

## NATIONAL PROSECUTING AUTHORITY

### CLOSING DATE

: 25 November 2011: Applications will not be accepted after the closing date.

### NOTE

: Before you apply: For applications to be accepted: **Error! Hyperlink reference not valid.** Only E-Mail And Hand Deliver Applications Will Accepted. CV's without Z.83 will not be accepted. Hand written Z.83 and CV's must be completed in block letters, if not your application will not be accepted. Each post has a different Recruitment number. Applications without the correct Recruitment number / without a Recruitment number will not be processed. If you apply for more than one post, you must please submit a different/separate application for each post. Applications with multiple posts and Recruitment numbers will not be accepted. Each post has a separate e- mail address. When you forward your application by e- mail, ensure that you forward it to the correct e- mail address. Applications forwarded to the wrong e- mail address will not be processed. All applications must reach the NPA before the closing date. It is the sole responsibility of the applicant to ensure that their application (s) is with the NPA before the closing date. The NPA 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. 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 emailed applications. Please DO NOT contact telephonically the NPA directly after you have emailed your applications, to enquire if your application(s) have been received. 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. All hand delivered and postal applications must be forwarded to the relevant Regional offices as indicated below:

### OTHER POSTS

### POST 45/30

: **PERSONAL ASSISTANT REF NO: 2010**  
6 months contract

### SALARY

: R149 742 per annum plus 37% in lieu of benefit (Level 7)

### CENTRE

: Pretoria Head Office (SOCA)

### REQUIREMENTS

: Grade 12, plus secretarial or relevant qualification. At least 3 years secretarial and/ or related administrative experience. Language skills and

the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. General computer literacy with excellent knowledge of Ms Word, Power point, Excel and Outlook. Sound organizational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discreet. Ability to do research and analyze documents and situations. Good grooming and presentation. Self management and motivation. Knowledge of the relevant legislations, policies, prescripts and procedures in the Public Sector.

**DUTIES** : Provides secretarial and administration support service to senior management. Deal with all finance and human resource matters. Render general administrative support such as filing, photocopying, faxing, receiving and dispatching of documents. Liaise with Head Office in respect of matters pertaining to the functioning of the office. Draft correspondence, memorandums and reports to management. Maintain records and manage information relating to the relevant business unit/office. Perform other functions as and when requested by the office.

**ENQUIRIES APPLICATIONS** : George Maphuthuma: 012 845 6171  
: Province: Gauteng: Address: Pretoria Head Office: Address: National Prosecuting Authority: Cnr Hartely and Westlake Street, Weavind Park, Silverton Pretoria 0001or Private Bag X752 Pretoria 0001, Email: [Recruit2010@npa.gov.za](mailto:Recruit2010@npa.gov.za)

**POST 45/31** : **PERSONAL ASSISTANT REF: 2024**

**SALARY** : R149 742 per annum (Excluding benefits) (Level 7)  
**CENTRE** : Pretoria Head Office (Legal Affairs)  
**REQUIREMENTS** : Grade 12, plus secretarial or relevant qualification. At least 3 years secretarial and/ or related administrative experience. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. General computer literacy with excellent knowledge of Ms Word, Power point, Excel and Outlook. Sound organizational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discreet. Ability to do research and analyze documents and situations. Good grooming and presentation. Self management and motivation. Knowledge of the relevant legislations, policies, prescripts and procedures in the Public Sector.

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**POST 45/32** : **PERSONAL ASSISTANT REF: 2007**

**SALARY** : R149 742 per annum (Excluding benefits) (Level 7)  
**CENTRE** : DPP: North West (Mmabatho)  
**REQUIREMENTS** : Grade 12, plus secretarial or relevant qualification. At least 3 years secretarial and/ or related administrative experience. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. General computer literacy with excellent knowledge of Ms Word, Power point, Excel and Outlook. Sound organizational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discreet. Ability to do research and analyze documents and situations. Good grooming and presentation. Self management and motivation. Knowledge of the relevant legislations, policies, prescripts and procedures in the Public Sector.

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pertaining to the functioning of the office. Draft correspondence, memorandums and reports to management. Maintain records and manage information relating to the relevant business unit/office. Perform other functions as and when requested by the office.

**ENQUIRIES** : Flora Kalakgosi: 018 381 9041  
**APPLICATIONS** : Province: North West: Address: Office of the Director of Public Prosecutions: Old Standard Bank building Corner Main and Robinson Street Mafikeng or Private Bag X 2009 Mmabatho 2835 Email: [Recruit2007@npa.gov.za](mailto:Recruit2007@npa.gov.za)

**POST 45/33** : **PERSONAL ASSISTANT REF: 2006**

**SALARY** : R149 742 per annum (Excluding benefits) (Level 7)  
**CENTRE** : DDPP: Thohoyandou  
**REQUIREMENTS** : Grade 12, plus secretarial or relevant qualification. At least 3 years secretarial and/ or related administrative experience. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. General computer literacy with excellent knowledge of Ms Word, Power point, Excel and Outlook. Sound organizational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discreet. Ability to do research and analyze documents and situations. Good grooming and presentation. Self management and motivation. Knowledge of the relevant legislations, policies, prescripts and procedures in the Public Sector.

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**ENQUIRIES** : Mr TD Londani: 015960 9900  
**APPLICATIONS** : Province: Limpopo: Address: Office of the Deputy Director Of Public Prosecutions: High Court Building Thohoyandou 0950, or Private Bag X5016 Thohoyandou0950, Email: [Recruit2006@npa.gov.za](mailto:Recruit2006@npa.gov.za)

**POST 45/34** : **PERSONAL ASSISTANT REF: 2005**

**SALARY** : R149 742 per annum (Excluding benefits) (Level 7)  
**CENTRE** : CPP: Modimolle  
**REQUIREMENTS** : Grade 12, plus secretarial or relevant qualification. At least 3 years secretarial and/ or related administrative experience. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. General computer literacy with excellent knowledge of Ms Word, Power point, Excel and Outlook. Sound organizational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discreet. Ability to do research and analyze documents and situations. Good grooming and presentation. Self management and motivation. Knowledge of the relevant legislations, policies, prescripts and procedures in the Public Sector.

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**ENQUIRIES** : Mr NM Mabunda: 012 351 6700  
**APPLICATIONS** : Province: Gauteng: Address: Pretoria Head: Office of the Director Of Public Prosecutions: 28 Church Square, Church Square Pretoria 0001, or Private Bag X300 Pretoria 0001, Email: [Recruit2005@npa.gov.za](mailto:Recruit2005@npa.gov.za)

**POST 45/35** : **PERSONAL ASSISTANT REF: 2004**

**SALARY** : R149 742 per annum (Excluding benefits) (Level 7)  
**CENTRE** : Pretoria: Head Office-AFU

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**ENQUIRIES**

: Delysia Parsons: 012 845 6718

**APPLICATIONS**

: Province: Gauteng: Address: Pretoria Head Office: National Prosecuting Authority: Cnr Hartely and Westlake Street, Weavind Park, Silverton Pretoria 0001 or Private Bag X752 Pretoria 0001, Email: [Recruit2004@npa.gov.za](mailto:Recruit2004@npa.gov.za)

