



# THE NATIONAL PROSECUTING AUTHORITY OF SOUTH AFRICA

In order to address the representivity of women in Senior Management, the NPA reserves the right to give preference to women, in particular historically disadvantaged women, in filling these advertised posts.

## NATIONAL PROSECUTING SERVICES SENIOR DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS

Salary: R839 490 per annum (Level 14) (total cost package) (Ref. 1899)  
DPP KZN Pietermaritzburg

**Requirements:** ● A 4-year legal qualification ● The right to appear in the High Court, as contemplated in sections 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act No 62 of 1995) ● Admission as an Attorney and/or Advocate will be an added advantage ● 10 years' legal experience and such experience as, in the opinion of the Minister, renders an applicant suitable for appointment as a Senior Deputy Director of Public Prosecutions.

**Duties:** ● Conduct criminal prosecutions 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.

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

**Applications:** E-mail: Recruit1899@npa.gov.za or fax: (012) 843-3930

## CHIEF PROSECUTOR (SENIOR DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS)

Salary: R839 490 per annum (Level 14) (total cost package) (Ref. 1900)  
● Polokwane Cluster ● Ladysmith Cluster  
● East Rand Cluster ● West Rand Cluster

**Requirements:** ● A 4-year legal qualification ● 10 years' post-qualification legal experience ● The ability to oversee, give guidance to and/or represent the State in criminal cases in all courts ● The ability to lead strategic planning for the cluster ● The ability to oversee and align the resources of the cluster to the strategic objectives of the NPA ● The right to appear in the High Court, as contemplated in sections 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act No 62 of 1995), will be an added advantage ● The ability to manage the performance of the cluster ● The ability to train/mentor and guide prosecutors ● The ability to communicate/liaise with stakeholders at all levels ● Good administrative skills.

**Duties:** ● Manage and oversee the resources of the cluster and align them to the strategic objectives of the NPA ● Manage at least 70 prosecutors (includes all staff members) or 15 offices (with at least 55 prosecutors - includes all staff members) ● Oversee and give guidance in respect of all litigation from the cluster ● Recruit staff for the cluster ● Manage and evaluate the performance of staff in the cluster ● Map out and implement strategic planning for the cluster and steer prosecutors towards achieving 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:** Phuti Mahanyele, tel. (012) 845-6945.

**Applications:** E-mail: Recruit1900@npa.gov.za or fax: (012) 843-3931

## SENIOR PUBLIC PROSECUTOR (CM-1)

Salary: R545 415 - R852 546 per annum (total cost package. Salary will be determined in accordance with experience) (Ref. 1902)  
● Empangeni Cluster ● Upington Cluster ● Kimberley Cluster ● Cape Town Cluster ● Pretoria Cluster

**Requirements:** ● A 4-year legal qualification ● The right to appear in the High Court, as contemplated in sections 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 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, tel. (012) 845-6945.

**Applications:** E-mail: Recruit1902@npa.gov.za or fax: (012) 843-3933

## SENIOR STATE ADVOCATE (LP-9)

Salary: R545 415 - R852 546 per annum (total cost package. Salary will be determined in accordance with experience) (Ref. 1903)  
● DPP Cape Town ● DPP Bloemfontein  
● DPP Pietermaritzburg ● DPP North Gauteng (3)  
● DPP Thohoyandou

**Requirements:** ● A 4-year legal qualification ● The right to appear in the High Court, as contemplated in sections 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 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, tel. (012) 845-6945.

**Applications:** E-mail: Recruit1903@npa.gov.za or fax: (012) 843-3934

## 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) (Ref. 1904)  
● DPP Cape Town ● DPP South Gauteng (3)  
● DPP Kimberley (2) ● DPP Mbabatho ● East London Cluster ● DPP North Gauteng (3)

**Requirements:** ● A 4-year legal qualification ● The right to appear in the High Court, as contemplated in sections 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act No 62 of 1995) ● At least 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.

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

**Applications:** E-mail: Recruit1904@npa.gov.za or fax: (012) 843-3935

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

Salary: R280 548 (excluding benefits) - R661 890 per annum (total cost package. Salary will be determined in accordance with experience) (Ref. 1907)  
● Port Elizabeth ● Welkom Cluster (2)  
● Bethlehem Cluster (2) ● Bloemfontein Cluster (2)  
● Port Shepstone Cluster ● Pinetown Cluster (4)  
● Pietermaritzburg Cluster (2) ● Empangeni Cluster (5)  
● Durban Cluster (2) ● Ladysmith Cluster (4)  
● Bellville Cluster ● George Cluster (2) ● Mitchells Plain Cluster (3) ● Wynberg Cluster ● Thohoyandou Cluster (3)  
● Upington Cluster ● East London Cluster ● Odi Cluster (3)  
● Mbabatho Cluster (4) ● West Rand Cluster (7)  
● East Rand Cluster (9) ● Johannesburg Cluster (18)  
● Pretoria Cluster (4) ● Vaal Rand Cluster (5)  
● Klerksdorp Cluster ● Witbank Cluster (2)  
● Butterworth Cluster (3) ● Mthatha Cluster (2)

**Requirements:** ● A 4-year legal degree ● 4 years' post-qualification legal experience ● The right to appear in the High Court, as contemplated in sections 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act No 62 of 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 administrative skills ● A valid driver's licence is 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.

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

**Applications:** E-mail: Recruit1907@npa.gov.za or fax: (012) 843-3938

## DISTRICT COURT PROSECUTOR (LP-3 TO LP-4)

Salary: R164 136 (excluding benefits) - R469 974 per annum (total cost package. Salary will be determined in accordance with experience.) (Ref. 1908)

● West Rand Cluster (6) ● Johannesburg Cluster (11)  
● East Rand Cluster (11) ● East London Cluster (6)  
● Odi Cluster (4) ● Mbabatho Cluster (1) ● Port Elizabeth Cluster (12) ● Thohoyandou Cluster (5) ● Empangeni Cluster (3) ● Ladysmith Cluster (1) ● Port Shepstone Cluster (6) ● Pinetown Cluster (4) ● Durban Cluster (4) ● Pietermaritzburg Cluster (5) ● Upington Cluster (6)  
● Kimberley Cluster (6) ● Bethlehem Cluster (5) ● Welkom Cluster (1) ● Bloemfontein Cluster (3) ● Polokwane Cluster (6) ● Witbank Cluster (3) ● Modimolle Cluster (5) ● Middelburg Cluster (5) ● Vaal Cluster (2) ● Pretoria Cluster (9) ● Nelspruit Cluster (3) ● Mthatha Cluster (3) ● Butterworth Cluster (1)

**Requirements:** ● A 4-year legal qualification ● At least 2 years' post-qualification legal experience, or 1 year's post-qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Programme ● The right to appear in the High Court, as contemplated in sections 2 and 3(4) 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 ● Draft charge sheets and other court documents ● Represent the State in all courts.

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

**Applications:** E-mail: Recruit1908@npa.gov.za or fax: (012) 843-3939

## ASSET FORFEITURE UNIT DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS

Salary: R724 257 per annum (total cost package) (Level 13) (Ref. 1901)  
● North Gauteng (Pretoria) ● Limpopo (Polokwane)  
● Mpumalanga (Nelspruit)

**Requirements:** ● A 4-year legal qualification ● The right to appear in the High Court, as contemplated in sections 2 and 3(4) of the Right of Appearance in Courts Act, 1995 ● Admission as an Attorney and/or Advocate will be an added advantage ● At least 10 years' experience in civil and/or criminal litigation ● Experience in civil litigation and such legal experience as, in the opinion of the Minister, renders an applicant suitable for appointment as Deputy Director of Public Prosecutions ● Well-developed skills in advocacy and legal drafting ● Good knowledge of civil and/or criminal procedure ● Excellent interpersonal, analytical, presentation and communication skills ● The ability to develop systems and procedures, as well as new policies ● Knowledge of asset forfeiture law and strong computer skills will be advantages.

**Duties:** ● Undertake litigation and supervision of litigation ● Represent the State in all courts ● Conduct civil litigation regarding all aspects of the freezing and forfeiture/confiscation of property/assets derived from criminal activity, including drafting applications, preparing heads of argument and presenting cases in court ● Train and provide mentorship and guidance to staff ● Assist in managing the regional office.

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

**Applications:** E-mail: Recruit1901@npa.gov.za or fax: (012) 843-3932

## SENIOR STATE ADVOCATE (LP-9)

Salary: R545 415 - R852 546 per annum (total cost package. Salary will be determined in accordance with experience) (Ref. 1905)  
● Johannesburg (South Gauteng)  
● Kimberley (Northern Cape)

**Requirements:** ● A 4-year legal qualification ● The right to appear in the High Court, as contemplated in sections 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 drafting ● 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 ● Knowledge of asset forfeiture law and strong computer skills will be advantages ● Professionalism and the ability to act independently.

**Duties:** ● Undertake litigation and the supervision of litigation ● Conduct Civil litigation regarding all aspects of the freezing and forfeiture/confiscation of property/assets derived from criminal activity, including drafting applications, preparing heads of argument and presenting cases in court ● Train NPA staff in the use of asset forfeiture procedures.

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

**Applications:** E-mail: Recruit1905@npa.gov.za or fax: (012) 843-3936

## 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) (Ref. 1906)  
Head Office (Pretoria)

**Requirements:** ● A 4-year legal qualification ● The right to appear in the High Court, as contemplated in sections 2 and 3(4) of the Right of Appearance in Courts Act, 1995, will be an added advantage ● At least 5 years' experience in civil and/or criminal litigation ● Well-developed skills in legal research and legal drafting ● 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 ● Excellent computer skills ● A good working knowledge of legal databases.

**Duties:** ● Conduct research on identified areas of the law ● Draft legal opinions on aspects of asset forfeiture and civil and criminal law ● Draft heads of argument and policy documents on behalf of the unit ● Write articles for the internal newsletter on developing areas of asset forfeiture law ● Maintain legal databases of the unit.

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

**Applications:** E-mail: Recruit1906@npa.gov.za or fax: (012) 843-3937

E-mail addresses and fax numbers are provided for each post respectively. Alternatively, hand-deliver to: 123 Hartley, cnr Westlake Street, Weavind Park, Pretoria 0001 or post to: Response Handling Recruit Number, 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 form, 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.

CVs without Z.83 will not be accepted.

Hand-written Z.83 and CVs must be completed in block letters. If not, your application will not be accepted.

Each post has a different Recruitment Number. Applications without the correct Recruitment Number/without a Recruitment Number will not be processed.

If you apply for more than one post, you must please submit a different/separate application for each post. Applications with multiple posts and Recruitment numbers will not be accepted.

Each post has a separate 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 his/her application(s) is with the NPA before the closing date. The NPA cannot be held responsible for postal or server delays. Late applications will not be processed. The NPA advises applicants that postal applications be forwarded by registered mail. Fax and e-mail boxes will be closed at midnight on the closing date.

### GENERAL:

Candidates who would like to receive acknowledgement of receipt, must please complete the information in the correspondence contact details on page 1 of the Z.83 (to have an acknowledgement sent to your cell phone, provide your cell number in the preferred contact details field).

Applicants' attention is drawn to the fact that the NPA uses an Electronic Response Handling System in respect of faxed and e-mailed applications. Please DO NOT contact the NPA telephonically directly after you have faxed/e-mailed your applications, to enquire if your application(s) have been received. Once your application(s) have been captured on the Response Handling System, an automatic acknowledgement of receipt will be generated to your Preferred Contact Method, as indicated in portion C of your Z.83. If you have not received an acknowledgement of receipt 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 driver's licence is required, then please supply a certified copy of your licence.

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)(f) 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. Where candidates must list their preferred Region(s)/Region(s) of preference, it must be done on page 2 of the Z.83 form, below the declaration field.

**Enquiries:** Directed to the specific NPA Business Unit.

**Note:** Successful candidates will be subjected to a security clearance at least up to a level of Top Secret. Appointment to these posts will be provisional, pending the issue of security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated.

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

**Closing date:** 7 March 2011. Applications will not be accepted after the closing date.

**All hand-delivered applications must be sent to the VGM building at the NPA Head Office at Silverton in Pretoria.**