



# THE NATIONAL PROSECUTING AUTHORITY OF SOUTH AFRICA

## CHIEF EXECUTIVE OFFICER

Salary: R1 275 732.00 per annum (Level 16)

### Pretria: Head Office

**Requirements:** •B degree or equivalent in Management related field •Postgraduate qualification with relevant experience •Not less than five years experience in an executive management position •Must be a South African citizen able to obtain Top Secret Security Clearance •A valid driver's licence •Strategic abilities Ability to successfully mobilise financial resources •Ability to drive the organisation to performance-based culture •Proven, mature leadership and management capabilities •Tactful diplomat and above average negotiator

**Duties:** •Provide direction for the development of strategic plans to advance NPA's mission and objectives •Plan the capital resources of the NPA and ensure allocation according to the strategic direction and objectives and of the NPA •Review activity reports and financial statements to determine to progress and status in attaining objectives and revise objectives and plans in accordance with current conditions •Plan, develop, and implement strategies for service delivery improvements •Oversee operations to ensure efficiency, quality and service cost-effective management of resources •Ensure the development of the policy framework of the NPA •Evaluate performance of various units and manages for compliance with established policies and objectives of the NPA and contributors in attaining objectives •Represent the NPA at parliamentary committee meetings and at any other forum as mandated by the NDPP and the Director-General •Build a culture and a team driven by performance.

**Enquiries:** Matshidiso Modise: (012) 845 6200.

**Applications:** Email: Recruit1877@npa.gov.za or fax 012 843 3908 Ref: 1877.

## SENIOR MANAGER: HRM (HRM&D)

Salary: R652 572.00 per annum (Level 13)

### Pretria: Head Office

**Requirements:** •A relevant bachelor's degree of national diploma (preferably in Human Resource Management or industrial Psychology/ Public Administration) •Extensive knowledge and experience in Human Resource management, financial management, people management, strategic capability, client orientation, project management of which 5 years in the management of HRM.

**Duties:** •Manage the Directorate to ensure optimum service delivery •Provide strategic leadership pertaining to Human Resource Management, Performance Management, Recruitment and Selection, Employee Services, Development, HR Information Systems •Conduct policy and legislative analysis on Human Resource matters •Liaise with line managers to provide advice and guidance on all Human Resource matters in the organization •Aligning HR functions with organizational strategies •Overall information management and reporting on Human Resource matters.

**Enquiries:** Jacobus Hayward: (012) 845 6178.

**Applications:** Email: Recruit1886@npa.gov.za or fax 012 843 3917.

## SENIOR MANAGER: (INSTITUTIONAL ASSESSMENT AND DEVELOPMENT)

Salary: R652 572.00 per annum (Level 13)

### Pretria: Head Office

**Requirements:** •Bachelor's degree plus Management Service Certificate or an appropriate National Diploma in Management Services (Organisation and Work Study) coupled with five years relevant experience and two years middle management experience in the field of Organizational Development and work-study •Knowledge of and experience in business process mapping, Job Evaluation, Organizational Design, OD principles and techniques, Public Service Regulatory framework and PFMA •Computer Literacy (MS Project, Org Plus, MS Office) •Complex problem solving skills, communication (written and verbal skills), facilitation skills, project management and empowerment, client orientation and customer focus skills, policy development skills, project management skills, monitoring and evaluation analyses skills, strategic management skills and financial management skills •Ability to work in the matrix environment, 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, development and implementation of the organisational structure of the National Prosecuting Authority in line with the strategic plan; Liaise with line managers to provide advice and guidance with respect to institutional assessment and organizational development matters within the Organization/Department; Perform overall information management and reporting on institutional assessment and organizational development matters; Manage job evaluation and the grading of posts; Manage the development and implementation of job profiles for the organization; Organizational establishment; Oversee change management interventions; Manage human and financial resources for the I&D section.

**Enquiries:** Lulekwa Ngcwa: (012) 845 6174.

**Applications:** Email: Recruit1898@npa.gov.za or Fax: 012 843 3929 Ref: 1898.

## SENIOR FINANCE MANAGER: FINANCIAL OPERATIONS (FINANCE)

Salary: R652 572.00 per annum (Level 13)

### Pretria: Head Office

**Requirements:** •B Com degree / National Diploma or relevant tertiary qualification with experience in Financial Management •At least five years experience at the middle management level •Excellent written and verbal communication skills •Being innovative, proactive and decisive under pressure and solution oriented •Negotiating skills and management experience •Problem-solving skills and ability to be a self-starter •Ability to meet strict deadlines •Strong accuracy with DDA guidelines •Proven ability to think strategically and innovatively •Knowledge of the Public Sector policies and regulations •Thorough knowledge of PFMA, Treasury Regulations and Official Development Assistance(ODA) guidelines •Knowledge of BAS, LOGIS and PERSAL systems •Valid driver's licence.

**Duties:** •Provide weekly and monthly reports to the Executive Manager •Manage all creditors' payment and ensure that creditors reconciliations are performed •Manage the travel agency's account as well as Subsistence and Travel •Manage suspense accounts •Manage donor funding in accordance with DDA guidelines •Provide support to the auditors and management responses to audit queries and implement audit recommendations •Assist with the development, review and implementation of financial policies and procedures •Ensure that internal controls are in place •Manage human and other resources within the section and ensure compliance with Performance Management and Development Systems •Be responsible for managing all aspects related to creditors' payment, donor funding, audit queries, travel agency's account and S&T in the NPA •The person appointed in this position will be subject to security clearance and signing of a performance agreement.

**Enquiries:** Gordon Hollamby: (012) 845 6743.

**Applications:** Email: Recruit1887@npa.gov.za or Fax: 012 843 3918 Ref: 1887.

## FINANCE MANAGER: LEASES

Salary: R406 839 per annum (Level 11) 1 year contract

### Pretria-Head Office (Finance and Procurement)

**Requirements:** •B Compt degree or equivalent, Bcompt (Hons) would be an advantage •Three to five year's public sector auditing experience, completed articles preferred •Ability to analyse complex financial data from multiple sources •Advanced computer skills, CATTS experience preferred •Supply chain management and asset management experience •Bookkeeping experience •Management experience is recommended •Knowledge of the NPA environment •Policy formulation in functional area is recommended •Change management experience is recommended.

**Duties:** Data analysis •Accurate, calculate and classify finance leases •Perform CATTs analysis on data and take corrective action •Prepare finance management reports •Address audit queries and implement audit action plans •Manage staff and transfer skills.

**Enquiries:** Gordon Hollamby: (012) 845 6743.

**Applications:** Email: Recruit1868@npa.gov.za or Fax: 012 843 3899 Ref: 1868.

## DEPUTY FINANCE MANAGER: DEBT

Salary: R206 982.00 per annum (Level 9)

### Pretria: Head Office

**Requirements:** •An appropriate Bachelor's degree or National Diploma in Financial Management •Three to five years experience Debt management •Computer literacy •MS Word, Excel •Must have experience in the Public Sector •Knowledge of PFMA, Treasury Regulations and Financial Reporting Framework •Able to do performance management staff.

**Duties:** •Assist with Debt Management (Additions, Maintenance, Follow up and recovery) •Control the clearing and follow up of the Private Telephone and other debt related accounts •Provide assistance with compilation of Financial Statements and reports •Supervise staff and other resources.

**Enquiries:** J. Olie: (012) 845 6029.

**Applications:** Email: Recruit1873@npa.gov.za or Fax: 012 843 3904 Ref: 1873.

## FINANCE MANAGER: SUPPLY CHAIN MANAGEMENT

Salary: R406 839 per annum (Level 11) (18 months contract)

### Pretria-Head Office (Finance and Procurement)

**Requirements:** •B Compt degree or equivalent, Bcompt (Hons) would be an advantage •Three - five year's public sector auditing experience, completed articles preferred •Ability to analyse complex financial data from multiple sources •Advanced computer skills, CATTS experience preferred •Supply chain management and asset management experience •Bookkeeping experience •Management experience is recommended •Knowledge of the NPA environment •Policy formulation in functional area is recommended •Change management experience is recommended.

**Duties:** Data analysis •Accurately determine balances for irregular expenditure •Perform CATTs analysis on data and take corrective action •Prepare finance management reports •Address audit queries and implement audit action plans •Ensure smooth interfaces of financial systems (BAS, Logis, and Asset Management) •Manage staff and transfer skills.

**Enquiries:** Gordon Hollamby: (012) 845 6743.

**Applications:** Email: Recruit1867@npa.gov.za or Fax: 012 843 3898 Ref: 1867.

## DEPUTY MANAGER ASSETS: FLEET AND FACILITIES MANAGEMENT X13

Salary: R206 982 per annum (Level 9)

**Requirements:** •Bachelor degree or national diploma and at least three years and at least three years experience in the field of Asset, Fleet and Facilitation Management •Thorough knowledge of Supply Chain Management Regulations, the UAMP, PFMA, NT Regulations, Property Management Principles and GIAMA •Excellent computer skills (MS Word, Excel, Power Point and Outlook) •Good report writing skills •Valid driver's licence •Project Management skills •Excellent organisational skills •Ability to multi-task and work under pressure •Reliable, tolerant and determined •Able to act independently •Excellent communication and administrative skills •Able to do performance management of staff.

**Duties:** •Reports directly to Corporate Manager on all relevant issues pertaining to Fleet, Assets and Facilities •Ensure compliance to national fleet and asset strategy and systems •Adhere to delegations of authority, policies and procedures in respect of assets, fleet and facilities •Reconcile and process rental and other related payments to the service provider •Facilitate training of transport officers and asset controllers within the Region •Manage contracts with service providers and identify the NPA and the service providers within the region •Ensure fleet is properly maintained in terms of accidents, claims, services, utilization of vehicles and reduce the possibility of fruitless expenditure •Ensure verification, stock takes and disposals are in line with Asset Management Regulations •Ensure full utilization of buildings and that buildings are properly maintained •Carry out inspections of vehicles and buildings and identify redundant assets •Project Management on new buildings, renovations and tenant installations.

**For the post of Deputy Manager Assets:** •Fleet and Facilities Management, candidates must list their preferred 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.

**Enquiries:** Jacques du Toit: (012) 845 6263.

**Applications:** Email: Recruit1885@npa.gov.za or Fax: 012 843 3916 Ref: 1885

## DEPUTY MANAGER: AWARENESS AND COMMUNICATION (IMU)

Salary: R206 982 per annum (Level 9)

### Pretria-Head Office

**Requirements:** •A recognized Bachelor's degree/ or equivalent qualification and at least three years' relevant working experience •Proven experience in Co-ordination and facilitation, Education and/or training, events, workshops or conferences •Experience in all aspects of integrity management with a particular emphasis on public services ethics and public accountability will be an advantage •The successful candidate will be required to undergo Security Clearance •The incumbent must be reliable, tolerant and determined •Must be able to work independently and as a team •Ability to think independently, innovatively and strategically •Willing to travel, able to work extended hours •Proven ability to work under stressful environment •Excellent communication and administration skills, Knowledge of Risk Management •Knowledge of and understanding of the regulatory framework for the Public Service Act (e.g. Public Finance Management Act) •Treasury Regulations and Public Service Act and regulations as well as NPA Act •Good written and oral communication skills •Policy development and analytical skills •Sound knowledge of strategic •Management and business planning •Project management skills, Presentation skills, general computer skills •Knowledge in programmes such as MS Word, PowerPoint and Excel •Provide expert advice to IMU management on integrity awareness and communication issues.

## DEPUTY MANAGER: GOVERNANCE (IMU)

Salary: R206 982 per annum (Level 9)

### Pretria: Head Office

**Requirements:** •A recognized Bachelor's degree/ or equivalent qualification and at least three years' relevant working experience •Proven experience in good Governance and Ethics Management •Ability to work independently and as a team •The successful candidate will be required to sign a performance agreement contract •The incumbent of this post will be required to undergo Security Clearance •Reliable, tolerant, and determined •Able to act independently, innovative and creative, Proven ability to work under pressure •Willingness to travel, able to work extended hours •Excellent communication and administrative skills •Good written and oral skills •Ability to write professional reports and provide support to business units in form of ethics management and good governance •Assist with conducting of organisational reviews on systems and processes to enhance good governance.

**Enquiries:** Shirley Matsopola: (012) 845 6092.

**Applications:** Email: Recruit1869@npa.gov.za or Fax: 012 843 3900 Ref: 1869.

## DEPUTY MANAGER: SERVICE DELIVERY (IMU)

Salary: R206 982 per annum (Level 9)

### Pretria: Head Office

**Requirements:** •A recognized Bachelor's degree/ or equivalent qualification and at least three years' relevant working experience •Proven experience in Service Delivery Improvement •Must be able to work independently and as a team •The successful candidate will be required to sign a performance agreement contract •The incumbent of this post will undergo Security Clearance •Reliable, tolerant, and determined •Must have the ability to work independently and as a team •Willingness to travel, able to work extended hours •Excellent communication and administrative skills •Must have knowledge of integrity •Good written and oral skills •Ability to write professional reports •Ability to monitor and evaluate •Must have research skills •Knowledge of integrity issues •Excellent computer skills and knowledge of MS Word, Excel, Outlook, PowerPoint.

**Enquiries:** Shirley Matsopola: (012) 845 6092.

**Applications:** Email: Recruit1870@npa.gov.za or Fax: 012 843 3901 Ref: 1870.

## DEPUTY MANAGER: STAKEHOLDER MANAGEMENT (IMU)

Salary: R206 982 per annum (Level 9)

### Pretria: Head Office

**Requirements:** •A recognized Bachelor's degree/ or equivalent qualification and at least three years' relevant working experience •Proven experience in co-ordination and facilitation of Education and/or training, events, workshops or conferences •Experience in all aspects of integrity management with a particular emphasis on public services ethics and accountability will be an advantage •The successful candidate will be required to sign a performance agreement contract •The incumbent of this post will undergo security Clearance •The incumbent must be reliable, tolerant and determined •Must be able to work independently •Proven ability to work under stressful environment •Ability to think independently, innovatively and strategically •Willing to travel, able to work extended hours •Good written and oral communication skills •Excellent administrative skills •Knowledge and understanding of the regulatory frame for the Public Service (e.g. Public Finance Management Act; Treasury Regulations and Public Service Act and regulations as well as NPA Act) •Sound knowledge of strategic management and business planning •Policy development and analytical skills •Knowledge of Risk Management •Project management, formal presentation skills, general computer literacy skills and knowledge in programmes such as MS Word, PowerPoint and Excel •Provide expert advice to IMU Management on integrity awareness and communication issues.

**Enquiries:** Shirley Matsopola: (012) 845 6092.

**Applications:** Email: Recruit1871@npa.gov.za or Fax: 012 843 3902 Ref: 1871.

## SENIOR SPECIALIST: ENTERPRISE RISK MANAGEMENT (BUSINESS CONTINUITY MANAGEMENT)

Salary: R406 839.00 per annum (Level 11)

### Pretria: Head Office

**Requirements:** •Candidates should have an undergraduate degree in a Commercial or Scientific field or an appropriate alternate qualification •A BCI recognised certification will be advantageous •Candidate should have at least three years working experience in the field of business continuity management •A good understanding of business processes as well as previous experience in the initiation, development and implementation of business continuity management •A good understanding and working knowledge of IT system •Previous experience in workshop facilitation and the ability to liaise at various levels of organisational structure •A good understanding of the BCI Good Practice Guidelines and BS25999 •A good understanding of business systems, processes and business continuity management are essential •Able to analyse, compare, and interpret information and make appropriate recommendations •Methodical and logical when analysing information •Excellent written, inclusive of report writing and verbal skills •Excellent facilitation, presentation and communication skills •Able to negotiate in a spirit of co-operation and collaboration •Excellent problem solving skills •Able to conduct training and awareness sessions.

**Enquiries:** Shirley Matsopola: (012) 845 6092.

**Applications:** Email: Recruit1872@npa.gov.za or Fax: 012 843 3903 Ref: 1872.

## SENIOR SPECIALIST: ENTERPRISE RISK MANAGEMENT (BUSINESS CONTINUITY MANAGEMENT)

Salary: R406 839.00 per annum (Level 11)

### Pretria: Head Office

**Requirements:** •Candidates should have an undergraduate degree in a Commercial or Scientific field or an appropriate alternate qualification •A BCI recognised certification will be advantageous •Candidate should have at least three years working experience in the field of business continuity management •A good understanding of business processes as well as previous experience in the initiation, development and implementation of business continuity management •A good understanding and working knowledge of IT system •Previous experience in workshop facilitation and the ability to liaise at various levels of organisational structure •A good understanding of the BCI Good Practice Guidelines and BS25999 •A good understanding of business systems, processes and business continuity management are essential •Able to analyse, compare, and interpret information and make appropriate recommendations •Methodical and logical when analysing information •Excellent written, inclusive of report writing and verbal skills •Excellent facilitation, presentation and communication skills •Able to negotiate in a spirit of co-operation and collaboration •Excellent problem solving skills •Able to conduct training and awareness sessions.

**Enquiries:** Shirley Matsopola: (012) 845 6092.

**Applications:** Email: Recruit1873@npa.gov.za or Fax: 012 843 3903 Ref: 1872.

## SENIOR SPECIALIST: ENTERPRISE RISK MANAGEMENT (BUSINESS CONTINUITY MANAGEMENT)

Salary: R406 839.00 per annum (Level 11)

### Pretria: Head Office

**Requirements:** •Candidates should have an undergraduate degree in a Commercial or Scientific field or an appropriate alternate qualification •A BCI recognised certification will be advantageous •Candidate should have at least three years working experience in the field of business continuity management •A good understanding of business processes as well as previous experience in the initiation, development and implementation of business continuity management •A good understanding and working knowledge of IT system •Previous experience in workshop facilitation and the ability to liaise at various levels of organisational structure •A good understanding of the BCI Good Practice Guidelines and BS25999 •A good understanding of business systems, processes and business continuity management are essential •Able to analyse, compare, and interpret information and make appropriate recommendations •Methodical and logical when analysing information •Excellent written, inclusive of report writing and verbal skills •Excellent facilitation, presentation and communication skills •Able to negotiate in a spirit of co-operation and collaboration •Excellent problem solving skills •Able to conduct training and awareness sessions.

**Enquiries:** Shirley Matsopola: (012) 845 6092.

**Applications:** Email: Recruit1874@npa.gov.za or Fax: 012 843 3903 Ref: 1872.

## SENIOR SPECIALIST: ENTERPRISE RISK MANAGEMENT (BUSINESS CONTINUITY MANAGEMENT)

Salary: R406 839.00 per annum (Level 11)

### Pretria: Head Office

**Requirements:** •Candidates should have an undergraduate degree in a Commercial or Scientific field or an appropriate alternate qualification •A BCI recognised certification will be advantageous •Candidate should have at least three years working experience in the field of business continuity management •A good understanding of business processes as well as previous experience in the initiation, development and implementation of business continuity management •A good understanding and working knowledge of IT system •Previous experience in workshop facilitation and the ability to liaise at various levels of organisational structure •A good understanding of the BCI Good Practice Guidelines and BS25999 •A good understanding of business systems, processes and business continuity management are essential •Able to analyse, compare, and interpret information and make appropriate recommendations •Methodical and logical when analysing information •Excellent written, inclusive of report writing and verbal skills •Excellent facilitation, presentation and communication skills •Able to negotiate in a spirit of co-operation and collaboration •Excellent problem solving skills •Able to conduct training and awareness sessions.

**Enquiries:** Shirley Matsopola: (012) 845 6092.

**Applications:** Email: Recruit1875@npa.gov.za or Fax: 012 843 3903 Ref: 1874.

## SENIOR SPECIALIST: ENTERPRISE RISK MANAGEMENT (BUSINESS CONTINUITY MANAGEMENT)

Salary: R406 839.00 per annum (Level 11)

### Pretria: Head Office

**Requirements:** •Candidates should have an undergraduate degree in a Commercial or Scientific field or an appropriate alternate qualification •A BCI recognised certification will be advantageous •Candidate should have at least three years working experience in the field of business continuity management •A good understanding of business processes as well as previous experience in the initiation, development and implementation of business continuity management •A good understanding and working knowledge of IT system •Previous experience in workshop facilitation and the ability to liaise at various levels of organisational structure •A good understanding of the BCI Good Practice Guidelines and BS25999 •A good understanding of business systems, processes and business continuity management are essential •Able to analyse, compare, and interpret information and make appropriate recommendations •Methodical and logical when analysing information •Excellent written, inclusive of report writing and verbal skills •Excellent facilitation, presentation and communication skills •Able to negotiate in a spirit of co-operation and collaboration •Excellent problem solving skills •Able to conduct training and awareness sessions.

**Enquiries:** Shirley Matsopola: (012) 845 6092.

**Applications:** Email: Recruit1876@npa.gov.za or Fax: 012 843 3903 Ref: 1874.

## SENIOR SPECIALIST: ENTERPRISE RISK MANAGEMENT (BUSINESS CONTINUITY MANAGEMENT)

Salary: R406 839.00 per annum (Level 11)

### Pretria: Head Office

**Requirements:** •Candidates should have an undergraduate degree in a Commercial or Scientific field or an appropriate alternate qualification •A BCI recognised certification will be advantageous •Candidate should have at least three years working experience in the field of business continuity management •A good understanding of business processes as well as previous experience in the initiation, development and implementation of business continuity management •A good understanding and working knowledge of IT system •Previous experience in workshop facilitation and the ability to liaise at various levels of organisational structure •A good understanding of the BCI Good Practice Guidelines and BS25999 •A good understanding of business systems, processes and business continuity management are essential •Able to analyse, compare, and interpret information and make appropriate recommendations •Methodical and logical when analysing information •Excellent written, inclusive of report writing and verbal skills •Excellent facilitation, presentation and communication skills •Able to negotiate in a spirit of co-operation and collaboration •Excellent problem solving skills •Able to conduct training and awareness sessions.

**Enquiries:** Shirley Matsopola: (012) 845 6092.

**Applications:** Email: Recruit1877@npa.gov.za or Fax: 012 843 3903 Ref: 1874.

## SENIOR SPECIALIST: ENTERPRISE RISK MANAGEMENT (BUSINESS CONTINUITY MANAGEMENT)

Salary: R406 839.00 per annum (Level 11)

### Pretria: Head Office

**Requirements:** •Candidates should have an undergraduate degree in a Commercial or Scientific field or an appropriate alternate qualification •A BCI recognised certification will be advantageous •Candidate should have at least three years working experience in the field of business continuity management •A good understanding of business processes as well as previous experience in the initiation, development and implementation of business continuity management •A good understanding and working knowledge of IT system •Previous experience in workshop facilitation and the ability to liaise at various levels of organisational structure •A good understanding of the BCI Good Practice Guidelines and BS25999 •A good understanding of business systems, processes and business continuity management are essential •Able to analyse, compare, and interpret information and make appropriate recommendations •Methodical and logical when analysing information •Excellent written, inclusive of report writing and verbal skills •Excellent facilitation, presentation and communication skills •Able to negotiate in a spirit of co-operation and collaboration •Excellent problem solving skills •Able to conduct training and awareness sessions.

**Enquiries:** Shirley Matsopola: (012) 845 6092.

**Applications:** Email: Recruit1878@npa.gov.za or Fax: 012 843 3903 Ref: 1874.

## SENIOR SPECIALIST: ENTERPRISE RISK MANAGEMENT (BUSINESS CONTINUITY MANAGEMENT)

Salary: R406 839.00 per annum (Level 11)

### Pretria: Head Office

**Requirements:** •Candidates should have an undergraduate degree in a Commercial or Scientific field or an appropriate alternate qualification •A BCI recognised certification will be advantageous •Candidate should have at least three years working experience in the field of business continuity management •A good understanding of business processes as well as previous experience in the initiation, development and implementation of business continuity management •A good understanding and working knowledge of IT system •Previous experience in workshop facilitation and the ability to liaise at various levels of organisational structure •A good understanding of the BCI Good Practice Guidelines and BS25999 •A good understanding of business systems, processes and business continuity management are essential •Able to analyse, compare, and interpret information and make appropriate recommendations •Methodical and logical when analysing information •Excellent written, inclusive of report writing and verbal skills •Excellent facilitation, presentation and communication skills •Able to negotiate in a spirit of co-operation and collaboration •Excellent problem solving skills •Able to conduct training and awareness sessions.

**Enquiries:** Shirley Matsopola: (012) 845 6092.

**Applications:** Email: Recruit1879@npa.gov.za or Fax: 012 843 3903 Ref: 1874.

## SENIOR SPECIALIST: ENTERPRISE RISK MANAGEMENT (BUSINESS CONTINUITY MANAGEMENT)

Salary: R406 839.00 per annum (Level 11)

### Pretria: Head Office

**Requirements:** •Candidates should have an undergraduate degree in a Commercial or Scientific field or an appropriate alternate qualification •A BCI recognised certification will be advantageous •Candidate should have at least three years working experience in the field of business continuity management •A good understanding of business processes as well as previous experience in the initiation, development and implementation of business continuity management •A good understanding and working knowledge of IT system •Previous experience in workshop facilitation and the ability to liaise at various levels of organisational structure •A good understanding of the BCI Good Practice Guidelines and BS25999 •A good understanding of business systems, processes and business continuity management are essential •Able to analyse, compare, and interpret information and make appropriate recommendations •Methodical and logical when analysing information •Excellent written, inclusive of report writing and verbal skills •Excellent facilitation, presentation and communication skills •Able to negotiate in a spirit of co-operation and collaboration •Excellent problem solving skills •Able to conduct training and awareness sessions.

**Enquiries:** Shirley Matsopola: (012) 845 6092.

**Applications:** Email: Recruit1880@npa.gov.za or Fax: 012 843 3903 Ref: 1874.

## SECURITY AND RISK SPECIALIST (SECURITY AND RISK MANAGEMENT)

Salary: R406 839 per annum (Level 11)

### Bloemfontein, KwaZulu Natal, East London

**Requirements:** •Recognized three year degree/diploma in Security Management or equivalent qualification •A valid driver's licence •Knowledge of Project Management, physical security, information security, security of events as well as development of security procedures •Three years' working experience in security and risk management •Knowledge of the Public Service Act •Understanding of NPA Business Units and operating environment •Knowledge of OHS implementation and compliance •Good presentation and communication, planning and organisation skills •Management capability, problem solving, and analytical skills •Ability to work under pressure to meet deadlines •Traceable experience in the field of security and events coordination.

**Duties:** •Manage the total security and risk management functions of the NPA in the Region •Coordinate the compliance implementation of the OHS programme •Monitor and evaluate compliance to guarding special services SLA by a private security company •Provide preliminary investigations to the security breaches and provide report to the responsible manager •Advise NPA management of decisions that have security implications •Conduct Threat and Risk assessment to the NPA buildings in the Region •Implement security awareness in respect of security programmes in the Region •Facilitate the establishment of security committee in the Region •Administer and co-ordinate the security committee in the Region.

**Enquiries:** Lucas Pieterse: (012) 845 6867.

**Applications:** Email: Recruit1880@npa.gov.za or Fax: 012 843 3911 Ref: 1880.

## VETTING INVESTIGATOR X2 (SECURITY AND RISK MANAGEMENT)

Salary: R406 839.00 per annum (Level 11)

### Pretria: Head Office

**Requirements:** •A recognized degree or equivalent qualification and three years experience as a Vetting Investigator •Sound knowledge of minimum information Security Standards •Criminal Practice Act •Interception and Monitoring Act •Protection of Information Act •National Archives Act •National Strategic Intelligence Act •The candidate should have knowledge of Project Management •Computer literacy in MS Word, Excel, Outlook, Project and PowerPoint •A driver's licence is a requirement •The candidate should be able to liaise with other law enforcement agencies •This position would suit a person who is assertive, innovative, reliable and with sound investigative and analytical skills •Good interpersonal and presentation skills •Management capability, problem solving and communication skills •The candidate must have the ability to work under pressure to meet deadlines.

**Duties:** Conduct vetting and fieldwork investigations of NPA employees •Implement the vetting strategy for the NPA •Manage the all vetting files •Manage vetting project and provide support to the Vetting