

# National Prosecuting Authority

E-mail addresses are provided for each respective post or hand deliveries to 123 Hartley cnr Westlake Street, Weavind Park, Pretoria, 0001 or post to Private Bag X752, Pretoria 0001.

Applications must be submitted on a Z83 obtainable from any Public Service Department, or [www.npa.gov.za](http://www.npa.gov.za) and must be completed in full. In full means both pages of the Z.83 must be completed and page 2 duly signed. If your Z.83 is not completed as prescribed above, your application will not be accepted.

## ONLY E-MAIL, POSTAL OR HAND DELIVERED APPLICATIONS WILL BE ACCEPTED

- CVs without Z83 will not be accepted.
- Hand written Z83 and CVs 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 or without a recruitment number will not be processed.
- If you apply for more than one post, you must submit a 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 advises applicants to send postal applications by registered mail. E-mail boxes will be closed at midnight on the closing date.

## GENERAL:

- Candidates, who forward their applications to the incorrect address will be not considered, must please complete the information in the correspondence contact details on page 1 of the Z83.
- Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in respect of e-mailed applications. Please DO NOT telephone the NPA directly after you have e-mailed your applications, to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt three weeks after the closing date, then you can contact the NPA.
- Certified copies of qualifications need not to be included in your application(s). The certified copies will only be requested from the candidates who are shortlisted 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 three 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 Z83, information is required in respect of Race, Gender and Disability. Applicants are requested to complete these fields on the Z83 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 Z83.

**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 or possibly be terminated.

## CLOSING DATES FOR APPLICATION 13 FEBRUARY 2012: APPLICATIONS WILL NOT BE ACCEPTED AFTER THE CLOSING DATE.

All hand delivered and postal applications must be forwarded to Pretoria Head office as indicated below:

- Province:** Gauteng: Johannesburg, East Rand and CCCC  
Address : NPA: 74 Kerk Street, Johannesburg, 2001 or Private Bag X8 Johannesburg 2001  
Enquiries : Mr Sydwell Nomahuchu. Tel number: 012 845 6292
- Province:** Bloemfontein (Bethlehem)  
Address : National Prosecuting Authority: Cnr Aliwal Str & Andrew Waterfall Building, Bloemfontein 9300 or Private Bag X20506, Bloemfontein 9300  
Enquiries : George Khosa. Tel number: 051 410 6052
- Province:** Pretoria Head Office  
Address : National Prosecuting Authority 123 cnr Hartley and Westlake Street, Weavind Park, Silverton, Pretoria 0001 or Private Bag X 752, Pretoria 0001  
Enquiries : Denton Serobatse. (Senior Information and Communication Technology (ICT) Specialist: IMSC)  
Tel number: 012 845 6358
- Province:** Pretoria, CPP: Vaal, CPP: Modimolle and CCCC  
Address : Office of the Director of Public Prosecutions: 28 Church Square, Pretoria 0001 or Private Bag X300, Pretoria 0001  
Enquiries : Lerato Rakale. Tel number: 012 351 6790
- Province:** Mthatha  
Address : National Prosecuting Authority: Lower Sisson Street, NPA house, Fortgate or Private Bag X5091, Mthatha 5091  
Enquiries : T Raga. Tel number: 047 501 2629
- Province:** Cape Town  
Address : National Prosecuting Authority: 15 Buitengratch Street, Cape Town 8000 or Private Bag X9003, Cape Town 8000  
Enquiries : Angelene Jansen. Tel number: 021 487 7000
- 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 number: 041 502 1400

## POST: Senior State Advocate (LP-9) (Ref: 2057)

**SALARY:** R582 504 – R910 518 (Total cost package) per annum  
**CENTRE:** DPP: Pretoria, DPP: Mthatha

### REQUIREMENTS:

Four-year legal qualification. The right to appear in a High Court as contemplated in Section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act No 62 of 1995). At least 8 years post qualification legal experience. 5 years in legal practice will be an added advantage. Must be able to act independently

### DUTIES:

Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Represent State in all courts.

**Applications: Email:** [Recruit2057@npa.gov.za](mailto:Recruit2057@npa.gov.za) (Ref: 2057)

## POST: Senior State Advocate (LP-9) (Ref:2058)

**SALARY:** R582 504.00 – R910 518.00 (Total cost package) per annum  
**CENTRE:** DPP: Pretoria: Complex Commercial Crime Component

### REQUIREMENTS:

Four-year legal qualification. The right to appear in a High Court as contemplated in Section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act 62 of 1995). At least eight years post qualification legal experience. Five years in legal practice will be an added advantage. Must be able to act independently

### DUTIES:

Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts.

**Applications: E-mail:** [Recruit2058@npa.gov.za](mailto:Recruit2058@npa.gov.za) or Ref: 2058

## POST: Senior Public Prosecutor (CM-1) (Ref: 2059)

**SALARY:** R582 504 – R910 518 (Total cost package) per annum  
**CENTRE:** CPP: Mthatha, CPP: West Rand

### REQUIREMENTS:

Four-year legal qualification. The right to appear in a High Court as contemplated in Section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act 62 of 1995). At least eight years post qualification legal experience. Five years in legal practice will be an added advantage. Must be able to act independently

### DUTIES:

Manage and supervise prosecutorial staff. Study case dockets, decide on the institution and conducting of criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts.

**Applications: E-mail:** [Recruit2059@npa.gov.za](mailto:Recruit2059@npa.gov.za) or Ref: 2059

## POST: State Advocate (LP-7 to LP-8) (Ref: 2060)

**SALARY:** R452 256 – R750 282 (Total cost package) per annum  
**CENTRE:** DPP: Pretoria x 3

### REQUIREMENTS:

Four-year legal qualification. The right to appear in the High Court as contemplated in section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act 62 of 1995) will be an added advantage. At least five years experience in civil and/or criminal litigation. The incumbents should have well-developed skills in legal research and legal drafting; a good knowledge of civil and/or criminal procedure; knowledge of Asset Forfeiture Law will be an added advantage; and good interpersonal, analytical, presentation and communication skills.

### DUTIES:

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

**Applications: E-mail:** [Recruit2060@npa.gov.za](mailto:Recruit2060@npa.gov.za) (Ref: 2060)

## POST: Regional Court Prosecutor (LP-5 to LP-6) (Ref: 2061)

**SALARY:** R299 625 (excluding benefits) to R 706 899 (total cost package) per annum  
**CENTRES:** CPP: Vaal Rand x 2

## REQUIREMENTS:

Four-year legal qualification. At least four years post qualification legal experience. The right to appear in a High Court as contemplated in section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act 62 of 1995) will be an added advantage. The incumbents must have the ability to act independently or within minimum supervision; admittance as an attorney will be an added advantage. The incumbents must have good administration skills. A valid driver's license is recommended.

## DUTIES:

Study case dockets, decide on the institution of and conduct criminal proceedings, draft charge sheets and other court documents and represent the State in all courts.

**Applications: E-mail:** [Recruit2061@npa.gov.za](mailto:Recruit2061@npa.gov.za) (Ref: 2061)

## POST: Regional Court Prosecutor (LP-5 to LP-6) (Ref: 2062)

**SALARY:** R299 625 (excluding benefits) to R706 899 (total cost package) per annum  
**CENTRES:** Complex Commercial Crime Component: Johannesburg x 2, Complex Commercial Crime Component: Port Elizabeth

## REQUIREMENTS:

Four-year legal qualification. At least four years post qualification legal experience. The right to appear in a high Court as contemplated in section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act 62 of 1995) will be an added advantage. The incumbents must have the ability to act independently or within minimum supervision; proficiency in prosecuting; experience in guiding investigations and giving instructions in common law and statutory offences in Regional Court.

## DUTIES:

Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents and represent the State in all courts. Prosecute in complex commercial crime matters. Present and assist prosecutors to present the states cases in court, lead witnesses, cross examine and address the court on conviction and sentence, and in general to conduct prosecutions on behalf of the State.

**Applications: E-mail:** [Recruit2062@npa.gov.za](mailto:Recruit2062@npa.gov.za) (Ref: 2062)

## POST: Regional Court Control Prosecutor (SU-3) (Ref: 2063)

**SALARY:** R501 933 to R820 398 (total cost package) per annum  
**CENTRES:** CPP: East Rand (Germiston),

## REQUIREMENTS:

Four-year legal qualification. At least six years post qualification legal experience. Good management skills: must manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigating and giving instructions in complex or more difficult common law and statutory offences in the Regional and District Court. Drafting complex charge sheets and court documents. Must be able to act independently without constant supervision. Relieve as the Senior Public Prosecutor and mentor and/train and quality-check the work of prosecutors. Must have excellent administrative skills. Valid driver's licence 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 the Court and draft charge sheets and other proceedings for the Court. Present and assist prosecutors to present the State's case in Court, to lead witnesses, cross examine and address the Court on, among other things, conviction and sentence, and in general to conduct prosecution on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the NPA. 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 System.

**Applications: E-mail:** [Recruit2063@npa.gov.za](mailto:Recruit2063@npa.gov.za) or Ref: 2063

## POST: Head Control Prosecutor 2 (SU-1 to SU-2) (Ref: 2064)

**SALARY:** R299 625 (Excluding benefits) to R706 899 (total cost package) per annum  
**CENTRE:** CPP: Bethlehem (Tseki)

## REQUIREMENTS:

Four-year legal qualification. At least four 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 or 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 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 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.

**Application E-mail** [Recruit2064@npa.gov.za](mailto:Recruit2064@npa.gov.za) or Ref: 2064

## POST: District Court Prosecutor (LP-3 to LP-4) (Ref: 2065)

**SALARY:** R175 296 (excluding benefits) to R501 933 (total cost package) per annum  
(salary will be determined in accordance with experience)  
**CENTRES:** CPP: Modimolle, CPP: George (Knysna)

## REQUIREMENTS:

Four-year legal degree, two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Programme. The right to appear in a High Court as contemplated in Section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act No 62 of 1995) will be an added advantage.

## DUTIES:

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

**Applications: E-mail:** [Recruit2065@npa.gov.za](mailto:Recruit2065@npa.gov.za) or Ref: 2065

## POST: Senior Information and Communication Technology (ICT) Specialist: IMSC (Ref: 2066)

**SALARY:** R685 200 per annum (Level13) (contract for 24 months)  
**CENTRE:** Pretoria: Head Office

## REQUIREMENTS:

Bachelor's degree in Information Technology and Industry related qualification, MCSE, MS SQL. Minimum five years relevant experience in IT environment. Working knowledge of Windows server 2003/2008. Active Directory, MS Exchange 2003/2010. Experience in Network Administration, Active Directory and MS Exchange 2010 Administration, Architectural Designs. Valid driver's license.

## DUTIES:

Provide assistance and guidance in the planning and implantation of system, providing input into ICT strategy and annual ICT budget. Project management; ensure networks and server are fully operational; ensure network's conformity to specification; best practice and architectural design; administrating and supporting Windows 2003/2008; and MS Exchange 2003/2010 servers. Administering security solution, Microsoft Forefront, Sonic Firewall, Designing, implementing and supporting backup solutions. Liaising with relevant third parties towards the resolution of technical issues. Prepare technical reports on the operation of system. Recommend, architectural designs, hardware specifications and equipment. Administer the performance, maintenance, synchronisation, security and accessibility of all database system. Troubleshoot system issues. Monitor user administration and support. Monitor scheduled jobs and performance of database.

**Applications: E-mail:** [Recruit2066@npa.gov.za](mailto:Recruit2066@npa.gov.za) or Ref: 2066

## POST: Senior Manager: Strategy Management (Ref: 2067)

**SALARY:** R685 200 per annum (Level 13)  
**CENTRE:** Pretoria (Head Office)

## REQUIREMENTS:

A relevant three-year degree. A postgraduate qualification will be an added advantage. At least five years management experience with three years proven working experience in driving policy and/or strategy development and implementation in the public sector. Knowledge and understanding of the Government Framework for the development of strategic plans and annual plans. Proven experience of monitoring and evaluation systems and processes as support to the Government Framework. Practical knowledge of the link between strategic objectives, performance indicators and budget. Knowledge and experience of the Criminal Justice System will be an added advantage. Strategic thinking capabilities. Working knowledge of Project Management. Above-average proven facilitation and presentation skills. Information management skills. Understanding of system development processes. Strong financial management skills.

## DUTIES:

Assist the Executive Manager: Strategy in the overall management of strategy management processes in the NPA. Assist in the development and maintenance of appropriate governance systems to support the NPA strategy. Manage the coordination of the collection, analysis and interpretation of information concerned with the strategy and supporting annual performance plans for the NPA and present such information to enable informed decision making. Assist in facilitating the provision of continuous feedback to NPA management.

**Applications: E-mail:** [Recruit2067@npa.gov.za](mailto:Recruit2067@npa.gov.za) or Ref: 2067

## POST: Information and Communication Technology Specialist (Ref:2068)

**SALARY:** R434 505 x 2 (Level 11) (contract for 24 months)  
**CENTRE:** Pretoria: Head Office

## REQUIREMENTS:

Bachelor's Degree in Information Technology. Industry related qualification, MCSE, MS SQL. Minimum of five years relevant experience in the IT environment. Working knowledge of Windows server 2003/2008, Active Directory, and MS Exchange 2003/2010. Experience in Network Administration, Active Directory and MS Exchange 2010 Administration, Architectural Designs. Valid driver's license.

## DUTIES:

Provide assistance and guidance in the planning and implantation of system. Provide input into ICT strategy and annual ICT budget. Project management. Ensure networks and server are fully operational. Ensure network's conformity to specification, best practice and architectural design, administrating and supporting Windows 2003/2008 and MS Exchange 2003/2010 servers. Administering security solution, Microsoft Forefront, Sonic Firewall, Designing, implementing and supporting backup solutions. Liaising with relevant third parties towards the resolution of technical issues. Prepare technical reports on the operation of system. Recommend, architectural designs, hardware specifications and equipment. Administer the performance, maintenance, synchronisation, security, and accessibility of all database systems. Troubleshoot system issues. Monitor user administration and support. Monitor scheduled jobs and performance of database.

**Applications: E-mail:** [Recruit2068@npa.gov.za](mailto:Recruit2068@npa.gov.za) or Ref: 2068

