



The NPA is based in Silverton and has regional offices nationally. This dynamic and changing organisation, which is gradually expanding, has identified key opportunities for experienced, skilled, dynamic professionals and support personnel.

Justice in our society so that people can live in freedom and security

**SCCU**

**Senior Administrative Assistant: General**

**Salary: R87 798 per annum plus housing allowance, annual service bonus, pension and medical aid benefit (Level 5) (Ref. Recruit 1722)**

**SCCU: Pretoria**

**Requirements:** • Grade 12 or equivalent qualifications with 1-2 years' relevant experience • Good interpersonal skills • Good telephone etiquette • Communication skills • Computer skills. Please attach certified copies of qualifications and a copy of driver's licence.

**Duties:** • Switchboard operator • Answer telephone and record messages and transfers to relevant personnel • Print monthly telephone accounts and circulate to personnel • Execute a variety of administrative tasks • Open, draw, file and distribute documents and files • Capture information as requested in the unit • Ensure customers' satisfaction • Receive and make copies of case dockets.

**Enquiries:** Tisetso Mkhize, tel. (012) 401-9403.

**Applications:** E-mail: Recruit1722@npa.gov.za or fax: (012) 843-4382.

**Senior State Advocate**

**Salary: R543 315 per annum (MMS package) (D3) (Ref. Recruit 1723)**

**SCCU: Johannesburg • Pretoria • Bloemfontein • Cape Town • Durban • Port Elizabeth (East London)**

**Requirements:** • The right to appear in a High Court • Appropriate recognised three-year qualification which include at least the following courses: Law of Evidence, Criminal Law, Criminal Procedure and Interpretation of Statutes • Experience in criminal litigation, advocacy and prosecution. Please attach certified copies of qualifications and a copy of driver's licence.

**Duties:** • Investigate and prosecute complex commercial crime cases • Train and advise prosecutors and police pertaining to the investigation and prosecution of complex commercial crime cases • Manage prosecution in the office • Perform legal research and keep up-to-date with legal developments.

**Enquiries:** Sophy Seema, tel. (012) 401-0420.

**Applications:** E-mail: Recruit1723@npa.gov.za or fax: (012) 843-4383.

**State Advocate**

**Salary: R434 577 per annum (MMS package) (D2) (Ref. Recruit 1724)**

**SCCU: Johannesburg • Pretoria • Bloemfontein • Cape Town • Durban • Port Elizabeth (East London)**

**Requirements:** • The right to appear in a High Court as contemplated in section 2 and 3 (4) of the Right of Appearance in Court Act, 1995 (Act No 62 of 1995) • Experience in criminal litigation, advocacy and prosecution. Please attach certified copies of qualifications and a copy of driver's licence.

**Duties:** • Investigate and prosecute complex commercial crime cases • Advise police pertaining to the investigation and prosecution of complex commercial crime cases • Manage prosecution in the unit • Perform legal research and keep up-to-date with legal developments.

**Enquiries:** Sophy Seema, tel. (012) 401-0420.

**Applications:** E-mail: Recruit1724@npa.gov.za or fax: (012) 843-4384.

**Deputy Manager: General**

**Salary: R192 539 per annum plus housing allowance, annual service bonus, pension and medical aid benefit (Level 9) (Ref. Recruit 1725)**

**SCCU: Pretoria**

**Requirements:** • Three-year relevant degree or diploma and more than five years' relevant experience • Knowledge of public administration • Knowledge of the Public Finance Act • Ability to develop systems, policies and procedures • Good interpersonal skills in computer programs, such as MS Word, PowerPoint and Excel • Strong organisational and leadership skills • Presentation skills. Please attach certified copies of qualifications and a copy of driver's licence.

**Duties:** • Provide high-quality administrative support to the Corporate Manager • Check and manage management of processes • Ensure that documents sent for approval or for releases to other departments meet the existing policies, procedures and, where applicable, comply with relevant requirements • Supervise staff.

**Enquiries:** Sophy Seema, tel. (012) 401-0420.

**Applications:** E-mail: Recruit1725@npa.gov.za or fax: (012) 843-4385.

**Advanced Regional Court Prosecutor**

**Salary: R434 577 per annum (MMS) (D2) (Ref. Recruit 1726)**

**SCCU: Pretoria • Johannesburg • Bloemfontein • Cape Town • Durban**

**Requirements:** • The right to appear in a High Court as contemplated in section 2 and 3 of the Right of Appearance in Court Act, 1995 (Act No 62 of 1995) • Experience in criminal litigation, advocacy and prosecution. Please attach certified copies of qualifications and a copy of driver's licence.

**Duties:** • Investigate and prosecute complex commercial crime cases • Advise police pertaining to the investigation and prosecution of complex commercial crime cases • Manage prosecutions in the unit • Conduct legal research and keep up-to-date with legal developments.

**Enquiries:** Sophy Seema, tel. (012) 401-0420.

**Applications:** E-mail: Recruit1726@npa.gov.za or fax: (012) 843-4386.

**NB:** Please read the instructions before applying.

Applicants must apply for positions for which they meet the requirements as per the advert.

Applicants must clearly note their regions/office of preference on their application. Where candidates must list their preferred Region(s)/Region(s) of preference, it must be done on page 2 of the Z.83, below the declaration field.

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. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83.

A recent, comprehensive CV, specifying all qualifications and experience, with respective dates, must be attached.

CVs without Z.83 will not be accepted.

All electronically e-mailed applications must submit their attachments in Microsoft Word or Adobe pdf format else they will not be accepted by our e-mail system and will not be processed.

If you apply for more than one post, you must please submit a different/separate application for each post.

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 can not 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:**

No acknowledgement of receipts of applications will be done.

Communication will be limited to those applicants who would be identified for further recruitment processes and procedures.

Certified copy of the applicant's ID document must always be attached and driver's licence where required.

Certified copies of qualifications would be required from those applicants selected for further selection processes.

The NPA reserves the right not to fill any particular position. If you do not hear from the NPA 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) (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.**

**Enquiries:** Directed to the Corporate Manager: SCCU Sophy Seema on (012) 401-0452.

**Note:**

Successful candidates will be subject 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.

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

**Closing dates for applications:** 2 November 2009. Applications will not be accepted after the closing date.

E-mail addresses and fax numbers are provided for each at each post respectively.

Applications should be delivered to various NPA offices in the respective regions and/or addresses, below:

**Applications for posts:**

**SCCU Head Office:** Physical address: NPA VGM Building, 123 Westlake, cnr Westlake and Hartley, Weavind Park, Silverton or postal address: Private Bag X752, Pretoria 0001.

**SCCU Pretoria:** Physical address: 228 Visagie Street, Pretoria 0001 or postal address: Private Bag X297, Pretoria 0001.

**SCCU Johannesburg:** Physical address: 3rd Floor, Standard Bank Building, 70 Eloff Street, Johannesburg or postal address: PO Box 4158, Johannesburg 2000.

**SCCU Port Elizabeth:** Physical address: 3rd Floor, Woolhouse Building, 18 Grahamstown Road, North End or postal address: Private Bag X3939, North End, Port Elizabeth 6056.

**SCCU Bloemfontein:** Physical address: Waterfall Centre, cnr Aliwal and St Andrew Streets, Bloemfontein or postal address: Private Bag X20804, Bloemfontein 9300.

**SCCU Cape Town:** 1st Floor, Commissioner House, Cnr AJ West and Voortrekker Roads, Bellville or Private Bag X36, Bellville, Cape Town 7535.



NATIONAL PROSECUTING AUTHORITY  
South Africa