**NATIONAL PROSECUTIONS SERVICE**

**POST:** **SENIOR PUBLIC PROSECUTOR**

**SALARY:** **R 763 533.00 per annum (Total Cost Package) to R 1 193 487.00 per annum (Total Cost Package) (Level CM-1)**

**CENTRE:** **CPP: Bloemfontein (Phuthaditjhaba) (Recruit2015/344)**

**REQUIREMENTS:** A recognised four-year legal qualification. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Good management skills. Manage , give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.

**DUTIES:** Manage and supervise lower level prosecutors including the allocation of work and management of performance. Study case dockets and decide on the institution and conduct criminal proceedings of a general and more advanced nature. Prepare cases for court and draft charge sheet and other proceedings of the court. Represent the State in all Courts. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

**ENQUIRIES:** **CPP: Bloemfontein: Victor Mabetlela 051 410 6145**

**APPLICATIONS: E-mail:** RecruitCPPBLM344@npa.gov.za**or fax:** (012)843 4047

**POST:** **SENIOR STATE ADVOCATE**

**SALARY:** **R 763 533.00 per annum (Total Cost Package) to R 1 193 487.00 per annum (Total Cost Package) (Level LP-9)**

**CENTRE:** **DDPP: Durban (Recruit 2015/345)**

**REQUIREMENTS:** A recognized four-year legal qualification. At least eight 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) or ability to obtain the right of appearance in terms of the said Act. Five years’ experience in legal practice will be an added advantage. Ability to act independently.

**DUTIES:** Study case dockets, decide in the institution of and conduct criminal proceedings. Draft charge sheets and other courts documents. Represent the state in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

**ENQUIRIES: Musa Mncwabe 031 334 5092**

**APPLICATIONS: E-mail:** RecruitDDPPDBN345@npa.gov.za **or fax:** (012)843 4048

**POST:** **STATE ADVOCATE**

**SALARY:** **R 592 806.00 per annum (Total Cost Package) to R 983 454.00 per annum (Total Cost Package) (Level LP- 7 to LP-8)**

**CENTRE:** **DPP: Cape Town (STU) (Recruit 2015/346)**

**REQUIREMENTS:** A recognized four-year legal qualification. At least five 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) or ability to obtain the right of appearance in terms of the said Act. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.

**DUTIES:** Study case dockets, make assessments thereof and decide on the institution prosecution. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State’s case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Assist in keeping of proper records/statistics in relation to all criminal prosecutions conducted by the STC and assist in compilation of statistics/reports. Manage any portfolio assigned by the Deputy Director managing the STC. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice independently without supervision and manage court and case flow management independently.

**ENQUIRIES: DPP: Cape Town- Mzukisi Gcuwa 021 487 7048**

**APPLICATIONS: E-mail:** RecruitDPPCPT346@npa.gov.za **or fax:** (012)843 4049

**POST:** **REGIONAL COURT CONTROL PROSECUTOR**

**SALARY:** **R 657 924.00 per annum (Total Cost Package) to R 1 075 359.00 per annum (Total Cost Package) (Level SU-3)**

**CENTRE:** **CPP: Bloemfontein (Recruit 2015/347); CPP: Odi (Mankwe) (Recruit 2015/363)**

**REQUIREMENTS:** A recognized four-year legal qualification. At least six years post qualification legal experience. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills.

**DUTIES:** Manage, train and give guidance to and train 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 and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State’s case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the 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.

**ENQUIRIES:** **CPP: Bloemfontein:Victor Mabetlela 051 410 6145**

 **CPP: Odi Flora Kalakgosi 018 381 9041**

**APPLICATIONS: CPP: Bloemfontein:E-mail:** RecruitCPPBLM347@npa.gov.za **or fax:**012 843 4050

 **CPP: Odi E-mail**: RecruitCPPMMB363@npa.gov.za **or fax:** 012 843 4066

**POST:** **REGIONAL COURT PROSECUTOR**

**SALARY:** **R 392 739.00 per annum (Excluding Benefits) to R 926 586.00 per annum (Total Cost Package) (Level LP-5 to LP-6)**

**CENTRE:** **CPP: Bloemfontein (Phuthaditjhaba) (Recruit 2015/348); DPP: Cape Town (OCU) (Recruit 2015/349); CPP:Cape Town (Vredenburg) (Recruit 2015/351); CPP: Mitchell’s Plain (Khayelitsha)(Recruit 2015/352); CPP: Thohoyandou X 3(Giyani) (Recruit 2015/353); CPP: DurbanX2 (Recruit 2015/354); CPP: Polokwane (Mankweng) (Recruit 2015/355); CPP: Polokwane (Seshego)(Recruit 2015/356); CPP: Polokwane (Naphuno) (Recruit 2015/357); CPP: Odi (Moretele) (Recruit 2015/362)**

**REQUIREMENTS:** A recognized four-year legal qualification. At least four years post qualification legal experience. Ability to act independently or within minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences. Communication skills. Administrative skills. Interpersonal skills.

**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. Prepare cases for court. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.

**ENQUIRIES:** **CPP: Bloemfontein Victor Mabetlela 051 410 6145**

 **CPP: Cape Town; CPP: Mitchell’s Plain & DPP: Cape Town: Mzukisi Gcuwa 021 487 7048**

 **CPP: Thohoyandou, CPP: Polokwane: Thuba Thubakgale 015 960 9913**

 **CPP: Durban: Musa Mncwabe 031 334 5092**

 **CPP: Odi: Flora Kalakgosi 018 381 9041**

**APPLICATIONS: CPP: Bloemfontein: E-mail:** RecruitCPPBLM348@npa.gov.za **or fax:** 012 843 4051

**CPP: Cape Town (Vredendburg): Email:** RecruitCPPCPT351@npa.gov.za **or fax**: 012 843 4054

**CPP: Mitchell’s Plain: E-mail:** RecruitCPPCPT352@npa.gov.za or fax 012 843 4055

**CPP: Thohoyandou: E-mail**: RecruitCPPTHY353@npa.gov.za **or fax**: 012 843 4056

**CPP: Durban: E-mail:** RecruitCPPDBN354@npa.gov.za **or fax**: 012 843 4057

**CPP: Polokwane (Mankweng): E-mail:** RecruitCPPPOL355@npa.gov.za **or fax**: 012 843 4058

**CPP: Polokwane (Seshego): E-mail:** RecruitCPPPOL356@npa.gov.za or fax: 012 843 4059

**CPP: Polokwane (Naphuno): E-mail:** RecruitCPPPOL357@npa.gov.za or fax: 012 843 4060

**CPP: Odi E-mail**: RecruitCPPMMB362@npa.gov.za **or fax:** 012 843 4065

**POST:** **REGIONAL COURT PROSECUTOR**

**SALARY:** **R 392 739.00 per annum (Excluding Benefits) to R 926 586.00 per annum (Total Cost Package) (Level LP-5 to LP-6)**

**CENTRE:** **DPP: Cape Town (OCU) (Recruit 2015/349); CPP: Cape Town (Recruit 2015/350)**

**REQUIREMENTS:** A recognized four-year legal qualification. At least four years post qualification legal experience. Ability to act independently or within minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences. Communication skills. Administrative skills. Interpersonal skills. A valid driver’s license.

**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. Prepare cases for court. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.

**ENQUIRIES:** **DPP: Cape Town: Mzukisi Gcuwa 021 487 7048**

**APPLICATIONS: DPP: Cape Town: E-mail**: RecruitDPPCPT349@npa.gov.za **or fax:** 012 843 4052

**CPP: Cape Town: Email:** RecruitCPPCPT350@npa.gov.za **or fax:** 012 843 4053

**SPECIALISED COMMERCIAL CRIME UNIT**

**POST:** **STATE ADVOCATE**

**SALARY:** **R 592 806.00 per annum (Total Cost Package) to R 983 454.00 per annum (Total Cost Package) (Level LP- 7 to LP-8)**

**CENTRE:** **Johannesburg (Re-advert)(Recruit 2015/358), Cape Town (Recruit 2015/359)**

**REQUIREMENTS:** A recognized four-year legal qualification. At least five 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) or ability to obtain the right of appearance in terms of the said Act. Well developed skills in legal drafting. Good knowledge of civil and/or criminal procedure. Knowledge of and skills in general prosecution will be an added advantage. Good interpersonal, analytical, presentation and communication skills.

**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. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of complex commercial crime.

**ENQUIRIES:** **Kgomotso Thamage – 012 845 6918**

**APPLICATIONS: Johannesburg: E-mail:** RecruitSCCUJHB358@npa.gov.za **or fax:** 012 843 4061

**Cape Town: E-mail:** RecruitSCCUCPT359@npa.gov.za **or fax:** 012 843 4062

**ASSET FORFEITURE UNIT**

**POST:** **STATE ADVOCATE**

**SALARY:** **R 592 806.00 per annum (Total Cost Package) to R 983 454.00 per annum (Total Cost Package) (Level LP- 7 to LP-8)**

**CENTRE:** **Cape Town (Recruit 2015/360)**

**REQUIREMENTS:** A recognized four-year legal qualification. At least five years’ post qualification legal experience in civil and/or criminal litigation. 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) or ability to obtain the right of appearance in terms of the said Act. knowledge of Asset Forfeiture Law will be an added advantage. Well developed skills in legal drafting and advocacy. Good knowledge of civil an/or criminal procedure. Excellent interpersonal, analytical, presentation and communication skills. Professional and able to act independently. Willing to travel and able to work extended hours. General computer literacy and knowledge of the following programs: MS word, Excel, Outlook and PowerPoint.

**DUTIES:** Civil litigation on behalf of the state regarding all aspects of the freezing of property and obtaining final forfeiture confiscation orders. Liaise with prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train prosecutors and investigators in the use of asset forfeiture law. Keep up to date with legal developments.

**ENQUIRIES:** **Lindie Swanepoel – 012 845 6638**

**APPLICATIONS: E-mail:** RecruitAFUCPT360@npa.gov.za @npa.gov.za **or fax:** 012 843 4063

**ADMNINISTRATION**

**INFORMATION SYSTEMS AND MANAGEMENT**

**POST:** **ICT Administrator (Three year contract)**

**SALARY:** **R 289 761.00 per annum (Excluding Benefits)(Level 9)**

**CENTRE:** **DPP:** **Polokwane (Recruit: 2015/361)**

**REQUIREMENTS:** An appropriate B degree/National Diploma or equivalent qualification on a minimum NQF level 6. ICT industry related qualifications such as MCSE is of advantage. Three years working experience in an IT environment. Working knowledge of Microsoft Windows server 2008, Active Directory, Exchange 2010. Experience in Wide Area Networks and User/LAN Administration. Reliable, tolerant and determined. Able to act independently. Travel between NPA sites when required. Able to work extended hours. Excellent communication and administrative skills. Valid driver’s license required. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Project, Power Point.

**DUTIES:** Ensure networks & servers are fully operational. Provide assistance and guidance in the planning and implementation of new systems. Providing input into ICT strategy and annual ICT budget. Project management. Ensure networks conformity to specification, best practice and architectural design. User administration and support. User administration and support Administrating and supporting MS Windows 2008 and Exchange 2010 servers. Administering security solutions, Microsoft Forefront, Sonic Firewall. Designing, implementing and supporting backup solutions. Liaising with relevant 3rd parties towards the resolution of technical issues. Prepare technical reports on the operation of systems. Administer the performance, maintenance, synchronization, security, and accessibility of all database systems. Troubleshoot system issues. Monitor scheduled jobs and performance of databases.

**ENQUIRIES: Imraan Khan 012 845 7867**

**APPLICATIONS: Email:** RecruitDPPPOL361@npa.gov.za **or fax:** 012 843 4064

**FINANCIAL MANAGEMENT**

**POST:** **Assistant Director: Logistics**

**SALARY:** **R 289 761.00 per annum (Excluding Benefits)(Level 9)**

**CENTRE:** **SCM:** **Pretoria: Head Office (Recruit: 2015/364)**

**REQUIREMENTS:** An appropriate B Degree/ National Diploma or equivalent qualification on NQF Level 6. Minimum of three years relevant experience. Sound knowledge of PFMA; PPPFA; Supply Chain Management Framework and all relevant SCM practice note and regulation. Reliable, integrity, tolerant and determined. Able to act independently. Willing to travel, able to work extended hours and under pressure. Excellent communication and administrative skills. Strong organizational and leadership skills. Analysis and problem solving skills. Able to plan and organize work. Report writing skills. General computer literacy and knowledge of programs in MS Word; Excel; Outlook; PowerPoint and understanding of LOGIS and BAS systems. Able to draft submissions. Able to perform calculations and basic understanding of business finance. Manage the Logistic processes and monitor the implementation of general control in Logistics processes. Able to do performance management of staff, ability to offer direction and leadership to a team of staff.

**DUTIES:** Manage the Payments, Orders and Warehouse processes. Assist in drafting and implementing of controls. Participate in drafting and review of relevant policies and procedures. Facilitate the generation of orders and payment of invoices. Verify payment and orders. Monitoring the process of expediting of orders. Ensure that commitments register is maintained. Advising managers on provisioning administration issues at Head Office and Regional Offices. Development, review and implementation of provisioning policies and procedures at Head Office and Regional Offices. Departmental sub-system Controller for LOGIS. Oversee LOGIS process and reconciliation of all accounts. Manage warehouse functions, turnaround times and service delivery within Logistics. Establish and manage service levels of service providers, Compile inputs for interim and annual financial statements.Draft and submit monthly reports. Provide advisory support to all NPA business units.

**ENQUIRIES: Tebogo Sethabela 012 845 6014**

**APPLICATIONS: Email:** RecruitDPPHQ364@npa.gov.za **or fax:** 012843 4067

**CLOSING DATE: 22 December 2015**

**NOTE: For full view of vacancy specifications, applicants may visit the NPA’s website at** [***www.npa.gov.za***](http://www.npa.gov.za)**click on *vacancies* and ensure that you follow the correct link to the positions.**

For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on [www.npa.gov.za](http://www.npa.gov.za) which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in **BLOCK LETTERS.**

**Only** copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application.

Each post has a different recruitment number and it must be completed on the application form. Applications without the correct or without a recruit number will not be processed. Should you apply for more than one post, a separate application for each post must be submitted. Applications with multiple posts and recruitment numbers will not be accepted. The NPA is an equal opportunity employer. People with disabilities will be given preference and 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, and in particular the Employment Equity Act,1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2016, will take highest preference in selection of suitable candidates.

 All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant’s attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact 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 within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

All applications must be submitted to the relevant Recruitment Response E-mail or fax as stated.