**NATIONAL PROSECUTIONS SERVICE**

**POST:** **SENIOR STATE ADVOCATE X7**

**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:** **DDP: South Gauteng (Recruit 2015/278)**

**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:** Institute and conduct criminal proceedings on behalf of the state and manage cases in the system. Effective and efficient management of cases to deliver speedy justice whilst maintaining quality outcome. Ensure good governance within division through participating in strategic and operational planning process. Contribute to crime prevention and community justice through guiding investigations, participating in community outreach programmes as well as participation in all relevant stakeholder engagements.. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

**ENQUIRIES: DDP: Reuben Palai 011 220 4168**

**APPLICATIONS: E-mail:Recruitdppjhb278@npa.gov.za or fax: 012 843 3920**

**POST:** **STATE ADVOCATE X2**

**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: South Gauteng (Recruit 2015/279)**

**REQUIREMENTS:** A recognised 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. Ability to act independently or with minimum supervision. Proficiency in prosecuting. Competency in guiding investigations, drafting charge sheet, indictments and all related court documents.

**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. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the state’s case in court, lead and cross-examine witnesses, address the court on inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and head of argument and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all duties including administrative duties, related thereto in accordance with the code of Conduct, policy and directives of the National Prosecuting Authority. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.

**ENQUIRIES:**  **Reuben Palai 011 220 4124**

**Applications: E-mail:Recruitdppjhb279@npa.gov.za or fax: 012 843 3921**

**POST:** **HEAD CONTROL PROSECUTOR 2**

**SALARY:** **R 392 739.00 per annum (Excluding Benefits) to R 926 586.00 per annum (Total Cost Package) (Level SU-1 to SU-2)**

**CENTRE:**  **CPP: Portshepstone (Maluti) (Recruit 2015/280)**

**REQUIREMENTS:** A recognized four-year legal qualification. At least four years post qualification legal experience. Proficiency in prosecuting, guiding investigations and giving instructions in complex and more difficult common law and statutory offences in the lower courts, drafting charge sheets and complex court documents. Management skills. Must be able to work independently. Must have good administrative skills.

**DUTIES:** Manage, train and give guidance to Prosecutors. Study case dockets and decide on the institution and conduct criminal proceedings. Maintenance of 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 case in court, to lead witnesses, cross examine and address the court on inter alia, or conviction and sentence in general conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, policy and directive 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 system.

**ENQUIRIES:**

 **Musa Mncwabe 031 334 5092**

**Applications: E-mail:Recruitcppdbn280@npa.gov.za or fax: 012 843 3922**

**POST:** **REGIONAL COURT PROSECUTOR X12**

**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: Empangeni X3 (Recruit 2015/281), CPP: Butterworth X2 (Recruit 2015/282), CPP: Ladysmith (Recruit 2015/283), CPP: Pietermaritzburg X6 (Recruit 2015/284)**

**REQUIREMENTS:** A recognized four-year legal qualification. At least four years post qualification legal experience. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting.

**DUTIES:** Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. 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: Empangeni: Musa Mncwabe 031 334 5092**

 **CPP: Butterworth: Talita Raga 047 501 2629**

 **CPP: Ladysmith: S Bhengu 033 392 8766**

 **CPP: Pietermaritzburg: Amber Stevens 033 392 8771**

**APPLICATIONS: E-mail:Recruitcppdbn281@npa.gov.za or fax: 012 843 3923**

 **E-mail:Recruitcppumtata282@npa.gov.za or fax: 012 843 3925**

 **E-mail:Recruitcppdbn283@npa.gov.za or fax: 012 843 3926**

 **E-mail: Recruitcpppmb284@npa.gov.zaor fax: 012 843 3927**

**POST:** **DISTRICT COURT CONTROL PROSECUTOR**

**SALARY:** **R 392 739.00 per annum (Excluding Benefits) to R 926 586.00 per annum (Total Cost Package) (Level SU-1 to SU-2)**

**CENTRE:** **CPP: Butterworth (Lady Frere) (Recruit 2015/285)**

 **CPP: Ladysmith (Recruit 2015/286)**

**REQUIREMENTS:** A four-year legal qualification. At least four years post qualification legal experience. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Ability to work independently without constant supervision and manage court case flow independently. Relieve in the Regional Court and mentor and/train and check the quality of work from prosecutors. Good administration skills.

**DUTIES:** Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal; proceedings of a general and more advanced nature in the both District and Regional Court. Prepare cases for 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 witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. 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 justice system.

**ENQUIRIES:** **CPP: Butterworth: Talita Raga 047 501 2629**

 **CPP: Ladysmith: S Bhengu 033 392 8766**

**APPLICATIONS: E-mail:Recruitcppumtata285@npa.gov.za or fax: 012 843 3928**

 **E-mail:Recruitcppdbn286@npa.gov.za or fax: 012 843 3929**

**POST: ASSISTANT DIRECTOR: ADMINISTARTION**

**SALARY:** **R 361 659.00 per annum (Excluding Benefits) (Level 10)**

**CENTRE:** **DPP: Mthatha (Recruit 2015/287)**

**REQUIREMENTS:** An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. Minimum of three years relevant experience in administration. Knowledge of Financial Management. Knowledge and experience in HR Systems. Knowledge of the PFMA, Public Service Act and PSR, Strong organization and leadership skills. Ability to think strategically and knowledge of Supply Chain Management. Computer skills. Good report writing skills, organizational skills. Excellent communication skills.

**DUTIES:** Responsible for administration and logistical support in the office. Screen, process and priorities requests, queries or documents from various departments by replying to them. Assist the Director Administration on all corporate service matters. Ensure implementation of Human Resources policies, Supply Chain policies and Finance related policies. Advise the Corporate Service Management on appropriate utilization of infrastructure of resources. Implement budget control measures. Execution, interpretation and recommendations on policies, procedures and strategies

**ENQUIRIES:** **DPP: Mthatha:-Talita Raga 047 501 2629**

**APPLICATIONS: E-mail:Recruitdppumtata287@npa.gov.za or Fax: 012 843 3930**

**CORPORATE SERVICE**

**INFORMATION AND SYSTEMS MANAGEMENT**

**POST: PROJECT MANAGER X2**

**SALARY:** **R 569 538.00 per annum (Total Cost Package) (Level 11)**

**CENTRE:** **HEAD OFFICE (Recruit 2015/288)**

**REQUIREMENTS:** An appropriate B Degree, National Diploma or equivalent qualification in Information Technology on NQF Level 6. Minimum of five years relevant experience in an IT project environment. Strong and tested project management skills. Understanding of ICT, infrastructure and operations in areas of Information Systems, System Development and Technology. Thorough understanding of project management methodology (PMBOK / Prince 2), phases, techniques, tools and SDLC within an IT-environment. Drivers license and willingness to travel.

**DUTIES:** Be technical interface between the NPA and Integrated Justice Programme. Oversee choice of technology platforms and development of software and hardware systems as appropriate and in coherence between NPA and Integrated Justice Programme. Manage Strategic- and IT projects within NPA. Developing business cases. Identify project risks and mitigation plans. Developing comprehensive project schedules. Providing weekly and monthly project status reports. Regularly revise work plans with the NPA Programme manager and tracking project status at task level. Scheduling and conducting project progress meetings as well as take minutes. Managing project change requests. Providing directions and ensuring all project activities and deliverables adhere to corporate policies. Tracking project issues / action items to closure. Managing project funding requests and financials including budgeting, forecasting and tracking. Manual- and electronic filing on SharePoint. Developing deployment plans and managing production installations.

**ENQUIRIES:** **Jacques du Toit 012 845 6263**

 **E-mail:Recruitdpphq288@npa.gov.za or fax: 012 843 3931**

**CLOSING DATE: 12 October 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 *the Careers@NPA* 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.

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