**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:** **DPP: Grahamstown (Organised Crime) (East London) (Recruit 2015/320)**

**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. Management skills. Must be able to work independently. 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. Draft charge sheets and other court documents. Represent the State in all Courts. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice

**ENQUIRIES:** **Anthony Bean – 046 602 3401**

**APPLICATIONS: E-mail:** RecruitDPPGHMT320@npa.gov.za **or fax:** (012) 843-4022

**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- LP-8)**

**CENTRE:** **DPP: Grahamstown (Recruit 2015/321); DPP: Cape Town (Recruit 2015/322)**

**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. Ability to act independently or with minimum supervision. Proficiency in prosecuting. Competency in guiding investigations, drafting charge sheet, indictments and court documents and dealing with presentations.

**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. 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 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 NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system. Present state case in court, lead evidence and draft charge sheets Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

**ENQUIRIES: DPP: Grahamstown Anthony Bean – 046 602 3401**

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

**APPLICATIONS: DPP: Grahamstown: E-mail:** [RecruitDPPGHMT321@npa.gov.za](mailto:RecruitDPPGHMT321@npa.gov.za) **or fax:** (012)843 4023

**DPP: Cape Town: E-mail:** [RecruitDPPCPT322@npa.gov.za](mailto:RecruitDPPCPT322@npa.gov.za) **or fax:** (012)843 4024

**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: Wynberg (Recruit 2015/323); CPP: Modimolle (Lephalale) (Recruit 2015/324); CPP: Thohoyandou (Giyani) (Recruit 2015/342)**

**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.

**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 Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner intergration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES:** **CPP: Wynberg: Mzukisi Gcuwa 021 487 7048**

**CPP: Modimolle & CPP: Thohoyandou: Thuba Thubakgale 015 960 9913**

**APPLICATIONS: CPP: Wynberg: E-mail:** [RecruitCPPCPT323@npa.gov.za](mailto:RecruitCPPCPT323@npa.gov.za) **or fax:** (012)843 4025

**CPP: Modimolle: E-mail:** [RecruitAFUPOL324@npa.gov.za](mailto:RecruitAFUPOL324@npa.gov.za) or fax: (012) 843 4026

**CPP: Thohoyandou: E-mail**: [RecruitCPPTHY342@npa.gov.za](mailto:RecruitCPPTHY342@npa.gov.za) **or fax:** (012) 843 4027

**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: Kimberley X2 (Recruit 2015/325); CPP: Welkom X2 (Recruit 2015/326)**

**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. 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: Kimberley: Nicholas Mogongwa 053 807 4500**

**CPP: Welkom: Victor Mabetlela 051 410 6145**

**APPLICATIONS: CPP: Kimberley: E-mail** [RecruitCPPKIM325@npa.gov.za](mailto:RecruitCPPKIM325@npa.gov.za) **or fax: (012) 843 4028**

**CPP: Welkom: E-mail:** [RecruitCPPBLM326@npa.gov.za](mailto:RecruitCPPBLM326@npa.gov.za)  **or fax: (012)843 4029**

# **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: Kimberley (Re-advert) (Recruit 2015/327); CPP: Thohoyandou (Giyani) (Recruit 2015/341)**

**REQUIREMENTS:** A recognized 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. Good administration skills. Good management skills. Organisational skills. Ability to work independently.

**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: Kimberley: Nicholas Mogongwa 053 807 4500**

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

**APPLICATIONS: CPP: Kimberley: E-mail** [RecruitCPPKIM327@Npa.Gov.Za](mailto:RecruitCPPKIM327@Npa.Gov.Za) **or fax:** (012) 843 4030

**CPP: Thohoyandou: E-mail:** [RecruitCPPTHY341@npa.gov.za](mailto:RecruitCPPTHY341@npa.gov.za) **bor fax:** (012) 843 4031

**POST:** **ASSISTANT DIRECTOR: ADMINISTRATION**

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

**CENTRE:** **DPP: Limpopo (Polokwane) (Recruit 2015/340)**

**REQUIREMENTS:** An appropriate B degree/National diploma or equivalent qualification on a minimum NQF level 6. Minimum three years relevant experience. Experience at supervisory level. Strong administrative, decision making, organisational and general office management skills. Good planning and supervisory skills. Execution and interpretation and recommendations on policies and procedures. In-depth knowledge of Public Service act and regulations and its application. Knowledge of legislation and regulations pertaining to Public service administration specifically the Public Service Act, Labour Relations act, EEA, skills development ac. Excellent written and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines.strong organisational and management skills. Computer skills in MS Word, Excel, PowerPoint and Outlook.

**DUTIES:** Provide HR Administration services to the region. Capture PERSAL information on the payroll system. Monitor implementation of recruitment and selection of human resources. Monitor the implementation of service benefits. Facilitate the administration of human resources development services in the region. Compile monthly reports and statistics. Manage staff and provide guidance on HR related matters. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders.maintain and administer PERSAL information including leave applications. Prepare Human Resources reports and submit same to the Director: Administration. Persal Administration, staff procurement, training and development, service conditions, staff exits and transfers.

**ENQUIRIES:** **Thuba Thubakgale 015 960 9913**

**APPLICATIONS: E-mail**: [RecruitDPPPOL340@npa.gov.za](mailto:RecruitDPPPOL340@npa.gov.za) **or fax**: (012) 843 4032

**SPECIALISED COMMERCIAL CRIME UNIT**

**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:** **SCCU: Pretoria (Recruit 2015/328)**

**REQUIREMENTS:** A recognized four-year legal qualification. At least eight years post qualification legal experience in 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 No 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. Well developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, presentation and communication skills.

**DUTIES** Conduct prosecution of complex commercial cases. Advise the police on the investigation of complex commercial crime cases. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Generally conduct prosecutions on behalf of the State.

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

**APPLICATIONS: E-mail:** [RecruitSCCUPTA328@npa.gov.za](mailto:RecruitSCCUPTA328@npa.gov.za) **or fax:** (012)843 4033

**ASSET FORFEITURE UNIT**

**POST:** **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**

**SALARY:** **R 944 940.00 per annum (Total Cost Package) (SMS Level 13)**

**CENTRE:** **Bloemfontein (Re-advert) (Recruit 2015/329), Nelspruit (Re-advert) (Recruit 2015/330); Mmabatho (Recruit 2015/331)**

**REQUIREMENTS:** A recognized four-year legal qualification. At least ten years post qualification legal experience in civil litigation 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 No 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. Experience in civil litigation and such legal experience as in the opinion of the Minister, renders an applicant suitable for appointment as Deputy Director of Public Prosecutions. Admission as an Attorney and /or Advocate will be an added advantage. Well developed skills in advocacy and legal drafting. Good knowledge of civil and/or criminal procedure. Ability to develop systems and procedures as well as new policies. Knowledge of asset forfeiture law will be advantageous. Strong computer skills. Excellent interpersonal, analytical, presentation and communication skills.

**DUTIES:** Undertake litigation and supervision of litigation. Represent the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture/confiscation of property/assets derived from criminal activity. Draft applications. Prepare heads of argument and present cases in court. Train and provide mentorship and guidance to staff. Assist in managing the regional office.

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

**APPLICATIONS: Bloemfontein: E-mail:** [RecruitAFUBLM329@npa.gov.za](mailto:RecruitAFUBLM329@npa.gov.za) **or fax:** (012)843 4034

**Nelspruit : E-mail:** [RecruitAFUNel330@npa.gov.za](mailto:RecruitAFUNel330@npa.gov.za) **or fax:** (012)843 4035

**Mmabatho : E-mail:** [RecruitAFUMMB331@npa.gov.za](mailto:RecruitAFUMMB331@npa.gov.za) **or fax:** (012)843 4036

**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:** **Pretoria (Recruit 2015/332), East London (Recruit 2015/343)**

A recognized four-year legal qualification. At least eight 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 No 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Willing to travel. Able to work extended hours. Good interpersonal, analytical, presentation and communication skills. The ability to act independently. Strong computer skills will be required.

**DUTIES:** Litigation and supervising litigation. Conduct civil litigation regarding all aspects of the freezing and forfeiture/ confiscation of property/assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train NPA staff in the use of asset forfeiture procedure.

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

**APPLICATIONS: Pretoria:E-mail:** [RecruitAFUPTA332@npa.gov.za](mailto:RecruitAFUPTA332@npa.gov.za) **or fax:** (012)843 4037

**East London: E-mail:** [RecruitDPPEL343@npa.gov.za](mailto:RecruitDPPEL343@npa.gov.za) **or fax:** (012)843 4046

**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:** **Pretoria (Recruit 2015/333), Johannesburg (Recruit 2015/334)**

**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. 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: Pretoria: E-mail:** [RecruitAFUPTA333@npa.gov.za](mailto:RecruitAFUPTA333@npa.gov.za) **or fax:** (012)843 4038

**Johannesburg: E-mail:** [RecruitAFUJHB334@npa.gov.za](mailto:RecruitAFUJHB334@npa.gov.za) **or fax:** (012)843 4040

**OFFICE FOR WITNESS PROTECTION**

**POST:** **DEPUTY CHIEF PROTECTOR**

**SALARY:** **R 674 979.00 per annum (Total Cost Package) (Level 12)**

**CENTRE:** **Free State (Recruit: 2015/335)**

**REQUIREMENTS:** An appropriate B degree/ National diploma or equivalent qualification on a minimum NQF level 6. Must have successfully completed middle management course. Must have at least five years relevant experience. Must have successfully completed an Executive Protection or advanced VIP Protection. Mustremain operational available on 24 hour and seven days a week basis. Knowledge of Public Finance Management Act. Must have a proven track of managing other people.Knowledge and experience in the implantation if the provisions of the Minimum Information Security Standards. Knowledge of witness Protection Act, 112 of 1998. Knowledge and experience of undercover work will be an added advantage. Knowledge of the constitution and Bill of Rights, (NCPS) National Crime Prevention Strategy, Victims Charter and batho Pele. Knowledge of the functioning of various levels of courts and the Criminal Justice System. Experience in cash handling and cash management. Experience in leasing and letting properties.

**DUTIES:** Report directly to the regional head. Manage the covert operations designed to ensure safety of witness in the region. Manage the protection of information in region as prescribed in the MISS Documentation and other Sop’s. Manage the day to day functions of the operational staff in the region. Give advice/option on location of the operational staff in the region. Conduct performance appraisals on all operational staff. Ensure operational management is properly carried out. Ensure correct inputs in respect of operational budget are sent to the regional head. Ensure proper (undercover) procurement procedures are carried out. Carry out extensive road, air travel arrangements. Conduct extensive communication telephonically. Must be able to communicate and negotiate at the highest level Regionally, Nationally and Internationally. Must remain operationally available on a 24 hours and seven days a week basis. disputes and create sound employment relations. Ensure compliance

**ENQUIRIES: Kamogelo Tsubella 012 845 6925**

**APPLICATIONS: Email:** [RecruitDPPBLM335@npa.gov.za](mailto:RecruitDPPBLM335@npa.gov.za) **or Fax:** (012)843 4041

**POST:** **REGIONAL HEAD**

**SALARY:** **R 674 979.00 per annum (Total Cost Package)(Level 12)**

**CENTRE:** **Limpopo (Recruit: 2015/336)**

**REQUIREMENTS:** An appropriate B degree/ National. Diploma or equivalent qualification on a minimum NQF level 6. High level of understanding of and competency in people protection. Competency in at least two official languages, one of which must be English (multi-linguistic skills will be advantageous). Must have completed middle management course. Must have at least five years relevant experience. Communication skills (verbal and written). Planning, organisational and financial management skills. High level of sensitivity towards people management. Knowledge of witness Protection Act, 112 of 1998, the constitution of RSA. Sound interpersonal relations. Conflict Management and conflict resolution. Negotiating and analytical skills. Highlevel of dedication. Ability to think logically and high level of empathy. Must be prepared to travel extensively, even after hours. Sound knoeledge of the Public Service Act and Regulations. Sound knowledge of National Crime Prevention strategy. Sound knowledge of the Minimum Security Information Standards. Sound Knowledge of leading and planning operations.

**DUTIES:** Provide leadership to manage the regional office under supervision and guidance of the Director. Responsible for the efficient management and administration of the Regional Office including the effective Manage the protection of information in region as prescribed in the MISS Documentation and other SOP’S. Manage the day to day functions of the operational staff in the region. Give advice/option on location of the operational staff in the region. Conduct performance appraisals on all operational staff. Ensure operational management is properly carried out. Ensure correct inputs in respect of operational budget are sent to the regional head. Ensure proper (undercover) procurement procedures are carried out. Carry out extensive road, air travel arrangements. Conduct extensive communication telephonically. Must be able to communicate and negotiate at the highest level Regionally, Nationally and Internationally. Must remain operationally available on a 24 hours and seven days a week basis.

**ENQUIRIES: Kamogelo Tsubella 012 845 6925**

**APPLICATIONS: Email:** [RecruitOWPPol336@npa.gov.za](mailto:RecruitOWPPol336@npa.gov.za) **or Fax:** (012)843 4042

**POST:** **SENIOR WITNESS PROTECTION OFFICER: FINANCE**

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

**CENTRE:** **Limpopo (Recruit: 2015/337)**

**REQUIREMENTS:** An appropriate B degree/ National Diploma or equivalent qualification on a minimum NQF level 6. Minimum three years relevant experience. Give recommendations for all ad-hoc financial requests. Manage petty cash book and petty cash. Manage financial reporting and administration. Manage the provision of travelling and accommodation services. Liaise with relevant role players/ stake holders within a secure environment. Mainatain sound interpersonal relations within the office environment. Sources data, analyses it and converts it into reports and presentations. Provide daily, monthly and quarterly reports. Maintain effective communication. Ability to express facts, ideas, arguments clearly and logically, both orally and in writing.

**DUTIES:** Financial management and administration. Budget management. Financial reporting. Manage the financial aspects of safe houses. Manage general office administration. Interprete the requirements of the PFMA and provide advice on existing financial policies. Promote adherence to government policy and overall financial function. Review and monitor budget to ensure that the required financial procedures are adhered to and all monies are accounted for. Monitor, in a broad scope, compliance with policy.

**ENQUIRIES: Kamogelo Tsubella 012 845 6925**

**APPLICATIONS: Email:** [RecruitOWPPOL337@npa.gov.za](mailto:RecruitOWPPOL337@npa.gov.za) **or Fax:** (012)843 4043

**ADMINISTRATION**

**HRM & D**

**POST:** **ASSISTANT DIRECTOR: LABOUR RELATIONS**

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

**CENTRE:** **DPP:** **Cape Town (Recruit: 2015/338)**

**REQUIREMENTS:** An appropriate B degree/ National Diploma or equivalent qualification on a minimum NQF level 6. At least three years working experience in Human resources of which at least three years is Labour Relations and of which at least two years must be at supervisory level. Knowledge of employee relations legislative and regulatory framework, including but not limited to the Labour Relations Act, BCEA, Public Service Act and Employment Equity Act. Experience in conciliation and arbitration proceedings. Knowledge and experience in the handling of complaints, disciplinary hearings and grievances as an investigating officer, representative, chairperson. Alternative dispute resolution skills. Has to be reliable, tolerant and determined. Must be able to act independently. Must be willing to travel and able to work extended hours. Excellent communication, administrative and legal writing skills. General computer literacy and knowledge of computer programs such as MS Word, Excel, Outlook, PowerPoint and PERSAL. Able to understand and apply statistics related to the Labour Relations environment. Must be able to offer direction and leadership to staff.

**DUTIES:** Represent the NPA in conciliations and arbitration proceedings. Facilitate NPA representations and provide support to the counsel representing the NPA in external disputes. Facilitate, investigate and resolve grievances. Proactively implement mechanisms that minimize disputes and create sound employment relations. Participate in collective bargaining and facilitate the interpretation and implementation of collective agreements. Prepare and collate documents and provide opinions on the management and resolution of labour matters. Ensure compliance with appropriate grievance and disciplinary policies and procedures. Ensure that the NPA complies with the Basic Conditions of Employment Act, Labour Relations Act, Public Service Act and Public Service Regulations. Research and provide advice to the NPA management on the relevant legislative frame work.

**ENQUIRIES: Ronnie Pather 012 845 6186**

**APPLICATIONS: Email:** [RecruitDPPCPT338@npa.gov.za](mailto:RecruitDPPCPT338@npa.gov.za) **or Fax:** (012)843 4044

**COMMUNICATIONS**

**POST:** **REGIONAL COMMUNICATIONS MANAGER**

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

**CENTRE:** **Northern Cape (Kimberley) (Recruit: 2015/339)**

**REQUIREMENTS:** An appropriate B degree/ National Diploma or equivalent qualification on a minimum NQF level 6. At least three years working experience in communications and media environment. Excellent understanding of public relations principles. Excellent communication (oral and written) skills. Project management skills. Good understanding of branding and event management. Organisational skills. Ability to work well under pressure. Must be prepared to travel extensively on a regular basis. Experience in employee engagement. Ability and confidence to work on own initiative. Highly organised and able to function effectively under pressure. Ability to work flexibly and outside working hours when necessary. Ability to function and interact at all levels.

**DUTIES:** Co-ordinate all communications activities and responsibilities for the office of the Director of Public Prosecutions: Northern Cape, in liaison with head office in Pretoria. Media liaison and media relationship management in the region. Community outreach event management. Branding and promotions, photography. Internal communications and other duties as required from time to time.

**ENQUIRIES: John Solomon 012 845 6770**

**APPLICATIONS: Email:** [RecruitDPPKIM339@npa.gov.za](mailto:RecruitDPPKIM339@npa.gov.za) **or Fax:** (012)843 4045

**CLOSING DATE: 14 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 *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.

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