS Office Packages (Project, Word, Excel, PowerPoint, Outlook and MS Access) •Planning and organising skills •Good interpersonal skills •A valid driver's license •Knowledge of PFMA, Treasury Regulations and Public Service Act and Regulations

Enquiries: Dr Gomolemo Moshoeu at (012) 845 6292

Applications: E-mail: Recruit1927@npa.gov.za quoting Ref: 1927

Deputy Manager: Human Resource Administration (Response Handling and Appointments)

Salary: R206 982 per annum (Level 9) •Pretoria - Head Office X2

Requirements: •A Bachelor's degree or equivalent qualification •A minimum of 5 years' experience as an HR generalist of which 3 years' should be at supervisory level •Extensive knowledge of the recruitment processes and procedures •Knowledge of all relevant legislation and prescripts in the Public Service •Computer literacy (MS Word and PERSAL) •Excellent writing and verbal communication skills •Leadership, interpersonal, problem solving and decision-making skills •Self-driven and innovative •The ability to work under pressure

Duties: •Plan recruitment activities •Plan and execute recruitment of permanent and contract filling of positions in the organisation •Develop, update and maintain recruitment information database •Recruit in line with applicable legislation to ensure adherence to the recruitment policy •Participate in project activities •Monitor and ensure effective implementation of recruitment of permanent and contract filling of positions •Approve transactions on PERSAL, confirm appointment, supervise staff, train and develop staff and compile monthly reports

Enquiries: Joseph Mahubwa at (012) 845 6194

Applications: E-mail: Recruit1928@npa.gov.za quoting Ref: 1928

Deputy Manager: General

Salary: R206 982 per annum (Level 9)

•DPP: Mthatha •DPP: Pietermaritzburg •DPP: Kimberley

Requirements: •An appropriate Bachelor's degree or diploma, with 3-5 years' experience •Knowledge of and skills in financial management •Budgeting and budgeting control •Internal control and risk management •Knowledge of and experience in HR systems, PFMA and report writing, financial systems, HR practices, Public Services Act and Public Service Regulations, and Basic Conditions of Employment Act •Strong organisational and leadership ability •Ability to think strategically and knowledge of Supply Chain Management

Duties: •Administration and logistical support •Screen, process and prioritise request, queries or requests from various Departments •Provide support to the Corporate Manager on all corporate services matters •Resources management •Ensures implementation of Human Resource policies, supply chain policies and financial policies •Advise the Corporate Manager and management on the appropriate utilization of infrastructure of resources •Ensure maintenance of proper office systems and resources •Ensure proper control of budget human resources, supply chain and information systems

Enquiries: Ms T Raga at (047) 501 2629 (DPP: Mthatha)
Wendy Hadebe at (031) 334 5114 (DPP: PMB)
Nicholas Mongonwa at (053) 807 4500 (DPP: Kimberley)

Applications: E-mail: Recruit1929@npa.gov.za quoting Ref: 1929

Community Development and Liaison Specialist

Salary: R206 982 per annum (Level 9) •Pretoria - Head Office

Requirements: •An appropriate 3-year degree or equivalent qualification and/or communication experience including media liaison, research and community development •Demonstrate experience in social marketing and communication •Planning and implementation of community development projects •Community organisation networks and ability to form relationships with community leadership •A driver's license

Duties: •Coordinate and implement plans for community outreach programmes •Liaise with stakeholders in communities for public education programmes •Act as liaison for Imbizo Focus Weeks •Coordinate the Focus Weeks •Plan and coordinate the Imbizo Focus Weeks •Work closely with GCIS and other relevant government departments to ensure information flow to MPCCS •Coordinate media liaison activities with community media to promote proactive community based awareness of the NPA and its role •Assist in developing and distributing educational materials

Enquiries: Bryce Makuse at (012) 845 6128

Applications: E-mail: Recruit1930@npa.gov.za quoting Ref: 1930

Executive Manager: Strategy and Enterprise Risks Management

Salary: R850 520 per annum (Level 14) •Pretoria - Head Office

Requirements: •Advanced postgraduate qualification in Strategic Risk Management with Strategic and Enterprise Risk Management as part of the curricula, MBA/MBWL will be an added advantage •5 years' senior management experience •At least 6 years' working experience in Strategic and Enterprise Risks Management •Public Sector experience in the Strategic and Enterprise Risks environment will be a further advantage •Knowledge of programme and project management •Knowledge of current government policies and strategies •Knowledge of the Balanced Scorecard Methodology and its application in the Public Sector preferable •Knowledge of performance management and Enterprise Architecture, financial planning and management •Above-average advocacy, marketing and communication skills •Management and leadership skills •Ability to generate and coordinate inter-organisational and inter-agency communication •Excellent problem solving skills •Excellent verbal and written communication skills •Ability to negotiate in a spirit of co-operation with other stakeholders •Ability to work under pressure •Excellent computer literacy, particularly MS Office suite and Microsoft Project •Ability to work in a team and under varying time pressures •Be self-starter who manages his/her own time and deliverables •Ability to work outside an office environment, interacting with a range of stakeholders • Good negotiation and personal interaction skills •An ability to learn quickly and understand business principles •A valid driver's license

Duties: •Provide administrative support and assistance to the Enterprise Risk Management Function, in the office of the CEO, in the management and execution enterprise risk management for the NPA •Design, develop and implement all the necessary administrative policies, processes and procedures for the Enterprise Risk Management function •Provide first-line support to the NPA on all queries related to the interpretation and execution of the ERM Management system (Policy, Process, Procedures and Templates) •Provide support and assistance to the Senior Manager: Enterprise Risk Management, Manager: ERM and ERM Specialists for the following enterprise risk management activities: Conducting of risk assessments to identify strategic and operational risks •Drafting risk control action plans and strategies •Monitoring and reporting on progress of risk mitigation in the risk control action plans and strategies •Monitoring and reporting on risk registers •Facilitating updates •Monitoring risk profiles •Provide administrative support with regards to internal and external audit queries related to enterprise risk management •Assist in the coordination of risk management training workshops, in terms of scheduling, booking and preparing of venues, preparation of training materials and logistical issues deemed necessary to ensure the smooth and effective delivery of training or workshops •Serve as the central administrator of the ERM software tool •As the administrator for the ERM software tool, provide end-user support and guidance to all users •Plan, schedule and provide end user training of the ERM tool •Support the ERM function in conducting research on requested aspects of enterprise management •Serve as the secretary to the Operational Risk Management Committee •Assist in the co-ordination and collection of information required for the implementation of risk management for the NPA and its business units and provide reports to the Business Unit Head and the Risk Management function

Enquiries: Pat Alchay at (012) 845 6020

Applications: E-mail: Recruit1932@npa.gov.za quoting Ref: 1932

Administrator: Enterprise Risk Management

Salary: R206 982 per annum (Level 9) •Pretoria - Head Office

Requirements: •More than 5 years' working experience in the field of administration •At least a 3-year diploma in administration, whilst preference will be given to candidates with an appropriate degree •A reasonable understanding of business and operational risk management •Previous experience in an enterprise risk management or internal audit environment •Previous experience in administration and the ability to liaise at various levels of an organisation will be advantage •Excellent written and verbal communication skills •Excellent understanding of, knowledge of and experience in enterprise risk management •A good understanding of the principles of project management •Excellent administrative skills and knowledge •Ability to analyse, compare and interpret information and make appropriate recommendations •Methodical and logical when analysing information •Excellent presentation and communication skills •Ability to negotiate in a spirit of co-operation with other stakeholders •Ability to work under pressure •Excellent computer literacy, particularly MS Office suite and Microsoft Project •Ability to work in a team and under varying time pressures •Be self-starter who manages his/her own time and deliverables •Ability to work outside an office environment, interacting with a range of stakeholders • Good negotiation and personal interaction skills •An ability to learn quickly and understand business principles •A valid driver's license

Duties: •Provide administrative support and assistance to the Enterprise Risk Management Function, in the office of the CEO, in the management and execution enterprise risk management for the NPA •Design, develop and implement all the necessary administrative policies, processes and procedures for the Enterprise Risk Management function •Provide first-line support to the NPA on all queries related to the interpretation and execution of the ERM Management system (Policy, Process, Procedures and Templates) •Provide support and assistance to the Senior Manager: Enterprise Risk Management, Manager: ERM and ERM Specialists for the following enterprise risk management activities: Conducting of risk assessments to identify strategic and operational risks •Drafting risk control action plans and strategies •Monitoring and reporting on progress of risk mitigation in the risk control action plans and strategies •Monitoring and reporting on risk registers •Facilitating updates •Monitoring risk profiles •Provide administrative support with regards to internal and external audit queries related to enterprise risk management •Assist in the coordination of risk management training workshops, in terms of scheduling, booking and preparing of venues, preparation of training materials and logistical issues deemed necessary to ensure the smooth and effective delivery of training or workshops •Serve as the central administrator of the ERM software tool •As the administrator for the ERM software tool, provide end-user support and guidance to all users •Plan, schedule and provide end user training of the ERM tool •Support the ERM function in conducting research on requested aspects of enterprise management •Serve as the secretary to the Operational Risk Management Committee •Assist in the co-ordination and collection of information required for the implementation of risk management for the NPA and its business units and provide reports to the Business Unit Head and the Risk Management function

Enquiries: Pat Alchay at (012) 845 6020

Applications: E-mail: Recruit1932@npa.gov.za quoting Ref: 1932

Senior Manager: Strategy and Management

Salary: R685 200 per annum (Level 13) •Pretoria - Head Office

Requirements: •A degree or equivalent qualification (NQF 6) in Business or Public Management •3 years' management experience •At least 5 years' working experience in driving strategy development •Ability to manage and coordinate a large team •A minimum of 3 years' experience in strategic methodology preferably within the Public Sector environment •Public sector experience in Strategic and Risk Management and a postgraduate qualification will be added advantages •Strategic thinking capabilities •Working knowledge of Project management •Above-average advocacy skills •Information management generation and utilisation skills •Systems development process skills •Governance and compliance systems •Monitoring and evaluations systems •Strong financial management skills •Excellent presentation skills

Duties: •Assist the Executive Manager: Strategy in the overall management of strategy management process in the NPA •Assist in driving the NPA's strategy management process in the NPA •Assist in the development and maintenance of appropriate governance systems to support the NPA strategy •Assist in the collection, analysis and interpretation of information concerning the NPA strategy for the NPA and present such information to enable informed decision making •Assist in facilitating the provision of continuous feedback to the NPA management teams

Enquiries: Theodora Leewusch at (012) 845 6167

Applications: E-mail: Recruit1833@npa.gov.za quoting Ref: 1933

OFFICE FOR WITNESS PROTECTION

Senior Witness Protection Officer (Finance)

Salary: R206 982 per annum (Level 9)

•Bloemfontein •Kimberley •Cape Town •Potchefstroom •Polokwane

Requirements: •3-year post-matric qualification and minimum of 4 years' experience in the field •Experience in cash handling and cash management •Financial experience •Information management, PFMA and Treasury Regulations •MISS document •Strategic capability and leadership •General management skills •Enterprise Management and empowerment •Advanced analytical skills •Competencies in planning and prioritising •Customer focus and responsiveness •Problem solving and decision making •Must be prepared to undergo 'Top Secret' security clearance

Duties: •Report directly to the Regional Head •Financial management, cash document and document management •Manage financial operations service, manage all payments and transactions on covert account •Manage the bank and petty cash •Manage financial report and administrative updates •Monitor expenditure •Conduct performance appraisal on the junior staff •Assist in proper Management of cash •Ensure correct inputs in respect of Regional Budget •Able to work under pressure and meet deadline, able to work 24/7 basis •Conduct extensive communication telephonically

Enquiries: Reginald Tsubella at (012) 845 6925

Applications: E-mail: Recruit1934@npa.gov.za quoting Ref: 1934

Social Worker Manager

Salary: R441 033 per annum (Grade 1-0SD)

•Durban •Cape Town •Kimberley •Malaheni

Requirements