



THE NATIONAL PROSECUTING AUTHORITY OF SOUTH AFRICA



SENIOR DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS

Salary: R881 466.00 per annum (Level 14)
Cost to employer package

Centre: DPP: Mthatha, DPP Mmabatho

Requirements: •Appropriate four (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) •Admission as an attorney and/ or an advocate will be an added advantage •Ten (10) years' legal experience and such experience as in the opinion of the Minister renders an applicant suitable for appointment as Senior Deputy Director of Public Prosecutions.

Duties: •Conduct criminal prosecution and attend to appeals •Advise police pertaining to the investigation of criminal cases •Undertake legal research and keep up to date with legal developments •Provide mentorship and guidance to staff •Represent the State in all courts.

Applications: E-mail: recruit1986@npa.gov.za or Ref: 1986.

SENIOR STATE ADVOCATE (LP-9)

Salary: R582 504.00 – R910 518.00 per annum
Total cost package

Centre: DPP: Cape Town: Complex Commercial Crime Component X2

Requirements: •A four (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 eight (8) years' post qualification legal experience •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.

Applications: Email: recruit1987@npa.gov.za or Ref: 1987.

STATE ADVOCATE (LP-7 TO LP-8)

Salary: R452 256.00 – R750 282.00 per annum
Total cost package

Centre: DPP: Mmabatho X2, DDP: Mthatha

Requirements: •Four (4) year Legal qualification •The right to appear in the High Court as in accordance in Section 2 and 3(4) of the Right of Appearance in Courts Act •At least five (5) 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.

Applications: Email: recruit1988@npa.gov.za or Ref: 1988.

REGIONAL COURT CONTROL PROSECUTOR (SU-3)

Salary: R501 933.00 – R820 398.00 per annum
Total cost package

Centre: CPP: Cape Town, CPP: Klerksdorp, CPP: Pretoria and CPP: Modimolle X2, CPP: Mmabatho (Vryburg)

Requirements: •Four (4) years' Legal qualification •At least six (6) years' post qualification legal experience •Good management skills •Must manage, give guidance to and train prosecutors •Proficiency in prosecuting, guiding investigation and giving instructions in complex of more difficult common law and statutory offences in the Regional and District Court •Drafting complex charge sheets and complex court documents •Must be able to act independently without constant supervision •Excellent administrative skills •Valid driver's license is recommended.

Duties: •Manage, train and give guidance to prosecutors •Study case dockets, decide on the institution of and conduct criminal proceedings •Maintenance matters and inquest of a general 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 assessment 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.

Applications: Email: recruit1989@npa.gov.za or Ref: 1989.

REGIONAL COURT PROSECUTOR (LP-5 TO LP-6)

Salary: R299 625.00 (Excluding Benefits) to R706 899.00
Total cost package

Centre: CPP Odi (Ga-Rankuwa)

Requirements: •A four (4) years legal degree •Four (4) years' post-qualifications legal experience •The right to appear in a High Court as contemplated in section 2 and 2 (4) of the Right of Appearance in Court Act 1995, will be an added advantage. The ability to act independently or with minimum supervision •Admission as an Attorney will be an added advantage •Experience as a prosecutor will be an added advantage •Good administration skills •A valid driver's licence will be recommended.

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.

Applications: Email: recruit1997@npa.gov.za or Ref: 1997.

DISTRICT COURT CONTROL PROSECUTOR (SU-1 TO SU-2)

Salary: R299 625.00 (Excluding Benefits) to R706 899.00
Total cost package

Centre: CPP: Odi (Ga-Rankuwa), CPP: Mmabatho (Molopo), CPP: Butterworth X3, CPP: Mthatha X2, CPP: Thohoyandou, CPP: Bellville, CPP: Cape Town and Goodwood, CPP: George (Oudtshoorn), CPP: Vaal Rand

Requirements: •Four (4) years' Legal qualification •At least four (4) years' post qualification and legal experience •Good management skills to manage and give guidance to and train Prosecutors •Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court •The ability to draft charges sheets and complex court documents •The ability to act independently without constant supervision and manage court case flow independently •Good administration skills.

Duties: •Manage, train and give guidance to prosecutors •Study court dockets and decide on the institution of and conduct criminal proceedings of a general and more advanced nature in the Regional Court •Prepare cases for court and draft charge sheet and other proceedings for court •Present and assist prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general 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 assessment of staff •Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.

Applications: email: Recruit1990@npa.gov.za or Ref: 1990.

HEAD CONTROL PROSECUTOR 3 (SU-3)

Salary: R501 933.00 - R820 398.00 per annum
Total cost package

Centre: CPP: Bellville (Malmesbury), CPP: Modemolle X2 and CPP: Nelspruit X2

Requirements: •Four (4) years Legal qualification •At least six (6) years post qualification legal experience •Good management skills, must manage, give guidance to and train prosecutors •Proficiency in prosecuting, guiding investigation and giving instructions in complex of more difficult common law and statutory offenses in the Lower Courts, drafting charge sheets and complex court documents •Must be able to act independently without constant supervision •Manage court and case flow management independently and must have good administrative skills.

Duties: •Manage, train and give guidance to prosecutors, study case dockets, decide on the institution of and conduct criminal proceedings, maintenance matters and inquest of a general and more advanced nature 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.

Enquiries: Wendy Hadebe, tel. 031 334 4115.

Application: Email Recruit1991@npa.gov.za or Ref: 1991.

HEAD CONTROL PROSECUTOR 2 (SU-1 TO SU-2)

Salary: R299 625.00 (Excluding benefits) to R706 899.00
Total cost package

Centre: CPP: Thohoyandou, CPP: Klerksdorp and CPP: Witbank

Requirements: •Four (4) years' Legal qualification •At least four (4) years' post qualification and Legal experience •Good management skills to manage and give guidance to and train Prosecutors •Proficiency in prosecuting, guiding investigations and giving instructions in complex of more difficult common law and statutory offenses in the Lower Court, drafting sheets and complex court documents •Must be able to act independently without constant supervision •Manage court and case flow management independently and must have good administrative skills.

Duties: •Manage, train and give guidance to prosecutors, study case dockets, decide on the institution and conduct criminal proceedings •Maintenance matters and inquest of a general and more advanced nature 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 case in court, to lead witnesses, cross-examine and address the court on inter-alia, or 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.

Applications: Email: Recruit1992@npa.gov.za or Ref: 1992.

DISTRICT COURT PROSECUTOR (LP3-LP4)

Salary: R175 296.00 (Excluding benefits) to R501 933.00

Total cost package: Salary will be determined in accordance with experience

Centre: CPP: Port Elizabeth (Port Alfred, Hankey and Alexandria) and CPP: Klerksdorp X2

Requirements: •Four (4) year Legal degree, two (2) years' post qualification legal experience or one (1) year post-qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Programme.

Duties: •Study case dockets, decide on the institution of and conduct criminal proceedings •Prepare case for court •Draft charge sheet and other court documents •Present the State in all courts.

Applications: Email: recruit1993@npa.gov.za or Ref: 1993.

DEPUTY MANAGER: EMPLOYEE RELATIONS

Salary: R221 058.00 per annum (Level 9)

Centre: DPP: Grahamstown

Requirements: •A bachelor's degree or national diploma in Labour Relations or equivalent qualifications, three (3) years' practical experience in labour relations, comprehensive knowledge and in depth understanding of the LR regulatory framework, namely Labour Relations Act, BCEA, Public Service Act, Employment Equity and Relevant Collective Agreements •Candidates must have thorough knowledge of disciplinary, grievance, investigation, conflict resolution procedures and must possess practical experience in these areas •Excellent verbal and written communication skills are essential •Furthermore, candidates must be excellent problem solvers and have adequate analytical ability •Knowledge of HR and EWP processes is recommended •Reliable, tolerant and determined candidate •Able to act independently •Willing to travel, able to work extended hours •General computer literacy and knowledge of programmes in MS Word, Excel, Outlook and PowerPoint.

Duties: •Ensure compliance with the grievance and disciplinary policies and procedures •Ensure adequate preparation and representation of labour disputes at bargaining council level •Assist in developing mechanisms, minimize disputes and support consultative processes •Ensure that the NPA complies with relevant legislation •Consult with business units and provide required labour relations advice •Present the NPA in disciplinary enquiries and conduct misconduct and grievance investigations •Facilitate and manage alternative dispute and resolution process •Conduct research on legislation, policy, procedure and case law.

Applications: Email: Recruit1994@npa.gov.za or Ref: 1994.

DEPUTY MANAGER: GENERAL

Salary: R221 058.00 per annum (Level 9)

Centre: DPP: North Gauteng

Requirements: •A bachelor's degree or equivalent qualification, minimum of three (3) years' •Relevant 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 system, HR practices, Public Service Act, and Public Service Regulations and BCEA •Strong organization and leadership ability •Ability to think strategically and knowledge of Supply Chain Management •Knowledge of Legal Administration will be an added advantage •Excellent computer literacy, particularly in MS Excel and Access

Duties: •Administration and logistical support •Screen, process and priorities requests, queries or documents from various departments by replying to them •Assist the Corporate Management on all corporate services matters •Resource management •Ensure implementation of Human Resource policies, Supply Chain policies and Financial policies •Advise the Corporate management 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 administration of the office •Provide technical advice and guidance to the section/unit •Decision making powers in terms of own work and unit •Planning of own work and that of the section •Execution, interpretation and recommendations on policies, procedures and strategies •Conduct research in related field.

Applications: Emails: Recruit1995@npa.gov.za or Ref: 1995.

MANAGER: HRD

Salary: R434 505.00 per annum (Level: 11)

Centre: Head office

Requirements: •Appropriate bachelor's degree or equivalent qualification at NQF level 6, at least five (5) years' experience Human Resource Management Development, including supervisory and managerial experience •Understanding policy research, analysis and development process, understanding HRM prescriptions in the Public Service Regulations, understanding of different training methodologies •Ability to interpret and apply policy research and policy development, report writing and formulation •Analytical: skills, computer literacy skills, management and supervision, Good Interpersonal skills, problem solving/decision making, presentation and facilitation skills, good planning and organizational skills, good communication skills (written and verbal) •Ability to work under pressure and preparedness to work overtime when required •Good command of English •Ability to communicate effectively with staff members at all level •Ability to listen to any complaints and provide guidance •Creative and innovative thinker •Use initiative •Follow instructions correctly •Be able to identify problem areas in the development of HRM policies •Information evaluation.

Duties: •Improve bursary administration processes •Provide and oversee the implementation of marketing services for the bursary programme •Develop, review and update bursary policies •Ensure effective selective of prospective bursars •Maintain bursary database and ensure the accuracy of information •Develop, review, update and manage the bursary contracts •Build and maintain strategic objectives of the department •Explore the feasibility of an external bursary scheme •Manage the implementation of internship programme •Create a framework for implementation of career awareness programme •Manage the implementation of learnerships.

Applications: Email: recruit1996@npa.gov.za or Ref: 1996.

E-mail addresses are provided for each post respectively. Alternatively, hand delivered to: To the below mentioned addresses.
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. If your Z.83 is not completed as prescribed above, your application will not be accepted.

ONLY E-MAIL, POSTAL AND HAND DELIVERED APPLICATIONS WILL 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.

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. Application with multiple posts and Recruitment numbers will not be accepted.

Each post has a separate e-mail address. When you forward your application by e-mail make sure you forward it to the correct e-mail address. Applications forwarded to the wrong e-mail address will not be processed.

All applications must reach the NPA before the closing date. It is the sole responsibility of the applicant to ensure that their application (s) is with NPA before the closing date. The NPA cannot be held responsible for postal or server delays. Late applications will not be processed. The NPA advise applicants that postal applications be forwarded by registered mail. Email boxes will be closed at Midnight on the closing date.

General: Candidates, who forward their applications to the incorrect email address will not be considered, must please complete the information in the correspondence contact details on page 1 of the Z.83.

Applicant's attention is drawn to the fact that the NPA uses Electronic Response Handling System in respect of email applications. Please DO NOT contact telephonically the NPA directly after you have emailed your applications, to enquire if your application(s) have been received. 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 be included in your application(s) now. The certified copies will only be requested from the candidates who are short-listed for an interview.

When an advertisement states a valid Driver's License is required, then please supply the 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 person 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.

Closing dates for application: 31 October 2011.

Applications will not be accepted after the closing date.

All hand delivered and postal applications must be forwarded to the relevant office as indicated below:

- Province:** Pretoria Head Office
Address: National Prosecuting Authority 123 cnr Hartley and Westlake Street, Weavind Park, Silverton Pretoria 0001 Private Bag X 752 Pretoria 0001.
Enquiries: Ms Lulekwa Ngcwabe: 012 845 6174.
- Province:** Pretoria/ CPP: Klerksdorp.
Address: National Prosecuting Authority: 28 Church Street, Church Square, Pretoria, 0001, Private Bag x300, Pretoria, 0001.
Enquiries: Lerato Rakale. Tel number: 012 351 6790.
- Province:** Grahamstown
Address: National Prosecuting Authority: 94 High Street Grahamstown 6140 or Private Bag X1009 Grahamstown 6140.
Enquiries: Thabo Lebakeng. Tel number: 012 845 6121.
- Province:** Mthatha
Address: National Prosecuting Authority: Lower Sisson Street, NPA House Fortgate Mthatha 5099 or Private Bag X 5091 Mthatha 5099.
Enquiries: T Raga: 047 501 2629.
- Province:** Port Elizabeth
Address: National Prosecuting Authority: 01 Trinder Street Central Port Elizabeth 6000 or Private Bag X6075 Port Elizabeth 6000.
Enquiries: Bonisile Vinjwa. Tel number: 041 502 1400.
- Province:** North West/ Odi
Address: Office of the Director of Public Prosecutions: Old Standard Bank Building Corner Main and Robinson Street Mafikeng or Private Bag X2009 Mmabatho 2735.
Enquiries: Flora Kalakgosi. Tel number: 018 381 9000/41.
- Province:** Thohoyandou
Address: Director of Public Prosecutions: Thohoyandou High Court Building Opposite Khoroni Hotel Thohoyandou 0950 or Private Bag X5016 Thohoyandou 0950.
Enquiries: Thomani Londani. Tel number: 015 960 9900.
- Province:** Cape Town/George/ Bellevue
Address: National Prosecuting Authority: 115 Buitengratch Street, Cape Town 8000 or Private Bag x 9003 Cape Town 8000.
Enquiries: Angelene Jansen: 021 487 7000.