THE NATIONAL PROSECUTING AUTHORITY OF SOUTH AFRICA

CHIEF EXECUTIVE OFFICER

Salary: **R1 275 732.00** per annum (Level 16)

Pretoria (Head Office)

Requirements: •B degree or equivalent in Management or related field •Postgraduate qualification will be an added advantage •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 determines 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 (Level13)

Pretoria: Head Office

Requirements: •A relevant bachelor's degree or 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 Employment Equity, Performance Management, Recruitment and selection and Employee Benefits •Develop an HR plan for the organization •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)

Pretoria: 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 operational 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, people 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, Implementation and maintenance of the organisational structure of the Organisation/ Department 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 organisational development matters;Manage job evaluation and the grading of posts; Manage the development and implementation of job profiles for the organisation; Manage the organisational establishment; Oversee change management interventions; Manage human and financial resources for the IA&D section.

Enquiries: Lulekwa Ngcwabe: (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 (Level13)

Pretoria: 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 orientated •Negotiating skills and management experience •Problem- solving skills and ability to be a self starter •Ability to meet strict deadlines •Strong organizational and leadership skills •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 license.

Duties: •Provide weekly and monthly reports to the Executive Manager Manage all creditor's 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.

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

Pretoria-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 •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 classified 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)

Pretoria: Head Office

Requirements: •An appropriate Bachelor's degree or National Diploma in Financial Management •Three - five years experience in debt management •Computer literacy -MS Word, Excel •Must have BAS and Persal experience •Have 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 Ollie: (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)

Pretoria-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 analyze 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 system (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)

Johannesburg, Pretoria, Bloemfontein, Polokwane, Durban, Pietermaritzburg, Kimberley, Nelspruit, Cape Town, Mmabatho, Bhisho/ Port Elizabeth, Mthatha and Grahamstown

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 license •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 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.

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)

Pretoria-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 sign a performance agreement contract •The incumbent of this post 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 (eg •Public Finance Management Act) •Treasury Regulations and Public Service Act and regulations as well as NPA Act) •Good written and oral communications skills •Policy development and analytical skills •Sound knowledge of strategic •Management and business planning •Project management skill, Presentation skills, general computer skills •Knowledge in programmes such as MS Word, PowerPoint and Excel •Provide expect advice to IMU management on integrity awareness and communication issues.

Duties: •Conduct research to ensure the effective monitoring and evaluation of internal and external integrity management issues •Continuously provide information about the organizational standards, reputation and integrity issues and NPA constitutional obligations •Constantly sensitize the public and the NPA staff about corruption and fraud, identify communication opportunities and ensure appropriate communication interventions around issues of integrity •Assist with the development of integrity management policies systems and procedures •The effective and efficient communication of integrity messages within IMU and NPA as a whole •Promote the culture of transparency and accountability with the NPA •Monitor effectiveness of communication and education on the NPA values and code of ethics •Assist with monitoring and evaluating compliance with standards, policies, procedures and constitutional.

Enquiries: Shirley Matsapola: (012) 845 6092

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

DEPUTY MANAGER: GOVERNANCE (IMU)

Salary: **R206 982** per annum (Level 9)

Pretoria: 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 report •General computer skills and knowledge of programs in MS Word , Excel, Outlook , PowerPoint •Able to understand profit and loss calculations and basic business finance •Managing court rolls independently and attending to office inspections •Able to do performance management staff.

Duties: Manage the collection and update of data required for analytical purposes •Assist in research pertaining to ethics management •Assist in developing and implementing the unit's governance programme •Assist in monitoring and evaluating of the units governance programme aimed at, strengthening organisational integrity •Formulate reports and provide support to business units in term of ethics management and good governance •Assist with conducting of organisational reviews on systems and processes to enhance good governance.

Enquiries: Shirley Matsapola: (012) 845 6092.

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

DEPUTY MANAGER: SERVICE DELIVERY (IMU)

Salary: **R206 982** per annum (Level 9)

Pretoria: 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 innovative and creative •Proven ability to work under pressure •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.

Duties: •Manage the collection and update of data required for analytical purposes •Assist in research pertaining to ethics management •Assist in developing and implementing the unit's governance programme •Assist in monitoring and evaluating of the units governance programme aimed at, strengthening organisational integrity in the NPA •Formulate reports and provide support to business units in term of ethics management •Assist with conducting of organisational reviews on systems and processes to enhance service delivery.

Enquiries: Shirley Matsapola: (012) 845 6092.

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

DEPUTY MANAGER: STAKEHOLDER MANAGEMENT (IMU)

Salary: **R206 982** per annum (Level 9)

Pretoria: 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.

Duties: •Conduct research to ensure the effective monitoring and evaluation of integrity management issues •Continuously provide information about organization standards, reputation and integrity issues and NPA Constitutional obligations •Constantly sensitize the public and the NPA staff about corruption and fraud •Identify integrity opportunities and ensure appropriate communication interventions •Promote the culture of transparency and accountability within the NPA •Monitor thereof communication and education on the NPA code of ethics and NPA values •Assist with monitoring and evaluating compliance with standards, policies, procedures and constitutional.

Enquiries: Shirley Matsapola: (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)

Pretoria: Head Office

Requirements: •Candidates should have an undergraduate degree in a Commercial or Scientific /IT 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 an organisation •Experience in coordinating the testing and updating of plans (BCP) •A good understanding and working knowledge of the BCI Good Practice Guidelines and BS25999 •A good understand 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 analyzing 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.

Duties: *Support and assist the Senior Manager:* •Enterprise Risk Management in the initiation, development and implementation of business continuity •Develop and implement the BCM management system •Develop and implement programs to educate and raise awareness •Conduct risk assessments and business impact assessment (BIA) •Coordinate and assist in the organization in developing plans (BCP) and applicable controls •Coordinate and assist in the testing of plans (BCP) and applicable controls and the regular review and update of these plans •Provide business units with guidance and assistance in the development of risk mitigation plans •Drive and facilitate the embedding of business continuity management across the organization •Co-ordinate the collection, analysis, interpretation and presentation of information regarding the status and progress of business continuity management for the organization •Serve as a link between employees and management in the ongoing management, administration and communication of the Business Continuity Management System (BCMS) and all its components •Assist in ad hoc activities and or project as assigned by the Senior Manager.

Enquiries: Pat Achary: (012) 845 6020.

Applications: Email: Recruit1874@npa.gov.za or Fax: 012 843 3905 Ref: 1874.

SENIOR SPECIALIST: ENTERPRISE RISK MANAGEMENT

Salary: **R406 839 .00** per annum (Level 11)

Pretoria: Head Office

Requirements: •Candidates should have an undergraduate degree in a commercial or business administration or scientific field or an appropriate alternate qualification •Candidate should have at least three years working experience in a risk management and/ or auditing field and or performance management •A good understanding of business as well as previous experience in the enterprise risk management •Previous experience in workshop facilitation and the ability to liaise at various levels of an organization will be advantageous •Experience in use and administration of BarnOwl (Risk Management Application) will be advantageous •A good understanding of business systems and processes are essential whilst previous experience in enterprise risk management is highly desirable •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.

Duties: *Support and assist the Senior Manager:* •Enterprise Risk Management and the Business Unit Head in the management and execution of enterprise risk management for the business unit •Assist the Business unit in developing plans and controls for enterprise risk management •Support management in the identification, evaluation and managing of risks and risk control strategies •Provide business units with guidance and assistance in the development of risk mitigation plans •Co-ordinate and compile monthly reports on the unit's performance in mitigating risks identified •*Co-ordinate the collection, analysis, interpretation and presentation of information regarding risk management for the business unit and provide reports to the Business Unit Head and Senior Manager.* •Enterprise Risk Management •Drive and facilitate the embedding of risk management into the respective Business Unit, business activities, processes and systems •Serve as a link between employees and management in the ongoing management, administration and communication of the Enterprise Risk Management System and all its components •Assist in ad hoc activities and or projects as assigned by the Senior Manager.

Enquiries: Pat Achary: (012) 845 6020.

Applications: Email: Recruit1876@npa.gov.za or Fax: 012 843 3907 Ref: 1876.

INFORMATION SECURITY OFFICER: SECURITY AND RISK MANAGEMENT

Salary: **R206 982** per annum (Level 9)

Pretoria: Head Office

Requirements: •Bachelor's degree or national diploma /or equivalent qualification •Driver's License •Computer literacy in MS Word, Excel, PowerPoint, and Outlook is required •Three years experience in the field of information security •Sound knowledge of applicable legislative framework •The candidate should have experience in project management and ability to liaise with other law enforcement agencies •Knowledge of ISO 17799 and BS 7799 •The candidate should be assertive, innovative, reliable and have analytical skills •Understanding of NPA Business Units and operating environment •Good presentation and communication, planning and organisational skills •Management capability, and problem solving skills •Ability to work under pressure and meet deadline.

Duties: •Implement the Information Security Policies and Procedures •Conduct Threats and Risk Assessment within the NPA offices •Conduct security awareness programmes •Conduct Information Security Audits •Conduct IT vulnerability tests and advice IMSC •Ensure classification Information across the NPA •Assist in disaster recovery.

Enquiries: Seipati Sizani: (012) 845 6173.

Applications: Email: Recruit1875@npa.gov.za or Fax: 012 843 3906 Ref: 1875.

MANAGER: OPERATIONAL PLANNING AND SUPPORT (SECURITY AND RISK MANAGEMENT)

Salary: **R406 839** per annum (Level 11)

Pretoria (Head Office)

Requirements: •Bachelor's degree /national diploma in Social Sciences, security or related fields or equivalent •Driver's License •Computer literacy in MS Word, Excel, Power Point and outlook is required •Two years experience in the field of information security •Sound knowledge of applicable legislative framework •The candidate should have experience in project management and the ability to liaise with other law enforcement agencies •A person should be assertive, innovative, and reliable and have analytical skills •Understanding of NPA Business Units and operating environment •Good presentation and communication, planning and organizational skills •Management capability and problem solving skills •Ability to work under pressure and willingness to travel •Should be able to meet deadlines •Strong leadership and management capabilities.

Duties: •Facilitate the provision of mobile and static security during the NPA high profile cases and special events •Liaison with all relevant stakeholders •Coordination of the VIP function within the NPA •Manage all allocated projects within the NPA •Manage fleet allocated within the Security and Risk Management •Manage staff attached to the Sub-Directorate •Conduct security awareness programmes.

Enquiries: Seipati Sizani: (012) 845 6173.

Applications: Email: Recruit1879@npa.gov.za or Fax: 012 843 3910 Ref: 1879.

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 license •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 applicable regulatory framework •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 and 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)

Pretoria: 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 Procedure Act •Interception and Monitoring Act •Protection of Information Act •National Archives Act •National Strategic Intelligence Act •The candidate should have knowledge in Project Management and be computer literate 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 fieldwork investigations of NPA employees •Implement the vetting strategy for the NPA •Manage the allocated vetting files •Manage vetting project and provide support to the Vetting Manager •Conduct research and advise S&RM Management on vetting •Conduct Personal Suitability Checks of all applicants •Liaise with all relevant stakeholders on all vetting matters •Write reports •General administration within the vetting unit.

Enquiries: Simon Hlatshwayo: (012) 845 6872.

Applications: Email: Recruit1881@npa.gov.za or Fax: 012 843 3912 Ref: 1881.

CONTROL ROOM SUPERVISOR X2 (SECURITY AND RISK MANAGEMENT)

Salary: **R206 982.00** per annum (Level 9)

Pretoria: Head Office

Requirements: •Bachelor's degree/national diploma in the field of security and at least two years relevant working experience •Electronic Security Practice (N04 level) is recommended •Registration with PSIRA (Grade C) •Driver's Licence •Computer literacy in MS Word, Excel, PowerPoint and Outlook is required •Previous work experience in control room •CCTV will be an added advantage •Reliable, tolerant and determined •Ability to act independently and willingness to work long hours and shifts •Excellent communication and administration skills •Ability to manage staff performance •Understanding of NPA Business Units and operating and operating environment •Good presentation and communication, planning and organizational skills •Ability to work under pressure to meet deadlines.

Duties: •Supervise that messages are relayed accurately •Co-ordinate the recording of all steps in any situation •Co-ordinate the monitoring of the premises on the CCTV •Co-ordinate the emergency situations from the control room •Co-ordinate the maintaince of all records •Management of allocated resources.

Enquiries: Lucas Pieterse: (012) 845 6872.

Applications: Email: Recruit1882@npa.gov.za or Fax: 012 843 3913 Ref: 1882.

CONTROL ROOM OPERATOR X4 (SECURITY AND RISK MANAGEMENT)

Salary: **R192 540 .00** per annum (Level 9)

Pretoria: Head Office

Requirements: •Bachelor's degree /or national diploma in the field of security •Electronic Security Practice (N04 level) is recommended •Registration with PSIRA (Grade C) •Driver's License •Computer literacy in MS Word, and Emails) •Three years experience in security industry Ability to formulate person profile to help with the job advert wording, short listing, interviewing, points to assess and final selection •Reliable, tolerant and determined •Ability to act independently •Willingness to work long hours and shifts •Excellent communication and administration skills •Attention to detail •Excellent observation and focus •Management ability- managing rolls court and attending to office inspections •Ability to perform performance management of staff •Previous work experience in the control room •CCTV will be an added advantage.

Duties: •Ensure that messages are relayed accurately •Record all steps in any situation •Monitor the premises on the CCTV •Ensure control of emergency situations from the control room •Maintain all the records.

Enquiries: Lucas Pieterse: (012) 845 6872.

Applications: Email: Recruit1883@npa.gov.za or Fax. 012 843 3914 Ref: 1883.

REGIONAL MANAGER (SECURITY AND RISK MANAGEMENT)

Salary: **R406 839.00** per annum (Level 11)

Western Cape Region

Requirements: •A recognized three years diploma/ degree Security Management studies, policies or equivalent •The Security Management training offered by SANAI will be an added advantage •Knowledge of the security legislative framework •Ability to manage and to operate at leadership level •The applicant must have three years traceable experience in the field of security at management level •He/She must be able to work under pressure •Must be 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 presentation skills.

Duties: •Manage the security functions in the NPA Kwazulu Natal Regional office •Coordinate the implementation of OHS programs in the Region •Advise the DPP and the management on security implications of their decisions •Manage the allocated resources of the unit •Monitor and evaluate the services of the security 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, DI 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: Tshillidzi Ramahana: (012) 845 6785.

Applications: Email: Recruit1884@npa.gov.za or Fax: 012 843 3915 Ref: 1884.

SENIOR MANAGER (SECURITY AND RISK MANAGEMENT)

Salary: **R652 572.00** per annum (Level 13)

Head Office

Requirements: •A recognized three year national diploma/ degree in Security Management studies •Post graduate qualifications in the field of security studies will be added advantage •Ability to operate at strategic level •Training on SANAI Security Management or SANAI Security Advisory will be added advantage •Sound knowledge of the legislative frame work governing security in the public service •Candidate will be subjected to pre-employment screening, competency assessments before appointed and security vetting to the level of Secret, immediately after assumption of duties •Report writing skills and presentations •Ability to work under pressure and longer than officials hours •Computer literacy and valid driver's license is essential •The candidate must have skills in planning and able to organize •The candidate must have three years managerial experience in Security and Risk Management •This position will suit a person who is assertive, reliable and sound security management skills •He/she must experience in human resource management and financial processes •Knowledge in Occupational Health and Safety Regulations •Good presentation skills, security projects and VIP protection service •Leadership capability, problem solving, communication and analytical skills •Ability to work under pressure and meet deadline.

Duties: Provide strategic leadership to the programs on the NPA Regions •Provide security advisory to the need to improve security measures in the NPA building facilities •Coordinate the mangement of Security incidents, investigations of the breaches, profilling and TRA programs •Develop and maintain internal security procedures based on the NAP internal Security Policy •Provide security advisory to the Executive Manager with regard to VIP protection, international relations and NPA employees protection service •Liaise regularly with external stake holders (i.e •SAPS, SASS, COMSEC AND DOJ & CD AND OTHER Government Départements) •Mangement and direct the tender processes for guarding, security system installations •Mange the Directorate operational plan, allocated bidget and ressources •Develop and implement the awareness training programs of physical security programmes •Monitor the facilitation and the implantation of occupational health and safety program in all NPA buildings.

Enquiries: TD Ramahana: (012) 845 6785.

Applications: Email: Recruit1894@npa.gov.za or Fax: 012 843 3925 Ref: M1894.

SENIOR: LIBRARIAN (LIBRARY)

Salary: **R406 839.00** per annum (Level 11)

Pretoria: Head Office

Requirements: •Bibl; B .Inf; B •Tech in Library Science or any other equivalent four years degree •Five years experience in a law library •At least two years library management experience •Proven experience in online legal information research, eg •Jutastat, Lexis Nexis, Sabinet Online, open internet •Sirsi/Dynix library management system experience •DDC and AACR2 experience •MARC21 and WorldCat experience •Excellent computer literacy skills in MS Word, Excel, Outlook and PowerPoint •Willing to travel •Valid code 8 drivers license •Report writing skills •Managerial skills •Excellent communication and administrative skills •Ability to work as part of a team as well as independently •Friendly and open personality •Ability to work under pressure •Analytical thinking skills •Negotiating and problem solving skills •Project and operational management skills •Accuracy and attention to detail.

Duties: •Monitor daily activities in the library •Provide guidance and mentoring to the library staff •Provide assistance to regional library •Assistant systems administrator for the library management system (Sirsi/Dynix) •Conduct quality control on the library management system •Provide guidance on the internal training on all library systems •Original cataloguing and classification on the library system •Compile monthly reports •Manage staff reporting to the position •Monitor expenditure •Co-ordinate marketing and training of the library products and services •Liaise with internal and external stakeholders •Assist and advise the Senior Manager: Library •Previous Sirsi/Dynix experience will be an added advantage •Proven previous cataloguing skills •Knowledge of the NPA.

Enquiries: Krista Verster: (012) 845 6651.

Applications: Email: Recruit1889@npa.gov.za or Fax: 012 843 3920 Ref: 1889.

EXECUTIVE MANAGER: INFORMATION MANAGEMENT SERVICE CENTRE

Salary: **R790 953.00** per annum (Level14)

Pretoria: Head Office

Requirements: •Appropriate B degree or equivalent qualification •Ten years experience in the environment, of which five years must have been at senior management level •Extensive experience in the field of information management •Strategic capability and leadership skills •Programme and project management •Financial and change management •Knowledge management •Service delivery innovation •Problem-solving and analysis skills •People management and empowerment •Client orientation and customer focus •Communication skills •Honesty and integrity •Knowledge of Chief Architect, Operations Management, Information Management, Business Information (BI) Management and Supplier Management.

Duties: Align business and IM strategy •Develop IM governance information planning architecture •Be responsible for IT business value assurance •Be responsible for IM governance information planning architecture •Ensure effective IM structures and processes and human resource management.

Enquiries: Matshidiso Modise: (012) 845 6200.

Applications: Email: Recruit1890@npa.gov.za or Fax: 012 843 3921 Ref: 1890.

SENIOR MANAGER: DOCUMENT MANAGEMENT

Salary: **R652 572.00** per annum (Level 13)

Pretoria: Head Office

Requirements: •A relevant Bachelor's degree or national diploma in information management or records management or other relevant qualification and at least five years experience at a senior level in the public sector in the fields of document and records management •Archiving, registry and security matters relating thereto including exposure to electronic document management systems and the management thereof •Knowledge of relevant public sector regulatory policies, procedure, rules and regulations •Knowledge and skills in information management including security information management •Knowledge and skills in general management •General computer literacy and knowledge of programs such as MS Word, PowerPoint and Excel •Strong organizational and leadership abilities •Strong interpersonal and communication skills •Strong writing skills for the drafting of policies and procedures •Ability to think strategically and innovatively.

Duties: Establishment and maintain effective document and records management in order to deal with incoming and outgoing mail both manually and electronically •The retrieval of documents as and when requested •Distribution of documents to relevant departments and business units either directly either directly or via internal messenger services or courier •Filing and storage of documents Liaise with the National Archivist and perform all obligations in terms of relevant archival legislation •Effectively manage the operation of all franking machines and expenses associated therewith •Facilitate the development and maintenance of the filling system •Ensure the implementation retention and disposal schedules •Manage and promote the use of Electronic Records throughout the organization •Effectively manage document –related outsourced functions and services in relation thereto •Ensure that the quality of services rendered by service provider is of the appropriate standard •Ensure that Service Level Agreements with business partners are adhered to •Take overall responsibility for management and supervision of personnel within the service centre •Plan, organize and co-ordinate the administrative activities •Manage services providers and quality assurance •Liaise and communicate with other senior managers within NPA & Corporate Services •Ensure good record keeping practices are added to the broader information management strategy of the NPA •Managing and monitoring of budgets and resources •Training and supervising Document Management staff •Advising staff in other departments on the management of their records and information •Assist with the Project management of the automation of Document Management Processes and all other projects related to Document Management.

Enquiries: Sandra Reddy: (012) 845 6670.

Applications: Email: Recruit1888@npa.gov.za or Fax: 012 843 3919 Ref: 1888.

DEPUTY MANAGER: GENERAL

Salary: **R206 982.00** per annum (Level 9)

DPP: Pietermaritzburg

Requirements: •A Bachelor's Degree or equivalent qualification, minimum of three years in Human Resource Management •Leadership and Managerial skills •Knowledge of relevant Public Service and Departmental legislation and prescripts, through knowledge of Pension Act and regulation •Sound knowledge of MS Office And related programs •Working knowledge of PERSAL and Service Terminations, good written and verbal communication skills •Problem solving and interpersonal skills.

Duties: •Provide administration and logistical support with supervision Checking and management of processes •Ensure that documents sent for releases to other department managers meet existing policies, procedures and applicable •Comply with relevant **Requirements:** Staff managements, training, disciplinary and performance management.

ENQUIRIES Wendy Hadebe: (031) 334 45027.

Applications: Email: Recruit1892@npa.gov.za or Fax: 012 843 3923 Ref: 1892.

SENIOR PROTECTOR (WITNESS PROTECTION)

Salary: **R406 839.00** per annum (Level 11)

Durban

Requirements: •B-Tech VIP Protection or equivalent qualifications, knowledge and or experience •Must have successfully completed junior and or middle management course •Police, Military or Correctional Service training will be an added advantage •Completion of a SWAT course will be an added advantage •Knowledge and experience of undercover work will be an added advantage •Knowledge of the Constitution and Bill of Rights, (NCPS) National Crime Prevention Strategy, Victims Chater and Batho Pele •Knowledge of the functioning of the various levels of courts and (CJS) Criminal Justice System •Experience in cash handling and cash management •Experience in leasing and letting of properties •Knowledge of the WPU Act, Criminal Procedure Act & Statutory Offences •Knowledge, experience and understanding of MISS Document •Must be prepared to undergo a "TOP SECRET" Security Clearance, & undergo regular polygraph and voice stress analysis testing •Must have a proven track record of managing other people.

Duties: Report directly to the Deputy Chief Protector •Assist in managing in the covert operation design to insure safety of witnesses in the region •Assist in managing the protection of information in the region •Assist in managing the day-to-day functions of the Operational Staff in the region •Supervise and give guidance on location of safe houses and placement of witnesses •Assist in conducting periodic inspection of all safe houses •Assist in conducting Performance Appraisals on all operational staff •Assist in managing the operational fleet/vehicles during operations •Assist in ensuring proper Cash management •Supervise (under cover) Procurement Procedures are carried out •Assist in carrying out extensive road and air travel arrangements •Conduct extensive communications telephonically •Must remain operationally available on 24 hour and 7 days a week basis.

Enquiries: K R Tsubella: (012) 845 6925.

Applications: Email: Recruit1895@npa.gov.za or Fax: 012 843 3926 Ref: 1895.

DEPUTY CHIEF: PROTECTOR (WITNESS PROTECTION)

Salary: **R482 160.00** per annum (Level 12)

Kimberley

Requirements: •B-Tech VIP Protection, or equivalent, qualification •Must have successfully completed middle or senior management course •Must have Police Military or Correctional Service Training •Must have served in management Capacity for at least five years •Must have successfully completed a SWAT course •Knowledge and experience of undercover work will be added advantage •Knowledge of the Constitution and Bill of Rights, Victims Charter and Batho Pele •Knowledge of the functioning of the various levels of courts and the Criminal Justice System •Experience in cash handling and cash management •Experiencing in leasing and letting of properties •Knowledge of Criminal Procedure Act •Knowledge of the Witness Protection Act •Knowledge of the Public Finance Management Act •Must be prepared to undergo a "TOP SECRET "Security Clearance, undergo Regular Polygraph and Voice Stress Analysis Test •Must have a proven track of managing other people •Knowledge and experience in the implantation if the provisions of the minimum information Security Standards.

Duties: •Report directly to the Regional Head •Mange the covert operations designed to ensure safety of witness in the region •Mange the protection of information in region •Mange the day to day functions of the Operational Staff in the region •Give advice/ option on location of safe houses and placement of witnesses •Conduct periodic inspection of all safe houses •Conduct Performance Appraisals on all operational staff •Management is properly carried out •Ensure correct inputs in respect of operational budget are sent to Regional Head •Assist in ensuring that there is proper Cash management •Ensure proper (undercover) Procumbent Procedures are carried out •Carry out extensive road air travel arrangements •Conduct extensive communication telephonically •Must be able to commutate and negotiate at the highest level Regionally, National and Internationally •Must remain operationally available on a 24 hours and seven days a week basis.

Enquiries: K R Tsubella: (012) 845 6925.

Applications: Email: Recruit1896@npa.gov.za or Fax: 012 843 3927 Ref: 1896.

SENIOR SPECIALIST: ENTERPRISE PERFORMANCE MANAGEMENT

Salary: **R406 839.00** per annum (Level 11)

Pretoria: Head Office

Requirements: •A relevant degree/national diploma•Knowledge and skill in the analysis and interpretation of performance data •Knowledge of the balanced scorecard methodology •Experience in the performance management methods and systems in the CJS and at least five years work experience in the Criminal Justice System •Management experience specifically operations management •At least three years experience in organizational performance management •Monitor and evaluate performance in line with business plans, strategic initiatives and projects i.e metrics, measurable and indicator setting.

Duties: Self-driven, delivery-oriented and deadline driven, analytic and lateral thinker, capable of planning, problem-solving, people management and strategic leadership •Additional requirements are excellent communication and report writing skills •Knowledge and understanding of monitoring and evaluation, the relevant legislative, regular and policy environment, and strategies of the Criminal Justice sector •Knowledge and understanding of the criminal justice sector •An advantage would be previous performance management experience in the public sector. *Assist the Senior Manager:* Enterprise Performance Management in the overall management of the enterprise performance management process of the NPA •Assist all business units in the development of the business plans and the monitoring and evaluation of the performance in terms thereof •Assist in monitoring the execution of the Strategy •Assist in the performance information •Assist in coordinating the development and maintenance of appropriate management information systems pertaining to Enterprise Performance Management.

Enquiries: Karen Van Rensburg: (012) 845 6762.

Applications: Email: Recruit1897@npa.gov.za or Fax: 012 843 3928 Ref: 1897.

E – mail addresses and fax numbers 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.

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.

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 Fax number and e-mail address. When you forward your application by fax/e- mail, ensure that you forward it to the correct fax number / e-mail address. Applications forwarded to the wrong fax number/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 can not 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. Fax and Email boxes will be closed at Midnight on the closing date.

General: Candidates who would like to receive acknowledgement of receipt, must please complete the information in the correspondence contact details on page 1 of the Z 83 (To have an acknowledgement sent to your cell phone, provide your cell number in the preferred contact details field).

Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in respect of faxed and emailed applications. Please DO NOT contact telephonically the NPA directly after you have faxed/e-mailed your applications, to enquire if your application(s) have been received. Once your application(s) have been captured on the Response Handling System, an automatic acknowledgement of receipt will be generated to your Preferred Contact Method, as indicated in portion C of your Z.83. 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 Drivers 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 can not 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 date: Monday, 7th February 2011.

All hand delivered applications must be sent to the VGM building at the NPA head office at Silverton in Pretoria.

All applications sent by post must be addressed to the following postal address: National Prosecuting Authority of South Africa, Private Bag x 752, PRETORIA, 0001.