



# National PROSECUTING AUTHORITY

## SENIOR DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS

**Salary: R839 490 per annum (Level 14) (total cost package. Salary will be determined in accordance with experience) (Ref. 1969)**  
**Mthatha (Complex Commercial Crime Component)**

**Requirements:** • A 4-year legal qualification • The right to appear in a High Court, as contemplated in Sections 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act No 62 of 1995) • Proven ability to investigate, prosecute and lead complex commercial crime cases • 10 years' experience in prosecuting criminal cases or in general criminal litigation and such legal experience as, in the opinion of the Minister, renders an applicant suitable for appointment as Senior Deputy Director of Public Prosecutions • Prior prosecuting experience (also commercial) will be an added advantage • Proven ability and experience with regard to forensic audit reports and balance sheets.

**Duties:** • Conduct criminal prosecution, including complex commercial crime and attend to appeals • Advise police pertaining to the investigation of complex commercial crime 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:** T Raga, tel. (047) 501-2629

**Applications:** E-mail: Recruit1969@npa.gov.za

## SENIOR STATE ADVOCATE (LP-9)

**Salary: R545 415 – R852 546 per annum (total cost package. Salary will be determined in accordance with experience) (Ref. 1960)**  
• **DDPP Durban • DPP Cape Town**

**Requirements:** • A 4-year legal qualification • The right to appear in a 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 a 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:** *DDPP Cape Town:* A Jansen, tel. (021) 487-7000

*DDPP Durban:* W Hadebe, tel. (031) 334-5114

**Applications:** E-mail: Recruit1960@npa.gov.za

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

**Salary: R280 548 (excluding benefits) – R661 890 (total cost package) per annum (salary will be determined in accordance with experience) (Ref. 1961)**

• **Polokwane Cluster (3) • George Cluster • Cape Town Cluster**

**Requirements:** • A 4-year legal degree • 4 years' post-qualification legal experience • The right to appear in a 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 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.

**Enquiries:** *George and Cape Town:* A Jansen, tel. (021) 487-7000

*Polokwane:* L Rakale, tel. (012) 351-6790

**Applications:** E-mail: Recruit1961@npa.gov.za

## SENIOR PUBLIC PROSECUTOR (CM-1)

**Salary: R545 415 - R852 546 per annum (total cost package. Salary will be determined in accordance with experience and expertise) (Ref. 1962)**  
**CPP: Port Elizabeth**

**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 a 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:** B Vinjwa, tel. (041) 502-1400

**Applications:** E-mail: Recruit1962@npa.gov.za

## EXECUTIVE MANAGER:

### INTEGRITY MANAGEMENT UNIT

**Salary: R830 502 per annum (Level 14) (Ref. 1963)**  
**Pretoria**

**Requirements:** • A B degree or equivalent qualification (NQF 6) • 5 years' experience at Senior Management level • At least 6 years working in the integrity environment • Experience in the management of integrity in the public service environment will be an advantage • Knowledge of the Government Anti-corruption Strategy, Public Sector legislation, policies and regulations • Strategic capabilities and leadership skills • People management and empowerment skills • Programme and project management skills • Above-average advocacy skills • Management and leadership skills • Knowledge of financial management as it relates to the PFMA.

**Duties:** • Oversee the development and implementation of integrity Promotion Strategies in the NPA • Oversee the development and implementation of strategies to prevent and combat unethical conduct in the NPA • Ensure that IMU fulfils its mandate • Assume accountability for the efficient functioning of the IMU • Contribute to NPA management • Support and advise leadership and management of the NPA in respect of integrity and ethics management • Ensure that the Integrity Management functions are aligned with organisational strategy • Manage relations with other Government departments and stakeholders.

**Enquiries:** M Modise, tel. (012) 845-6200

**Applications:** E-mail: Recruit1963@npa.gov.za

## EXECUTIVE MANAGER: STRATEGY AND ENTERPRISE RISK MANAGEMENT

**Salary: R830 502 per annum (Level 14) (Ref. 1964)**  
**Pretoria: Head Office**

**Requirements:** • Relevant postgraduate qualification in Business or Public Management with Strategic and Enterprise Risk Management as part of the curricula • An MBA/MBL will be an added advantage • 5 years' Senior Management experience • At least 6 years' working experience in Strategic and Enterprise Risk Management • Public sector experience in the strategic and enterprise risk environment will be a further advantage • Programme and project management skills • Strategic planning and Enterprise Risk Management skills • Knowledge of the Balanced Scorecard Methodology and its application in the Public Sector is preferred • Performance management and enterprise architecture • Financial planning and management • Above-average advocacy, marketing and communication skills • Management and leadership skills • The ability to generate and utilise Performance Information • The ability to identify and mitigate organisational risks.

**Duties:** • Facilitate the development and ensure the implementation of the overall NPA strategy • Facilitate and contribute to the development of Business Unit annual plans and monitor the implementation thereof • Identify NPA Enterprise Risks and advise NPA Management on mitigation strategies • Manage performance information, including the identification of strategic projects • Co-ordinate the collection, analysis, interpretation and presentation of information on performance and risk management • Prepare monthly, quarterly and annual performance reports • Evaluate organisational performance and advise on corrective action • Ensure the NPA has a Business Continuity Plan in place • Take overall responsibility for the effective management of own unit.

**Enquiries:** M Modise, tel. (012) 845-6200

**Applications:** E-mail: Recruit1964@npa.gov.za

## SENIOR MANAGER: ENTERPRISE RISK MANAGEMENT

**Salary: R685 200 per annum (Level 13) (Ref. 1965)**  
**Pretoria: Head Office**

**Requirements:** • A Bachelor's degree in Managerial Accounting, or relevant tertiary qualification • A post-graduate degree or MBA will be an added advantage • Knowledge of and skills in the design and implementation of the enterprise performance management process • Knowledge of the Balanced Scorecard Methodology • At least 5 years' experience in the development of both paper-based and software-based individuals and enterprise performance management methods or systems, preferably in a non-public sector environment • Experience in a managerial accounting system in a Big 3 management consulting firm • Experience in at least 3 of the following management systems or disciplines: Management, Operations Management and Business or Enterprise Performance Management Systems • Familiarity with SAP SEM would be a distinct advantage • Knowledge and understanding of the requirements of King II on corporate governance • Excellent advocacy skills, including concept selling and cheerleading skills • Excellent written communications skills, including comprehensive support writing • Computer literacy • Knowledge of enterprise performance management systems • The ability to think strategically and innovatively • A positive attitude with self-motivation and self-discipline • Personal drive and/or attitude to achieve goals and deliver results • General management skills • The ability to generate and utilise management information • The ability to establish a new function and department and to develop systems and processes, as well as policies and procedures.

**Duties:** • Assist the Executive Manager: Strategy and Risk in the overall management of the enterprise risk management process • Assist business units in developing an enterprise risk management plan and control • Develop and maintain appropriate governance system to support strategy and enterprise management • Monitor the execution of enterprise risk management • Manage information, including the determination of requirements • Co-ordinate the development and maintenance of an appropriate information system that supports enterprise risk management • Evaluate performance on enterprise risk management, including corrective risk management adjustments, long-term direction, new ideas and opportunities and controls • Facilitate the provision of continuous feedback to Management on risk management.

**Enquiries:** M Modise, tel. (012) 845-6200

**Applications:** E-mail: Recruit1965@npa.gov.za

## INFORMATION SECURITY MANAGER: SECURITY AND RISK MANAGEMENT

**Salary: R406 839 per annum (Level 11) (Ref. 1966)**  
**Pretoria: Head Office**

**Requirements:** • A degree/diploma in Information Security Studies and related fields • A Security Management/Advisory course conducted by SANA (NIA) will be an added advantage • A minimum of 3-5 years' experience in Information Security and/or related field • A valid driver's licence • Computer literacy (MS Word, PowerPoint, Excel) • Sound management skills • Extensive experience in Information Security (Document, Computer, Communication Security and Security Assessments) • Good presentation and report writing skills • Problem-solving and analytical skills • The ability to work under pressure to meet deadlines.

**Duties:** • Provide support to the NPA Business units in the management of Information Security in compliance with MISS Document, security policies and procedures • Initiate and facilitate Information Security Awareness within the organisation • Perform Information Security Threat and Risk Assessments • Facilitate the processes of Information Classification in the NPA Business Units • Liaise with external security stakeholders (SAPS, SSA and COMSEC) with regard to information security breaches and incidents • Facilitate the establishment of an Information Security Committee and compile the terms of reference of the Committee • Provide support on the preparation and implementation of a disaster recovery plan • Advise the organisation on current information security technologies.

**Enquiries:** Mr TD Ramahana, tel. (012) 845-6785

**Applications:** E-mail: Recruit1966@npa.gov.za

## KNOWLEDGE INFORMATION OFFICER (RESEARCH AND POLICY)

**Salary: R206 982 per annum (Level 9) (Ref. 1967)**

**Pretoria (Head Office)**

**Requirements:** • A relevant tertiary qualification and at least 3 years' practical experience in the field of research, information management and knowledge management • Proven knowledge of best practice in the field of information and knowledge management • A valid driver's licence • Advanced computer literacy • An understanding of the public sector will be an added advantage.

**Duties:** • Assist the Management of the unit with the execution of duties particular to research, knowledge and information management • Assist researchers in the practical application of their duties, particularly as these relate to literature searches and reviews • Assist Management with the establishment of a Knowledge and Information Hub.

**Note:** The successful candidate will be required to travel from time to time. Short-listed candidates will be required to complete a competency assessment.

**Enquiries:** E Strydom, tel. (012) 845-6612

**Applications:** E-mail: Recruit1967@npa.gov.za

## Sexual Offence and Community Affairs Unit

### SENIOR STATE ADVOCATE (LP-9) (2 POSTS)

**Salary: R545 415 - R852 546 per annum (total cost package. Salary will be determined in accordance with experience) (Ref. 1968)**  
**Pretoria (Head Office)**

**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) • Adequate experience in criminal and/or civil litigation, advocacy and prosecution • In-depth knowledge of the law and management in respect of sexual offences • A valid driver's licence is essential • Skills in community engagement and consultation on criminal justice matters • Good advocacy and legal drafting skills will be added advantages • Language proficiency in 3 official languages, one of which should be an African language • Adequate computer skills will be added advantages • Positive security clearance.

**Duties:** • Investigate and prosecute complex sexual offences in the Sexual Offences Court • Train and advise prosecutors and the police on the investigation and prosecution of complex sexual offences, domestic violence and child justice cases • Perform legal research and keep up-to-date with legal requirements • Improve successful prosecutions in cases of violence against women and children • Systematically reduce secondary victimisation within the criminal justice system • Improve the age-appropriate management of young offenders • Increase the diversion of child offenders from the criminal justice process • Ensure their exposure to rehabilitative as opposed to solely punitive programmes • Ensure access to child support and deal with the feminisation of poverty.

**Enquiries:** G Maphuthuma, tel. (012) 845-6171

**Applications:** E-mail: Recruit1968@npa.gov.za

### SENIOR PUBLIC PROSECUTOR (CM-1)

**Salary: R545 415 - R852 546 per annum (total cost package. Salary will be determined in accordance with experience) (Ref. 1970)**  
**Pretoria (Head Office)**

**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) • Adequate experience in criminal and/or civil litigation, advocacy and prosecution • In-depth knowledge

of the law and management in respect of sexual offences • A valid driver's licence is essential • Skills in community engagement and consultation on criminal justice matters • Good advocacy and legal drafting skills will be added advantages • Language proficiency in 3 official languages, one of which should be an African language • Adequate computer skills will be added advantages • Positive security clearance.

**Duties:** • Investigate and prosecute complex sexual offences in the Sexual Offences Court • Train and advise prosecutors and police on the investigation and prosecution of complex sexual offences, domestic violence and child justice cases • Perform legal research and keep up-to-date with legal requirements • Improve successful prosecutions in cases of violence against women and children • Systematically reduce secondary victimisation within the criminal justice system • Improve the age-appropriate management of young offenders • Increase the diversion of child offenders from the criminal justice process • Ensure their exposure to rehabilitative as opposed to solely punitive programmes • Ensure access to child support and deal with the feminisation of poverty.

**Enquiries:** G Maphuthuma, tel. (012) 845-6171

**Applications:** E-mail: Recruit1970@npa.gov.za

## CASE MANAGER (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. 1971)**

**East London: Mdantsane (Thuthuzela Care Centre)**

**Requirements:** • A 4-year legal qualification • The right to appear in a High Court as contemplated in Sections 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act No 62 of 1995) • Extensive experience in criminal and/or civil litigation • A valid driver's licence is essential • Adequate computer skills will be added advantages • Positive security clearance.

**Duties:** • Decide on, institute and conduct criminal proceedings of an advanced or complex nature on behalf of the State, and perform any act incidental thereto • Deal with aspects of criminal and civil activities relevant to the mandate of the Department on the management of gender-based violence • Prosecute complex sexual offences in the Sexual Offences Court • Study case dockets • Track, monitor and facilitate cases through the Criminal Justice system • Assist in managing the court rolls at specialist courts • Secure the attendance of witnesses, investigating officers and the accused in custody at courts • Ensure the reduction of turnaround time in the finalisation of cases to 9 months, as per unit strategy • Help to improve functional relationships • Make constant follow-ups with the relevant stakeholders • Help to increase the conviction rate • Perform other duties and activities as requested by the Project Manager • Assist in the setting up of the Thuthuzela Care Centre and maintain the functioning thereof • Supervise, train and develop relevant role-players, including prosecutors and the police • Present the State's case in court, present evidence, cross-examine and address the court on the conviction and sentence.

**Enquiries:** G Maphuthuma, tel. (012) 845-6171

**Applications:** E-mail: Recruit1971@npa.gov.za

### 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](http://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.

**Only e-mailed, hand-delivered and posted applications will be accepted.**

CVs without the Z.83 will not be accepted.

Hand-written Z.83 and CVs must be completed in block letters. Should this not have been done, your application will not be accepted.

Each post has a different Reference Number. Applications without the correct Reference Number or without a Reference 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 Reference Numbers will not be accepted.

Each post has a separate e-mail address. When forwarding your application by e-mail, ensure that 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 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 should be forwarded by registered mail.

E-mail boxes will be closed at midnight on the closing date.

#### General:

Certified copies of qualifications need not to be included in your application(s) at this stage. Certified copies will only be requested from candidates who are short-listed for an interview.

Where an advertisement states that a valid driver's licence is required, please supply a certified copy of your licence.

The NPA reserves the right not to fill any particular position. If you have not heard from us within 3 months, please accept that your application was unsuccessful.

The NPA is an equal opportunity, Employment Equity Employer. Disabled persons are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration.

On the Z.83, information is required in respect of race, gender and disability. Applicants are requested to complete these fields on the Z.83 because the NPA uses the information for Employment Equity purposes. Applicants are also requested to duly complete their ID number, name and surname information on the Z.83.

**Enquiries:** Please direct your enquiries to the relevant person mentioned at each post. All applications must be directed to the correct addresses that are mentioned in the advert, failure to do so will result in your application not being considered.

**For the Sexual Offence and Community Affairs Unit, all hand-delivered and posted applications must be directed to the following addresses: VGM Building at the NPA Head Office, 123 Hartley, cnr Westlake Street, Weavind Park, Pretoria 0001 or post to Private Bag X752, Pretoria 0001.**

**Applications for the Executive Manager Strategy and Executive IMU and Knowledge of Information Research and Policy Information Security Manager must be forwarded to the abovementioned address.**

**Applications must be forwarded to the correct address as indicated in the advert. Addresses are indicated below:**

**Province: Mthatha**

**Address:** National Prosecuting Authority, Lower Sisson Street, NPA House, Torgate Mthatha 5099 or Private Bag X5091, Mthatha 5099.

**Province: Durban**

**Address:** Office of the Director of Public Prosecutions, 88 Joe Slovo (ex Field) Street, 20th Floor, Southern Life Building, Durban 4001 or Private Bag X54342, Durban 4001.

**Province: Cape Town/George**

**Address:** National Prosecuting Authority, Builegracht Street, Cape Town 8006, Private Bag X9003, Cape Town 8000.

**Province: Pretoria**

**Address:** Office of the Director of Public Prosecutions, 28 Church Street, Church Square, Pretoria 0001 or Private Bag X300, Pretoria 0001.

**Province: Port Elizabeth**

**Address:** National Prosecuting Authority, 01 Trinder Street, Central Port Elizabeth 6000 or Private Bag X6075, Port Elizabeth 6000.

**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 obtain security clearance, your appointment will be reconsidered/possibly terminated. Competency assessments will be conducted for Level 12 and higher posts.

**Closing date for applications:** 15 August 2011 (applications will not be accepted after this date).

E-mail addresses are provided for each post respectively.