



The positions of District Court Prosecutor were advertised incorrectly in the previous advert. The correct Salary: range is indicated below. The NPA is apologizing for the inconvenience it may cause.

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

Salary: R164 136 (excluding benefits) – R469 974 p.a. (total cost package)(Salary: will be determined in accordance with experience and expertise)

**SENIOR SPECIALIST: ENTERPRISE PERFORMANCE MANAGEMENT**

Salary: R434 505 .00 p.a. (Level 11)

Pretoria (Head Office) DPP: Mmabatho, DPPP: Port Elizabeth, DPPP: Bisho, DPP: Grahamstown, DPP: Cape Town, DPPP: Durban, DPP: Pietermaritzburg, DPP: Johannesburg and DPP: Pretoria, DPP: Bloemfontein, DPP: Kimberley, DPPP: Durban

Requirements: •A relevant B degree or National Diploma •Certificate in Strategic management or Operations management from an accredited institution •At least three (3) years experience in the collation, analysis and interpretation of organizational 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 & 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.

Enquiries: Dr Gomolemo Moshoeu, tel. 012 845 6292.

Applications: Email: Recruit1976@npa.gov.za or Ref: 1976.

**SENIOR MANAGER: HRD**

Salary: R685 200.00 p.a. (Level 13)

Pretoria (Head Office)

Requirements: •Relevant B .Degree / National Diploma. Preference will be given to HRD specific qualifications •Five (5) years Middle Management experience in an HRD environment •Proven experience in driving and leading an organization in strategic skills development •Specific experience in the management of individual performance and the performance management system •Knowledge of SDLA, BCEA, LIRA, SAQA, EEA •Organizational and people management skills •Presentation and facilitation skills •Good communication (verbal and written) •Computer literacy •Good interpersonal relations •Project management experience •Strategic Capability •Project Management •Financial Management •Advocacy and Negotiation Skills.

Duties: •Develop and Implement the Skills Develop Strategy for the NPA to support the Organisational Strategy •Develop and manage the policy environment related to HRD •Spearhead the process of strategic partnering with business to ensure integration of HRD in the fabric of the NPA •Develop and Implement programmes and projects that will make the NPA a learning organisation •Keep abreast of both internal and external developments that impact on HRD delivery mechanisms to ensure relevance of the Unit in the NPA •Partner with relevant others within the organization in the management of performance from both an individual and organisational perspective to ensure alignment between the two levels •Participate and represent the NPA in relevant external forums •Manage the resources of the unit including financial and human •Ensure the NPA complies with all legislative requirements relevant to skills development.

Enquiries: Matsidiso Modise, tel. 012 845 6549.

Applications: Email: Recruit1985@npa.gov.za or Ref: 1985.

**SENIOR MANAGER: ENTERPRISE RISK MANAGEMENT**

Salary: R685 200.00 p.a. (Level 13)

Pretoria (Head Office)

Requirements: •An appropriate three-year B degree in Commerce, or equivalent qualification in the field of Risk Management from an accredited institution •Post-graduate training in corporate governance will be able an added advantage •At least five (5) years experience as a Risk manager applying amongst others the interrelated components of Enterprise Risk Management in an organization, of which two (2) years must be in middle management position •Five (5) years management experience •Experience of working in the field of risk management in the Public Sector for at least three (3) years will be an added advantage •Thorough knowledge of the Public Finance Management Act, Treasury Regulations, Public Sector Risk Management Framework, risk management standards and procedures •Advanced computer literacy •Practical knowledge of enterprise risk management tool/s •The incumbent must possess excellent skills in project management, negotiation, people management, interpersonal communication, planning and problem solving.

Duties: •The incumbent will manage the implementation of the enterprise risk management within the NPA, ensure the identification and management of fraud and corruption risks, and oversee the risk management function in the NPA •Ensure development and implementation of risk responses for each identified material risk •Manage the relationship with key risk management stakeholders •Coach, mentor and ensure continuous development of the risk management team.

Enquiries: Dr Gomolemo Moshoeu, tel. 012 845 6292.

Applications: Email: Recruit1977@npa.gov.za or Ref: 1977.

**DEPUTY MANAGER: ASSETS, FLEET AND FACILITY (4 POSTS)**

Salary: R221 058.00 p.a. (Level 9)

DPPP: Bisho, DPP: Mthatha, DPPP: Port Elizabeth and Head Office (Pretoria)

Requirements: •Relevant Degree/Diploma and at least three (3) years experience in the field of Asset, Fleet and/or Facility Management •Thorough knowledge of Supply Chain Management Regulations UAMP, PFMA, NT Regulations, Property Management Principles and GIAMA •Compilation and management of Service Level Agreements (SLA's) •Excellent Computer Skills (MS Word, Excel, Power Point and Outlook) •Good report writing skills •Valid driver's license •Project Management skills will be an advantage •Excellent organizational 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 and service levels agreements between 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.

Enquiries: Jacques du Toit, tel. (012) 845 6263.

Application: Email Recruit1978@npa.gov.za or Ref: 1978.

**REGIONAL MANAGER: SECURITY AND MANAGEMENT**

Salary: R434 505.00 p.a. (Level 11)

Western Cape

Requirements: •A recognised three (3) years diploma/degree in Security Management studies, policing or equivalent •The Security Management training offered by SANAI will be an added advantage •Knowledge of the security legislative framework •Ability to manage and operate at strategic level •The applicant must have five (5) years traceable experience in the field of security at management level •He/she must be able to work under pressure •Must be able to manage crises and have conflicts resolution capabilities •The candidate must have experience in management of security programs •He must be having good planning and organizing skills •Good presentationskills.

Duties: •Manage the total security functions in the NPA Western Cape Regional Office •Coordinate the Implementation of OHS programs in the Region •Advise the DPP and the management of security implications of their decisions •Manage the allocated resources of the unit •Monitor and evaluate the services of the guarding, close protection in term of the service level agreement •Conduct preliminary investigation to the security breaches and report to Head Office •Liaise regularly with the external security stakeholders for security advise (i.e •SAPS, SASS, COMSEC and DCS) •Coordinate security services for the NPA high profile cases in the Region •Coordinate assessment for Threat and Risk for the NPA buildings in the Region •Provide support in the implementation of NPA security policies, plans and procedures at Regional level •Conduct security awareness to the NPA staff and facilitate the establishment of the security committee in the Region.

Enquiries: Tshilidzi Ramahama, tel. 012 845 6785.

Application Email Recruit1979@npa.gov.za or Ref: 1979.

**DEPUTY MANAGER: GENERAL**

Salary: R221 058.00p.a. (Level 9)

Centre: DPP: Pietermaritzburg

Requirements: •An appropriate Degree or Diploma, with at least five (5) years experience •Knowledge and skills in financial management •Budgeting and budgeting control •Internal control and risk management •Knowledge and experience in HR systems •PFMA and report writing •Financial systems •HR practices •Public Services Act and Public Service Regulations •Basic conditions of Employment Act •Strong Organizational and Leadership ability •Ability to think strategically and knowledge of Supply Chain Management.

Duties: •Administration and logistical support •Screen process and prioritize request, queries or documents from various Departments by replying to them •Assist the Corporate Manager on all corporate services matters •Resources management •Ensures implementation of Human Resource policies, supply chain policies and financial policies •Advise the Corporate Manager and management on the appropriate utilization of infrastructure of resources •Ensures maintenance of proper office systems and resources •Ensures proper control of budget human resources, supply chain and administration of the office.

Enquiries: Wendy Hadebe, tel. 031 334 4115.

Applications: Email: Recruit1980@npa.gov.za or Ref: 1980.

**HEAD CONTROL PROSECUTOR 3 (SU-3)**

Salary: R469 974- R768 162.00, total cost package p.a.

CPP: Empangeni (Inkanyezi)

Requirements: •Four (4) years legal qualification •At least six (6) 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 •Must be able to act independently without constant supervision, relieve in the Regional Court, manage court and case flow management independently and must have 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 the criminal justice.

Enquiries: Wendy Hadebe, tel. 031 334 4115.

Application Email Recruit1981@npa.gov.za or Ref: 1981.

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

Salary: R280 548

(Excluding benefits) to R661 890.00, total cost package p.a.

CPP: Kimberley (Douglas),

CPP Empangeni (Mtubatuba, Ingwavuma x 2),

CPP: Pine Town (KwaMashu and Phoenix)

CPP: Pietermaritzburg (Richmond and Hlanganani)

Requirements: •Four (4) years legal qualification •At least four (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 •Must be able to act independently without constant supervision, relieve in the Regional Court, manage court and case flow management independently and must have 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 the criminal justice.

Enquiries: See the enquires on the general notes.

Application Email Recruit1982@npa.gov.za or Ref: 1982.

**REGIONAL COURT CONTROL PROSECUTOR (SU-3)**

Salary: R469 974 to R768 162.00, total cost package p.a.

CPP: Welkom (Kroonstad), CPP: Bloemfontein

(Bloemfontein), CPP: Durban (Umlazi),

CPP: Port Shepstone (Scottburgh)

Requirements: •Four (4) years legal qualification •At least six (6) 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 Regional and District Court, drafting complex charge sheets and complex court documents •Must be able to act independently without constant supervision, relieve as the Senior Public Prosecutor and mentor and/ or train and quality check the work of prosecutors •Excellent administrative skills •Valid driver's license is recommended.

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 Regional Court and District Court •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 Senior Public Prosecutor with the performance assessment of staff •Perform general administrative duties of the office •Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

Enquiries: See the enquires on the general notes.

Application: Email Recruit1983@npa.gov.za or Ref: 1983.

**DISTRICT COURT CONTROL PROSECUTOR (SU-1 TO SU-2)**

Salary: R280 548

(Excluding benefits) to R661 890.00 total cost package p.a.

CPP: Welkom (Kroonstad),

CPP: Durban (Durban and Umlazi)

Requirements: •Four (4) years legal qualification •At least four (4) years post qualification legal experience •Good management skills to manage give guidance to and train Prosecutors •Proficiency in prosecuting , guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences in the District Court •The ability to draft charge sheets and complex court documents •The ability to act independently without constant supervision and manage court case flow independently •The ability to relieve in the Regional Court and mentor and/ or train and quality check the work of Prosecutors •Good administration skills.

Duties: •Manage, train and give guidance to Prosecutors •Study case dockets and decide on the institution of and conduct criminal proceedings of a general and more advanced nature in the Regional Court •Prepare cases for court and draft charge sheet and other proceedings for court •Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State •Perform all duties related thereof in accordance with the with the Code of Conduct, Policy and Directives of the National Prosecuting Authority •Assist the Senior Public Prosecutor with the performance assessments of staff •Perform general administrative duties of the office •Promote partner integration, community involvement and customer's satisfaction in conjunction with partners in the justice system.

Enquiries: See the enquires on the general notes.

Application Email Recruit1984@npa.gov.za or Ref: 1984.

E – Mail addresses are provided for each post respectively •Alternatively, hand deliver to: 123 Hartley, cnr •Westlake Street, Weavind Park, Pretoria, 0001 or post to: Private Bag X 752, Pretoria 0001.

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. If your Z.83 is not completed as prescribed above, your application will not be accepted.

Only e-mail, postal and hand deliver applications will accepted.

CV's without Z.83 will not be accepted.

Hand written Z.83 and CV's 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 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 advise applicants that postal applications be forwarded by registered mail. Email boxes will be closed at Midnight on the closing date.

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

Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in respect of emailed applications. Please DO NOT contact telephonically the NPA directly after you have emailed your applications, to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt three (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 License is required, then please supply a certified copy of your license.

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) (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 numbers, name and surname information on the Z.83.

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 be terminated.

Closing dates for application: 10 October 2011.

Applications will not be accepted after the closing date.

All hand delivered and postal applications must be forwarded to the relevant Head office as indicated below: For recruit 1976 all application must be forwarded or hand delivered to the Pretoria head office address.

1. Province: Pretoria Head Office

Address: National Prosecuting Authority 123 cnr Hartley and Westlake Street, Weavind Park, Silverton Pretoria 0001 Private Bag X 752 Pretoria 0001.

2. Province: Bloemfontein

Address: National Prosecuting Authority: Cn. Aliwal Str & Andrew Waterfall Building Bloemfontein 9300 or Private Bag X20506 Bloemfontein 9300.

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

3. 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 X 54342 Durban 4001.

Enquiries: Wendy Hadebe, tel. (031) 334 5114.

4. Province: Mthatha

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

Enquiries: T Raga, tel. (047) 501 2629.

5. Province: Port Elizabeth

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

Enquiries: Bonisile Vinjwa, tel. (041) 502 1400.

6. Province: Kimberley

Address: National Prosecuting Authority: 22 Fabricia Road, Wilcom House Beaconsfield Kimberley 8300 or Private Bag X5037 Kimberley 8300.

Enquiries: Nicholas Mogongwa, tel. (053) 807 4500.

7. Province: Bisho

Address: Deputy Director of Public Prosecutions: Tourism House Pholo Avenue Bisho 5606 or Private Bag X 0004 Bisho 5608.

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