



# National PROSECUTING AUTHORITY

## DEPUTY MANAGER: ASSETS, FLEET AND FACILITY

Salary: R221 058 per annum (Level 9) (Ref. 2025)

CPP: Nelspruit

**Requirements:** • 3-year Bachelor's degree/diploma and at least 3 years' experience in the field of Assets, Fleet and/or Facility Management • Thorough knowledge of Supply Chain Management Regulations, UAMP, PFMA, NT Regulations, Property Management Principles and GIAMA • Ability to compile and manage Service Level Agreements (SLAs) • Excellent computer skills (MS Word, Excel, PowerPoint and Outlook) • Good report-writing skills • Project management skills will be an advantage • Excellent organisational skills • Ability to multi-task and work under pressure • Reliable, tolerant and determined • Ability to act independently • Excellent communication and administrative skills • Ability to do performance management of staff • Valid driver's licence.

**Duties:** • Report directly to the Corporate Manager on all relevant issues pertaining to fleet, assets and facilities • Ensure compliance with 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 and service level agreements between the NPA and the service providers within the region • Ensure fleet is properly maintained in terms of accidents, claims, services, utilisation of vehicles and reduce the possibility of fruitless expenditure • Ensure verification, stock takes and disposals are in line with Asset Management Regulations • Ensure full utilisation of buildings and that buildings are properly maintained • Carry out inspections of vehicles and buildings and identify redundant assets • Be responsible for project management on new buildings, renovations and tenant installations.

**Applications:** E-mail: Recruit2025@npa.gov.za

## SENIOR PUBLIC PROSECUTOR (CM-1)

Salary: R582 504 – R910 518 (total cost package) per annum (Ref. 2026)

• CPP: Mitchells Plain • CPP: Nelspruit (Mhala)

**Requirements:** 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 legal practice will be an added advantage • Ability to act independently.

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

**Applications:** E-mail: Recruit2026@npa.gov.za

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

Salary: R299 625 (excluding benefits) to R706 899 (total cost package) per annum (Ref. 2027)

CPP: Pietermaritzburg (3); \* Camperdown \* Hlanganani \* Richmond

**Requirements:** • 4-year legal qualification • At least 4 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 Lower Courts, drafting charge sheets and complex court documents • Ability to act independently without constant supervision, relieve in the Regional Court and manage court and case flow management independently • 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 criminal justice.

**Applications:** E-mail: Recruit2027@npa.gov.za

## STATE ADVOCATE (LP-7 –LP-8)

Salary: R452 256 – R750 282 (total cost package) per annum (Ref. 2028)

DPP: Pretoria (3); Complex Commercial Crime Component

**Requirements:** • 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.

**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:** E-mail: Recruit2028@npa.gov.za

## STATE ADVOCATE (LP-7 TO LP-8)

Salary: R452 256 – R750 282 (total cost package) per annum (Ref. 2029)

• DPP: Pietermaritzburg (2) • DPP: Pretoria • DPPP: Bhisho

**Requirements:** • 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.

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

**Applications:** E-mail: Recruit2029@npa.gov.za

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

Salary: R299 625 (excluding benefits) to R706 899 (total cost package) per annum (Ref. 2030)

• CPP: Bloemfontein (Bloemfontein) (2) • CPP: Witbank (2); \* Evander

\* Witbank • CPP: Pretoria • CPP: Modimolle • CPP: Pinetown (2)

• CPP: Durban

**Requirements:** • 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 • 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 • 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.

**Applications:** E-mail: Recruit2030@npa.gov.za

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

Salary: R175 296 (excluding benefits) - R501 933 per annum (total cost package) (salary will be determined in accordance with experience) (Ref. 2031)

• CPP: Polokwane • CPP: East London: \* Cathcart \* Ntathemba

• CPP: Empangeni • CPP: Pietermaritzburg (Greytown)

**Requirements:** • 4-year legal degree • 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 appearance 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

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

**Applications:** E-mail: Recruit2031@npa.gov.za

## SENIOR FINANCE MANAGER:

### FINANCIAL OPERATIONS

Salary: R685 200 per annum (Level 13) (Ref. 3032)

Pretoria: Head Office

**Requirements:** BCom degree/National Diploma or relevant tertiary qualification with experience in financial management • At least 5 years' experience at middle management level • Excellent written and verbal communication skills • Being innovative, proactive and decisive under pressure and solution orientated • Negotiating skills and management experience • Problem-solving skills and ability to be a self-starter • Ability to meet strict deadlines • Strong organisational and leadership skills • Ability to think strategically and innovatively • Knowledge of the Public Sector policies and regulations • Thorough knowledge of the PFMA, Treasury Regulations and Official Development Assistance (ODA) guidelines • Knowledge of BAS, LOGIS and PERSAL systems • Valid drivers 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 ODA 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 payments, 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.

**Applications:** E-mail: Recruit3032@npa.gov.za

## MANAGER: ORGANISATIONAL DEVELOPMENT

Salary: R434 505 per annum (Level 11) (Ref. 2033)

Pretoria: Head Office

**Requirements:** • Bachelor's degree/National Diploma in the field of Management Science/Organisational Development/Work Study or Bachelor's degree or National Diploma in Social Sciences plus a formal qualification in Management Sciences/Organisational Development/Work Study • Job Evaluation certificate obtained from the SAMDI/PALAMA is an added advantage • Valid driver's licence • At least 5 years' experience in the field of organisational development and/or work study • At least 3 years' supervisory experience • Understanding of the Public Service generally and

Human Resource Practices in particular • Sound knowledge of labour and Public Service legislation • Knowledge of and experience in the application of Codes of Remuneration • Knowledge of the EQUATE System of Job Evaluation • Proven experience in the development of job profiles • Knowledge of and experience in job analysis and design process • Above-average report writing skills • Policy analysis and development skills • Analysis and problem solving skills • Research, presentation and facilitation skills • Project management.

**Duties:** • Plan, develop and implement strategy for organisational development • Develop OD-related policies and guidelines • Liaise with other functional/departmental managers so as to understand all necessary aspects of organisational development and to ensure they are fully informed of organisational development objectives, purposes and achievements • Map business processes in line with the strategic plan of the NPA • Review and maintain the organisational structure • Align and maintain the functional structures and post establishment of the NPA • Manage all OD-related requests, including investigations with regard to the creation and abolition of posts, researching information related to requests and applicants and preparation of comprehensive reports to enable accurate decision making • Maintain and manage data and all records • Conduct research on evolving organisational design principles and make appropriate recommendations • Liaise with line managers to provide advice and guidance with regard to OD processes and implement OD interventions.

**Applications:** E-mail: Recruit2033@npa.gov.za

## MANAGER: ORGANISATIONAL DEVELOPMENT

### (CHANGE MANAGEMENT)

Salary: R434 505 per annum (Level 11) (Ref. 2034)

Pretoria: Head Office

**Requirements:** • B degree or diploma in Behavioural Sciences • At least 5 years' experience in organisation development/HR role with significant exposure to leading and enabling major change programmes • Knowledge of change management principles and methodologies • Solid understanding of how people go through a change and the change process • Experience in project management approaches, tools and phases of the project lifecycle • Proven experience with large-scale organisational change effort • Experience in managing change projects and driving transformational change initiatives • Exceptional communication skills, both written and verbal • Ability to coach and develop others • Results oriented • Excellent active listening skills • Problem solving and root cause identification skills • Team player and able to work with and through others • Influential with ability to move others towards common vision or goal • Driver's licence.

**Duties:** • Develop frameworks and guidelines for organisational change management process and provide effective coaching to management and employees • Develop a change management strategy based on a situational awareness of the details of the change and the groups being impacted by the change • Identify potential people side risks and anticipated points of resistance, and develop specific plans to mitigate or address the concerns • Diagnose employee resistance to change and help employees transition through the change process • Conduct readiness assessments, evaluate results and present findings in a logical and easy to understand manner • Develop a set of actionable and targeted change management plans, including communication plan, sponsor roadmap, coaching plan, training plan and resistance management plan • Be an active and visible coach to executives sponsoring the change initiatives • Create and manage measurement systems to track adoption, utilisation and proficiency of individual changes • Create and enable reinforcement mechanisms and celebrations of success • Work with project teams to integrate change management activities into the overall project plan • Work with colleagues in HRM&D and other stakeholders, including communication in the formulation of particular plans and activities to support project • Develop and implement equality and diversity strategies and forge successful partnerships with a wide range of stakeholders.

**Applications:** E-mail: Recruit2034@npa.gov.za

## SENIOR SPECIALIST:

### ENTERPRISE PERFORMANCE MANAGEMENT

Salary: R434 505 per annum (Level 11) (Ref. 2035)

• DPP: Mithata • DPPP: Thohoyandou

**Requirements:** • Relevant B degree or National Diploma in Management • Certificate in Strategic Management or Operations Management from an accredited institution • At least 3 years' experience in the collation, analysis and interpretation of organisational performance information as well as report writing • Sound knowledge of the balanced scorecard methodology • Thorough knowledge of performance management practices and prescripts in the Government sector • Ability to monitor and evaluate performance in line with business or annual plans, strategic plans and project initiatives • Advanced computer literacy especially in Excel • Excellent interpersonal communication skills.

**Duties:** • Assist the Senior Manager: Enterprise Performance Management in the overall management of the enterprise performance • Develop KPA and KPI for business units • Assist all business units in the development of the business plans and monitoring and evaluation of the performance in terms thereof • Assist in monitoring the execution of the Strategy • Assist in managing the performance information • Assist in coordinating the development and maintenance of appropriate management information systems pertaining to Enterprise Performance Management.

**Applications:** E-mail: Recruit2035@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 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-mail, postal and hand-delivered applications will 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 Reference Number. Applications without the correct Reference Number/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 you forward 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 their 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. E-mail boxes will be closed at midnight on the closing date.

### General:

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

Applicants' attention is drawn to the fact that the NPA uses an Electronic Response Handling System in respect of e-mailed applications. Please DO NOT telephonically contact the NPA directly after you have e-mailed your applications, to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within 3 weeks of 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) (j) 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.

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

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

**Please note that all applications for the Deputy Manager: Assets, Fleet and Facility: CPP: Nelspruit (Ref. 2025) and Senior Specialist: Enterprise Performance Management: DPP: Mithata and DPPP Thohoyandou (Ref. 2035) posts, must be forwarded or hand-delivered to Pretoria Head Office address:**

**Pretoria Head Office:** National Prosecuting Authority, 123 cnr Hartley and Westlake Streets, Weavind Park, Silverton, Pretoria 0001 or Private Bag X752, Pretoria 0001

**Enquiries:** Robert Mampana (Organisational Development), tel. (012) 845-6174 or Gordon Hollamby (Senior Finance Manager), tel. (012) 845-6743 or Jacques du Toit (Deputy Manager: Assets, Fleet and Facility), tel. (012) 845-6263 or Marthi du Plessis (Senior Specialist: Enterprise Performance Management), tel. (012) 845-6275

**Bloemfontein (Clocolan, Exelcior, Koppies and Theunissen):** National Prosecuting Authority, cnr Aliwal and Andrew Streets, Waterfall Building, Bloemfontein 9300 or Private Bag X20506, Bloemfontein 9300

**Enquiries:** George Khosa, tel. (051) 410-6052

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

**Cape Town/Mitchells Plain:** National Prosecuting Authority, 115 Buitengracht Street, Cape Town 8000 or Private Bag X9003, Cape Town 8000

**Enquiries:** Angelene Jansen, tel. (021) 487-7000

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

**Enquiries:** Seja Maponya, tel. (012) 351-6790.

**East London/Bhisho (Cathcart, Ntathemba):** Deputy Director of Public Prosecutions: Tourism House, Phalo Avenue, Bhisho 5606 or Private Bag X0004, Bhisho 5608.

**Enquiries:** Viola Esterhuizen, tel. (040) 608-6820.

**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 be terminated.

**Closing dates for applications:** 12 December 2011 (applications will not be accepted after the closing date).

E-mail addresses are provided for each post respectively.