

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.

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

All electronically emailed applications must submit their attachments in Microsoft word or Adobe pdf format else they will not be accepted by our email 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 advise applicants that postal applications be forwarded by registered mail. Fax and Email boxes will be closed at Midnight on the closing date.

General:

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

Certified copy of the applicants ID document must always be attached and driver's license 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.

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 DATES FOR APPLICATION: 14 December 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 respective regions and or addresses, below:

POST: **LIBRARIAN (RECRUIT1727)**

SALARY: R192 540 per annum plus housing allowance, annual service bonus, pension and medical aid benefit (Level 9)

CENTRE: Pretoria Head Office

REQUIREMENTS: B.Bibl, or equivalent. 3-5 years experience legal/Law library environment. Facilitate collection development. Proven excellent working knowledge on Sirsi Dynix Library System. Strong Cataloguing and Classification Skills. Sound Knowledge on other library databases, e.g Sabinet, Jutastat, Lexisnexis, Westlaw etc. Report writing skills. Drivers licence. Able to work independently with minimum supervision. Ability to work under pressure. Good communication and administration skills. General computer literacy and knowledge of programs in MS word, Excel, Outlook, Power Point. Supervise subordinates.

DUTIES: Develop and execute library technical services. Collection development. Liaise with internal and external service providers. Procuring of library material. Journal and serial management. Quality control of library catalogue. Act as back up in information services. Supervise subordinates. Provide assistance to Senior Librarian. Previous work in Legal/Law library environment. Proven excellent working knowledge with Sirsi Dynix. Strong Acquisition, Cataloguing and Classification Skills.

ENQUIRIES: **Thulisa Kondlo Tel: 012 845 6653**

APPLICATIONS **Email: Recruit1727@npa.gov.za or Fax: 012 843 4387 (RECRUIT1727)**

POST: **CHIEF ADMINISTRATIVE ASSISTANT -FINANCE (BANKING)**
(RECRUIT1728) Finance and Procurement

SALARY: R130 425 per annum plus housing allowance, annual service bonus, pension and medical aid benefit

CENTRE: Pretoria Head Office

REQUIREMENTS: Grade 12 with extensive financial experience in banking in the public sector. A Degree/Diploma in Accounting or Financial Management will be an added advantage. Ability to work under pressure and meet deadlines. Excellent written and verbal communication skills. General computer literacy and knowledge of MS Packages, including Word, Excel and Power Point. Knowledge of BAS, PERSAL and Safetynet Systems. Knowledge of Treasury Regulations and PFMA. Knowledge of bookkeeping and management of bank accounts.

DUTIES: Capturing of journals. Clearing of suspense accounts. Reconciliation of bank statement and compilation of the compliance certificate. Requisition of funds. Performing the month end closure. Management of face-value forms. Management of petty cash and receipts. The appointee will be subjected to security clearance; the signing of a performance and employment agreement.

ENQUIRIES: **Matshidiso Morakile Tel: 012-845 6543**

APPLICATIONS **Email: Recruit1728@npa.gov.za or Fax: 012 843 4388(RECRUIT1728)**

POST: **ASSISTANT LIBRARIAN (RECRUIT1729)**
(NPS)

SALARY: R130 425 per annum plus housing allowance, annual service bonus, pension and medical aid benefits

CENTRE: DPP Thohoyandou

REQUIREMENTS: B.bibl or equivalent National Diploma qualifications. 3-5 years relevant experience in legal Library. Problem Solving skills. Report writing skills. Strong interpersonal and communication skills. Computer literacy (MS Word, Excel and Power point). Valid driver's license.

DUTIES: Manage the law library according to library principles. Search and obtain relevant legal material and documents. Control the lending out of legal material. Research on new acts and publications and make proposals to procure legal materials. Binding of law reports. Responsible for library stock taking and keeping of statistics. Perform general administrative functions. Performing of other duties as requested.

ENQUIRIES: Gija Maswanganyi (012) 845 6944

APPLICATIONS Email: Recruit1729@npa.gov.za or Fax: 012 843 4389(RECRUIT1729)

POST: **WITNESS PROTECTION OFFICERS (RECRUIT1730)**
(OWP)

SALARY: R130 425 per annum plus housing allowance, annual service bonus, pension and medical aid benefits (Level 7)

CENTRE: National Office (Pretoria) x1, Regional Office Gauteng (Johannesburg) x1, Regional Office Eastern Cape (Port Elizabeth)x1

REQUIREMENTS: A relevant degree/diploma in management finance and or relevant knowledge and experience. Knowledge of the functioning of the various levels of courts. Experience in cash handling and cash management. Experience in leasing and letting of properties. Knowledge of the Criminal Procedure Act. Must be prepared to undergo a "Top Secret" Security Clearance.

DUTIES: Document management. Financial management. Cash management. Procurement services (undercover). Carry out extensive communication telephonically. Asset control. Fleet management.

ENQUIRIES: David F Kora (012) 845 6913

APPLICATIONS Email: Recruit1730@npa.gov.za or Fax: 012 843 4390 (RECRUIT1730)

POST: **PRINCIPAL ADMINISTRATIVE ASSISTANT: DOCUMENTS (RECRUIT1731)**
(NPS)

SALARY: R105 645 per annum plus housing allowance, annual service bonus, pension and medical benefits

CENTRE: DPP–Bloemfontein

REQUIREMENTS: Matric Certificate plus 2-3 years experience of document management system.

DUTIES: Ensure coordination of registry services, Courier services, Ensure Implementation of NPS filing plan, Ensure and coordinate Electronic Document Management System. Perform any other related functions as

required by the Document Consultant and the Corporate Manager from time to time.

ENQUIRIES:
APPLICATIONS

Gija Maswanganyi (012) 845 6944
Email: Recruit1731@npa.gov.za or Fax: 012 843 4391 (RECRUIT1731)

POST:

PRINCIPAL ADMINISTRATIVE ASSISTANT: FINANCE (RECRUIT1732)
(NPS)

SALARY:

R105 645 per annum plus housing allowance, annual service bonus, pension and medical benefits

CENTRE:

DPP Johannesburg

REQUIREMENTS:

The minimum requirement for this position is a Matric certificate with 2-3 years relevant experience. Experience in government procurement procedures. Computer literacy in MS Office (MS Excel, MS Word, MS PowerPoint), Knowledge of Financial Management (Budget, expenditure control, cashflow, etc). Knowledge in government financial systems (PERSAL, Logis, BAS). Knowledge of PFMA and Treasury regulations.

DUTIES:

Process payment of service providers for the unit. The appointee will process subsistence and traveling claims for the unit in line with the available budget, Maintain asset register, Render support in compilation and control of budget, carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with procurement policy. Check salary report and report any discrepancies. Distribute payslips and IRP 5s. Procure and distribute stationery for the unit. Manage petty-cash. Liaise with Corporate Services regarding all matters pertaining to Finance.

ENQUIRIES:
APPLICATIONS

Gija Maswanganyi (012) 845 6944
Email: Recruit1732@npa.gov.za or Fax: 012 843 4392(RECRUIT1732)

POST:

COURT PREPARATION OFFICER (RECRUIT1734)
(NPS)

SALARY:

R 105 645 per annum plus housing allowance, annual service bonus, pension and medical aid benefits

CENTRE:

CPP East London x1, CPP George x2, CPP Pretoria x1, CPP Ladysmith x1, CPP West Rand x1

REQUIREMENTS:

Matric/Senior Certificate. Legal degree and/or relevant experience would be an added advantage. Knowledge of the Criminal Justice System. Ability to work independently without constant supervision. Excellent administrative skills, good communication and problem solving skills. Ability to work well with children.

DUTIES:

Provide holistic and integrated care for victims of crime, customers and witnesses within the court environment. Prevent secondary traumatisation by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with investigating officers and social workers. Liaise with and report to the Prosecutor/ Manager: Court Preparation in respect of

court preparation. Perform all duties in accordance with general accepted court preparation techniques.

ENQUIRIES:
APPLICATIONS

Gija Maswanganyi (012) 845 6944
Email: Recruit1734@npa.gov.za or Fax: 012 843 4394(RECRUIT1734)

POST:

PRINCIPAL ADMIN ASSISTANT: GENERAL (RECRUIT1735)
(NPS)

SALARY:

R105 645 per annum plus housing allowance, annual service bonus, pension and medical aid benefits

CENTRE:

DPP Kimberley

REQUIREMENTS:

Applicants must be in possession of a senior certificate/equivalent qualification, with typing as a full passed subject plus 2-3 years experience. Very good communication skills (written and verbal). General computer literacy and knowledge of programs such as Ms Word, Powerpoint, excel and Outlook. Strong organizational ability. Good interpersonal skills. Good office administration skill practice skills.

DUTIES:

The appointee will be required to provide high quality administrative support to the office of the Director of Public Prosecutions. This will include: receiving guests and visitors, and screening calls. Manage correspondences. Liaise and communicate with a range of stake holders in the Just Sector. Plan and organize, and co-ordinate events, meetings or other engagement. Manage information and ensure an appropriate filing system. Provide a high quality typing service for the unit. Assist with providing a high quality switchboard service to the office. Make travel and accommodation arrangement when necessary. Diary management.

ENQUIRIES:
APPLICATIONS

Phumelele Sali (053) 807 4521
Email: Recruit1735@npa.gov.za or Fax: 012 843 4395 (RECRUIT1735)

POST:

PRINCIPAL ADMINISTRATIVE ASSISTANT: FINANCE-PAYMENTS (RECRUIT1736) (Finance and Procurement)

SALARY:

R105 645 per annum, plus medical, housing subsidy and pension benefits
Pretoria

CENTRE:

REQUIREMENTS:

Grade 12 with extensive financial experience in the public sector. A Degree/Diploma in Accounting or Financial Management will be an added advantage. degree/ diploma in Financial Management. Client Service Management. Computer Literacy: MS Word, Excel etc. Good verbal and written communication skills. Ability to think creatively. Knowledge of the PFMA and Treasury Regulations. Knowledge of Basic Accounting System (BAS), PERSAL and LOGIS. Knowledge and skills with regard to clearing of suspense accounts, processing of creditors' payments.

DUTIES:

Provide weekly and monthly reports to the Senior Finance Officer. Process creditors' payments. Reconcile and clear suspense accounts. Perform reconciliation of Creditors' statements. Compile and Capture payments of Travel Agencies on BAS and attend to all queries related to creditors' payments. Prevent duplication of payments. Identify and report to the supervisor any irregular or fruitless expenditure identified during processing of payments.

ENQUIRIES:
APPLICATIONS

Matshidiso Morakile Tel: 012-845 6543
Email: Recruit1736@npa.gov.za or Fax: 012 843 4396 (RECRUIT1736)

POST:

SENIOR ADMINISTRATIVE ASSISTANT: (6 Month Contract)
(RECRUIT1737) Criminal Asset Recovery Unit – CARU

SALARY:

R87, 978 per annum plus 37% in lieu of benefits

CENTRE:

Pretoria (Head Office) X 5 POSTS

REQUIREMENTS:

Applicants must be in possession of a Grade 12 certificate plus 1-2 years relevant administration experience. Previous experience in Financial Management and Asset Management will be an advantage. Knowledge of the PFMA, Treasury Regulations and POCA. Good communications skills (written & verbal). Problem solving skills. Strong organisational skills. Ability to think strategically and innovatively. Good interpersonal skills. Ability to be a self starter. Be professional, assertive and confident to interact at all levels and must be able to work independently and under pressure, adhering to strict timeframes. General computer literacy and knowledge of programmes such as Word, Excel, Outlook and Power Point.

DUTIES:

Opening files for court orders granted per region. Administration of case files. Follow-up on outstanding matters – deposits, assets, documents. Updating of the asset register. Maintain proper filing system.

ENQUIRIES:

Tsakane Golele, 012 845 6005

APPLICATIONS

Email: Recruit1737@npa.gov.za or Fax: 012 843 4397 (RECRUIT1737)

POST:

SENIOR ADMIN ASSISTANT: FINANCE (RECRUIT1738)
(NPS)

SALARY:

R87, 978 per annum, plus housing allowance, annual service bonus, pension and medical aid benefits

CENTRE:

DPP Johannesburg

REQUIREMENTS:

Grade 12 and relevant Finance experience. 1-2 years administration experience in a financial environment. Good communication skills (verbal & written). Knowledge of government financial systems (PERSAL, Logis, Bas). Knowledge of the PFMA and Treasury Regulations.

DUTIES:

Perform finance administration services in the office of the DPP which includes procurement, assets management, inventory control, travel and accommodation, process S&T claims and administering logistical services. Assist with expenditure management activities. Process correspondence and maintain registers. Liaise with customers and stakeholders. Maintain finance databases and extract monthly finance statistics.

ENQUIRIES:

Gija Maswanganyi (012) 845 6944

APPLICATIONS

Email: Recruit1738@npa.gov.za or Fax: 012 843 4398(RECRUIT1738)

POST:

SENIOR ADMIN ASSISTANT: HR (RECRUIT1739)
(NPS)

SALARY: R87, 978 per annum plus housing allowance, annual service bonus, pension and medical aid benefits

CENTRE: DPP Johannesburg

REQUIREMENTS: Grade 12 and relevant 1-2 years HR administration experience. Computer literacy especially in MS Office Suite -Word, Excel and Outlook. Good Communication skills, planning and prioritizing skills, problem solving and decision making skills, report writing skills, client orientation and customer focus.

DUTIES: Provide HR administration functions – leave, performance, recruitment and related enquiries. Deal with employees service benefits. Apply prescripts pertaining to leave, pension, transfers, state guarantee, home owner deductions and allowances, injury on duty, accommodation and travel claims, long service awards, termination service and other allowances. Assist with matters relating to staff exit or terminations. Assist with training, administration services when required. Assist with Employment Equity administration services when required. Participate in the Employer of Choice Project as required. Write reports such as interview reports.

ENQUIRIES: **Gija Maswanganyi (012) 845 6944**

APPLICATIONS: Email: Recruit1739@npa.gov.za or Fax: 012 843 4399(RECRUIT1739)

POST: **SECRETARY: FINANCIAL OPERATIONS & BUDGET (RECRUIT1740)**
(Finance and Procurement)

SALARY: R 87 978 per annum plus housing allowance, annual service bonus, pension and medical aid benefits

CENTRE: Pretoria Head Office

REQUIREMENTS: Grade 12 with typing as a fully passed subject. A person applying for this job should have effective writing and organizational skills, as well as the ability to use a computer. Good interpersonal and excellent communication skills. An excellent telephone skill is essential. Computer skills in programmes such as MS Word, PowerPoint, Excel, ect. The ability to maintain confidentiality of privileged information obtained in the course of work. General office management skills and ability to establish and maintain effective working relationships with those contacted in the course of work.

DUTIES: Plan, organize and coordinate office activities. Serve as secretary to two Senior Managers; receive and screen calls and visitors; screen mail; compose and review various written materials; schedule appointments and maintain calendar. Establish and maintain filing systems. Read, interpret and follow organisational rules, regulations, policies and procedures. Establish and implement revised office procedures as needed and according to established guidelines. Perform a variety of clerical duties such as filing, duplicating materials, receiving and transmitting messages and opening and routing mail. Compose and type a variety of written

materials, involving independent judgment and requiring accuracy and speed, such as letters, submissions, internal memoranda, requisitions, lists, reports and statistical data. Arrange meetings, traveling and accommodation. Administer stationery.

ENQUIRIES:
APPLICATIONS

Matshidiso Morakile Tel: 012-845 6543
Email: Recruit1740@npa.gov.za or Fax: 012 843 4400(RECRUIT1740)

POST:

SWITCHBOARD OPERATOR (Recruit 1741)
(NPS)

SALARY:

R73 584 per annum plus housing allowance, annual service bonus, pension and medical aid benefits

CENTRE:

DPP Mmabatho

REQUIREMENTS:

Grade 12. Computer literacy with an understanding of Ms Office. Ms Excel. Good interpersonal skills

DUTIES:

To answer all incoming calls. Keep staff extension numbers registers up to date and change register when staff changes offices or where there are staff changes. Registration of daily incoming inquests in the section. Report faulty machines when out of order. Attend to the public at reception. Sort out incoming faxes and distribute to relevant officials. Assist with registration of daily incoming work when requested to do so. Maintain a register of outgoing mail. Maintain telephone lists.

ENQUIRIES:
APPLICATIONS

Gija Maswanganyi (012) 845 6944
Email: Recruit1741@npa.gov.za or Fax: 012 843 4401(RECRUIT1741)