

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and 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, 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.

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 21 December 2021
- NOTE** : For your application to be accepted: Applications must be submitted on the new Z83 version, obtainable from any Public Service department or on 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 required qualifications, identity document and other listed documents as per the advert, must be included with your application. Such copies need not be certified when applying for the post. 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 (6) six 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. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. 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. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA. NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered.
- ERRATUM:** The post of Head Control Prosecutor 2 Recruit 2021/729; Senior Public Prosecutor Recruit 2021/700; Recruit 2021/705; Administrative Clerk Recruit 2021/711 advertised in PSVC 39 of 5 November 2021 and Assistant Director: Administration Recruit 2021/532 advertised in PSVC 30 of 27 August 2021 are hereby withdrawn. NB! Applicants Who Are Successful Must Please Note That The NPA Is Not In A Position To Pay Resettlement Costs

MANAGEMENT ECHELON

- POST 43/24** : **DIRECTOR: ADMINISTRATION RECRUIT 2021/740**
Strategy, Operations and Compliance

- SALARY** : R1 057 326. per annum (Level 13) (Total Cost Package)
- CENTRE** : Pretoria: Head Office
- REQUIREMENTS** : A recognized B-degree or Advanced Diploma (NQF level 7). At least five (5) years management experience at Middle Management or Senior Management level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent verbal and written communication skills. Computer literacy in MS Word, Excel, PowerPoint and Outlook. Knowledge and understanding of the Labour Relations Act, BCEA, Public Service Act, Employment Equity Act, COIDA, PFMA and Treasury Regulations. Valid driver's license.
- DUTIES** : Provide advice, guidance and support to the Deputy National Director of Public Prosecutions (DNDPP): Strategy, Operations and Compliance (SOC) and the Head of Administration. Manage the office of the DNDPP: SOC. Manage the co-ordination of activities between the office of the DNDPP: SOC and the service centres falling within SOC. Provide administrative leadership on the finances of the SOC unit through development of the budget for the unit. Manage and monitor expenditure of the unit and report thereon as periodically required. Monitor suppliers/ vendors to ensure Service Level Agreement (SLA) is adhered to and the performance and compliance by suppliers/ vendors. Ensure the maintenance of a sound asset management system and conduct periodic asset returns in accordance with the relevant prescripts. Ensure the maintenance of an up to date inventory register and submit periodic returns as prescribed. Facilitate and ensure the development or review of an HR plan for the unit in conjunction with HRM&D. Take ownership of the skills development programme by chairing the Training Forum for SOC and coordinating the activities thereof. Ensure the provision of an effective HR administration and management in the unit. Ensure the management and coordination of IT services and identify priority areas for resourcing with appropriate IT infrastructure to improve connectivity. Ensure effective document management services. Ensure efficient security services in the unit. Ensure overall compliance of the unit with all applicable legislation. Assist the unit in the development of the operational plans and monitoring and evaluation of performance thereof. Assist in managing the performance information. Assist in coordinating the development and maintenance of appropriate management information systems pertaining to Enterprise Performance Management. Monitor and attend to Promotion of Access to Information (PAIA) requests as the Deputy Chief Information Officer of the NPA.
- ENQUIRIES** : Morongwa Moreana Tel No: 012 845 6107
- APPLICATIONS** : e mail Recruit_2021740@npa.gov.za

OTHER POSTS

- POST 43/25** : **SENIOR PUBLIC PROSECUTOR RECRUIT 2021/741**
National Prosecutions Service
- SALARY** : R997 764.per annum (Total Cost Package) to R1 559 616. per annum (Total Cost Package) (Level CM-1)
- CENTRE** : CPP: East London (Dimbaza)
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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 allocation of work and management of performance for lower level Prosecutors including trainee prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist Prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors

towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance to code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : Talita Raga Tel No: 040 608 6800
APPLICATIONS : e mail e mail Recruit_2021741@npa.gov.za

POST 43/26 : **SENIOR STATE ADVOCATE RECRUIT 2021/742**
National Prosecutions Services

SALARY : R997 764 per annum (Total Cost Package) to R1 559 616.per annum (Total Cost Package) (Level LP-9)

CENTRE : DPP: Mpumalanga (OCC)
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Five years in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admitted advocate and/or attorney will be an added advantage. Good knowledge of civil and \or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Ability to act independently. Willing to travel and work extended hours. Ability to do legal research.

DUTIES : Conduct prosecution of serious, complex and organsied crime cases and corruption matters. Advise the police on the investigation of serious, complex and organized crime cases and corruption matters. 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. Appear in motion proceedings and also do appeals and reviews. General conduct prosecution on behalf of the state.

ENQUIRIES : Tebogo Mashile 013 045 0686
APPLICATIONS : e mail Recruit_2021742@npa.gov.za

POST 43/27 : **SENIOR STATE ADVOCATE RECRUIT 2021/777 (2 POSTS)**
Priority Crime Litigation Unit
(Re-advert)

SALARY : R997 764.per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP-9)

CENTRE : Pretoria: Head Office
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Five years in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required.

DUTIES : Conduct prosecution and matters arising therefrom, falling within the PCLU mandate. Give guidance to the DPP's on the management of investigations and prosecutions referred to them. Develop and guide investigative plans in conjunction with the DPCI and/or the DPP's. Give guidance to the DPCI on specific investigations. Conduct research on legal matters falling within the PCLU mandate. And compile opinions. Present training to the NPA and other stakeholders. Represent PCLU in inter-departmental working groups. Represent the NPA in legal challenges brought in the Civil Courts. Perform other ad hoc assignments as required by the senior management of the PCLU.

ENQUIRIES : Gija Maswanganyi Tel No: 012 845 6944
APPLICATIONS : e mail Recruit_2021777@npa.gov.za

POST 43/28 : **SENIOR STATE ADVOCATE RECRUIT 2021/743 (2 POSTS)**
National Prosecutions Services

SALARY : R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP-9)

CENTRE REQUIREMENTS : DPP: Grahamstown
: An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Ability to act independently.

DUTIES : Study case dockets, decide in the institution of conduct criminal proceedings. Draft charge sheets and other court 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 APPLICATIONS : Nomfuneko Ntapane Tel No: 046 602 3000
: e mail Recruit_2021743@npa.gov.za

POST 43/29 : **SENIOR STATE ADVOCATE RECRUIT 2021/744**
National Prosecutions Services
(Re-advert)

SALARY : R997 764.per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP-9)

CENTRE REQUIREMENTS : DPP: Bloemfontein
: An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Ability to act independently.

DUTIES : Study case dockets, decide in the institution of conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Advise the police on the investigation matters. Conduct legal research and keep up to date with legal developments. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES APPLICATIONS : Lemmer Ludwick 051 410 6001
: e mail Recruit_2021744@npa.gov.za

POST 43/30 : **SENIOR STATE ADVOCATE**
National Prosecutions Services

SALARY : R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP-9)

CENTRE : DPP: Grahamstown (Port Elizabeth) (OCC) - Recruit 2021/745 (Re-advert)
: DPP: Grahamstown (East London/Bhisho) Recruit 2021/746
: DPP: Cape Town (OCC) Recruit 2021/775 (Re-advert)

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Ability to act independently. Experience or knowledge in POCA legislation.

DUTIES : Study case dockets, decide in the institution of conduct criminal proceedings. Draft charge sheets and other court 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 APPLICATIONS : Nomfuneko Ntapane Tel No: 046 602 3000
: DPP: Grahamstown (Port Elizabeth) e mail Recruit_2021745@npa.gov.za
: DPP: Grahamstown (East London/Bhisho) e mail Recruit_2021746@npa.gov.za

- POST 43/31** : **SENIOR STATE ADVOCATE RECRUIT 2021/775**
National Prosecutions Services
(Re-advert)
- SALARY** : R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP-9)
- CENTRE** : DPP: Cape Town (OCC)
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Experience in the litigation of POCA matters and or extensive knowledge of the POCA legislation. Proficiency in prosecuting, competency in guiding investigations in complex or more difficult matters, drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor, train and quality check the work of State Advocates and Regional Court Prosecutors. Ability to act independently without supervision and manage court and case- flow management independently. Required to travel to courts across the Division to prosecute cases when required. Valid driver`s license is required.
- DUTIES** : Study case dockets, guide the investigations and decide in the institution of conduct criminal proceedings. Draft charge sheets and indictments. Deal with any representations. Present the State's case in all courts especially the more complex organized crime matters including bail applications. Study appeals and reviews, prepare opinions and heads of argument for complex matters and argue cases in the appropriate court with right of appearance. Appear in court in motion applications pertaining to criminal matters. Perform all duties, including administrative duties and specific tasks assigned by the supervisor, related thereto in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority. Supervise and manage performance of State Advocate(s) and Regional Court Prosecutors (if so required). Conduct performance assessments of staff (if so required). Quality check work of State Advocates and Regional Court Prosecutors. Mentor and guide Advocates, prosecutors and stakeholders. Assist in the keeping of proper records/statistics in relation to all criminal prosecutions conducted by the OCC and assist in compilation of statistics/reports. Managing of allocated portfolio within the OCC. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
- ENQUIRIES** : Francios Brandt Tel No: 021 487 7144
- APPLICATIONS** : e mail Recruit_2021775@npa.gov.za
- POST 43/32** : **SENIOR STATE ADVOCATE RECRUIT 2021/747 (2 POSTS)**
National Prosecutions Services
- SALARY** : R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP-9)
- CENTRE** : DPP: Grahamstown (Port Elizabeth) (Tax)
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least 6 years of relevant criminal court work experience in advocacy and drafting. Well-developed skills in legal research. Good interpersonal, analytical, organisational and communication skills. General computer literacy required. Excellent administrative skills. Assist with the Performance management and assessments of staff. Extensive prosecutorial or litigation experience regarding commercial crimes, Fraud, Theft and other common law/statutory offences relating to tax evasion is essential. Knowledge of legislation relating to Income Tax, VAT, PAYE as well as the Tax Administration Act and the Customs and Excise Act required. Knowledge of Company Law. Proficiency in prosecuting, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor, train and quality check the work of Advocates. Ability to act

<u>DUTIES</u>	:	independently without supervision and manage court and case flow management independently. Required to travel to courts across the Division to prosecute tax cases as and when required. Valid driver's license is required.
	:	To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/or the Policy Manual and/or any directives, inter alia, to study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding the investigation, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the State's case in court. Present evidence, cross-examine and address the court on inter alia, conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument for complex matters and argue cases in the appropriate court with right of appearance. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all duties, including administrative duties and specific tasks assigned by the supervisor, related thereto in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority. Supervise and manage performance of State Advocate(s) (if so required). Conduct performance assessments of staff (if so required). Quality check work of Advocates. Mentor and guide Advocates, prosecutors and stakeholders. Assist in the keeping of proper records/statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics/reports. Middle management, including appeals, court rolls (under supervision) and office inspections. Managing of allocated portfolio within STU. Assist Deputy Directors in high-profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Nomfuneko Ntapane Tel No: 046 602 3000
	:	e mail Recruit_2021747@npa.gov.za
<u>POST 43/33</u>	:	<u>DEPUTY DIRECTOR: COURT PREPARATION RECRUIT 2021/748</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R882 042 per annum (Total Cost Package) (MMS Level 12)
	:	DDPP: Bhishe (East London) -
	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Work or equivalent. At least five years working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
<u>DUTIES</u>	:	Oversee the court preparation programme provided by Court Preparation Officers within the NPA for the Division. To mentor, coach, ensure effective transfer of skills to the Court Preparation officials. Give guidance to the DPP/ Governance Coordinators/ Chief Prosecutors/SPP and court preparation officers regarding the model and methodology of court preparation work. Ensure compliance with standards and guidelines for the establishment, roll out and management of court preparation services in the region for the prevention of secondary trauma and enhanced prosecution. Conduct court preparation and victim impact statements in high profile matters and implement the PEACE model and victim impact statements for Court preparation in courts. Act as an expert witness when called upon to do so. Lead staff towards achieving strategic goals of the NPA. Deal with representations and complaints and escalate. Contribute towards the management and implementation of the victim's charter. Promote partner integration, community involvement and customer satisfaction in conjunction with partners within the criminal justice system. Liaise with internal and external stakeholders and attend meetings, including national office. Manage staff and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Talita Raga Tel No: 040 608 6800
	:	e mail Recruit_2021748@npa.gov.za
<u>POST 43/34</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR</u> National Prosecutions Service

- SALARY** : R859 752. per annum (Total Cost Package) to R1 405 245.per annum (Total Cost Package) (Level SU-3)
- CENTRE** : CPP: Bloemfontein (Phuthaditjhaba) - Recruit 2021/749 (Botshabelo)- Recruit 2021/750
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Appropriate Regional Court 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. Willingness to travel to different courts within the cluster. A valid driver's license.
- 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 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** : Lemmer Ludwick Tel No: 051 410 6001
- APPLICATIONS** : CPP: Bloemfontein (Phuthaditjhaba) e mail Recruit_2021749@npa.gov.za; (Botshabelo) e mail Recruit_2021750@npa.gov.za
- POST 43/35** : **STATE ADVOCATE - RECRUIT 2021/751 (2 POSTS)**
National Prosecutions Service
- SALARY** : R774 660. per annum (Total Cost Package) to R1 285 149. per annum (Total Cost Package) (Level LP- 7 to LP-8)
- CENTRE** : DPP: Grahamstown (Grahamstown)
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Written and verbal communication skills. Ability to work independently
- DUTIES** : Study case dockets, decide in the institution of and conduct criminal proceedings. Draft charge sheets. and other courts documents. Proficiency in prosecuting. Competency in guiding investigations. Represent the state in all courts.
- ENQUIRIES** : Nomfuneko Ntapane Tel No: 046 602 3000
- APPLICATIONS** : e mail Recruit_2021751@npa.gov.za
- POST 43/36** : **STATE ADVOCATE RECRUIT 2021/752 (4 POSTS)**
National Prosecutions Service
- SALARY** : R774 660 per annum (Total Cost Package) to R1 285 149. per annum (Total Cost Package) (Level LP- 7 to LP-8)
- CENTRE** : DPP: Mpumalanga (OCC)
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently
- DUTIES** : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case 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 heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general 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. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Tebogo Mashile Tel No: 013 045 0686
APPLICATIONS : e mail Recruit_2021752@npa.gov.za

POST 43/37 : **STATE ADVOCATE (ATTORNEY) RECRUIT 2021/753**
 Asset Forfeiture Unit

SALARY : R774 660 per annum (Total Cost Package) to R1 285 149. per annum (Total Cost Package) (LP-7 to LP-8)

CENTRE : Mmabatho
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least 5 years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admission as an Attorney of the High Court of South Africa. Appropriate knowledge of or experience in the implementation of the Prevention of Organized Crime Act and in dealing with legal matters relating to Asset Forfeiture Unit is recommended. Excellent interpersonal, analytical, presentation and communication skills. Strong computer skills (Ms Word, Excel, Outlook and PowerPoint is recommended. Professionalism and able to act independently Willingness to travel and work extended hours. Excellent communication and administrative skills are recommended, as well as literacy and numeracy skills in so far as being able to understand profit and loss calculations and basic business finance is recommended. Ability to conduct legal research is recommended. Valid driver's license is recommended.

DUTIES : Act as Attorney for the Asset Forfeiture Unit. Execute tasks that by law must be performed by Attorneys. Attend to diverse types of civil litigation in the High Court, Magistrate Courts as well as appeals from these courts, including appeals to the Supreme Court of Appeal. Deal with constitutional issues, including litigation in the Constitutional Court. Draft and / or settle all types of agreements render legal opinions, draft and move applications. Attend to queries from curators on litigation of Asset Forfeiture matters. Collect all taxed bills of all costs in favour of the state.

ENQUIRIES : Lindie Swanepoel Tel.No: 012 845 6638
APPLICATIONS : e-mail Recruit_2021753@npa.gov.za

POST 43/38 : **STATE ADVOCATE**
 National Prosecutions Service

SALARY : R774 660 per annum (Total Cost Package) to R1 285 149 per annum (Total Cost Package) (Level LP- 7 to LP-8)

CENTRE : DPP: Grahamstown (East London) (Tax Unit) - Recruit 2021/754 (2 posts)
 DPP: Grahamstown (Port Elizabeth) (Tax Unit) - Recruit 2021/755

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. At least four years relevant experience in advocacy and drafting. 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.

DUTIES : Study case dockets, make assessments thereof and decide on the institution of prosecutions. 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. 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 argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Mentor and guide investigating officers, prosecutors and stakeholders. Assist in keeping proper records and statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics and reports. Assist in high profile matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

- ENQUIRIES APPLICATIONS** : Nomfuneko Ntapane Tel No: 046 602 3000
 : DPP: Grahamstown (East London) e mail Recruit_2021754@npa.gov.za
 : DPP: Grahamstown (Port Elizabeth) e mail Recruit_2021755@npa.gov.za
- POST 43/39** : **STATE ADVOCATE**
 National Prosecutions Service
- SALARY** : R774 660 per annum (Total Cost Package) to R1 285 149 per annum (Total Cost Package) (Level LP- 7 to LP-8)
- CENTRE** : DPP: Grahamstown (OCC) - Recruit 2021/756
 : DPP: Grahamstown (Port Elizabeth) Recruit 2021/757(3 posts)
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently.
- DUTIES** : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case 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 heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general 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. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
- ENQUIRIES APPLICATIONS** : Nomfuneko Ntapane Tel No: 046 602 3000
 : DPP: Grahamstown (OCC) e mail Recruit_2021756@npa.gov.za
 : DPP: Grahamstown (Port Elizabeth) e mail Recruit_2021757@npa.gov.za
- POST 43/40** : **DISTRICT COURT CONTROL PROSECUTOR**
 National Prosecutions Service
- SALARY** : R518 088. per annum (Excluding Benefits) to R1 210 842. per annum (Total Cost Package) (Level SU-1 to SU-2)
- CENTRE** : CPP: Mthatha (Qumbu) - Recruit 2021/758
 : CPP: Bloemfontein (Phuthaditjhaba) - Recruit 2021/759
 : CPP: Johannesburg - Recruit 2021/776
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	CPP: Mthatha Tulisa Sibindlana Tel No: 047 501 2669 CPP: Bloemfontein LG Ludwick Tel No: 051 410 6001 CPP: Johannesburg Noria Malahlela Tel No: 011 220 4274
<u>APPLICATIONS</u>	:	CPP: Mthatha (Qumbu) e mail Recruit_2021758@npa.gov.za CPP: Bloemfontein (Phuthaditjhaba) e mail Recruit_2021759@npa.gov.za CPP: Johannesburg e mail Recruit_2021776@npa.gov.za
<u>POST 43/41</u>	:	<u>HEAD CONTROL PROSECUTOR 2 RECRUIT 2021/760</u> National Prosecutions Service
<u>SALARY</u>	:	R518 088 per annum (Excluding Benefits) to R1 210 842 per annum (Total Cost Package) (Level SU-1-SU-2)
<u>CENTRE REQUIREMENTS</u>	:	CPP: Port Shepstone An LLB or any appropriate legal qualification for serving prosecutors. At least four years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in complex and more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision. Excellent administrative skills.
<u>DUTIES</u>	:	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 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 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 criminal justice.
<u>ENQUIRIES</u>	:	Siyanda Salman Tel No: 031 334 5272
<u>APPLICATIONS</u>	:	e mail Recruit_2021760@npa.gov.za
<u>POST 43/42</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R518 088 per annum (Excluding Benefits) to R1 210 842.per annum (Total Cost Package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	CPP: East London - Recruit 2021/761 CPP: Johannesburg – Recruit 2021/762 (3 posts)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	CPP: East London Talita Raga Tel No: 040 608 6800 CPP: Johannesburg Nora Malahlela Tel No: 011 220 4274
<u>APPLICATIONS</u>	:	CPP: East London e mail Recruit_2021761@npa.gov.za CPP: Johannesburg e mail Recruit_2021762@npa.gov.za
<u>POST 43/43</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R518 088 per annum (Excluding Benefits) to R1 210 842. per annum (Total Cost Package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	CPP: Bellville - Recruit 2021/763 CPP: Mitchell's Plain Recruit 2021/764 (2 posts)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Litigation in the Regional court, relief duties, management and administrative experience will be an added advantage. Valid driver's license.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in District and Regional 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. Perform relief prosecutorial duties at courts within the cluster. 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.
<u>ENQUIRIES</u>	:	Francios Brandt Tel No: 021 487 7144
<u>APPLICATIONS</u>	:	CPP: Bellville e mail Recruit_2021763@npa.gov.za CPP: Mitchell's Plain e mail Recruit_2021764@npa.gov.za
<u>POST 43/44</u>	:	<u>ASSISTANT DIRECTOR: LITIGATION ADMINISTRATION RECRUIT 2021/765</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R382 245 per annum (Level 9) (Excluding Benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Office Administration or equivalent. Minimum three years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good planning and organizing, written verbal communication skills. Good problem solving and people skills. High level of reliability and to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislation, policies and procedures applicable in the public sector. Willing to travel and able to work extended hours. Excellent interpersonal, analytical and presentation skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint.
<u>DUTIES</u>	:	Maintain databases and provide literature resources nationally. Consolidate monthly reports from regions. Ensure delegations and oath of office are filed for ease reference. Provide assistance with the administration and implementation of the Training Provisioning Plan (TPP). Submit request to SCM. Arrange quarterly meetings for TPP. Distribute nomination forms for training and keep attendance registers. Make photocopies and print material for preparation of submissions and reports. Receive and process requests from other departments. Administer MLA request within AFU. Keep record of all MLA matters. Maintain International contact list. Maintain performance Information statistics. Capture and maintain performance information using IBASE. Maintain case registers/lists. Liaise with regional offices and other business units regarding the submission of performance information, reports and the verification of performance figures. Check reports for correctness.

- Liaise with Internal and External Auditors with regards to audit queries. Collect information for reporting purpose
- ENQUIRIES** : Lindie Swanepoel Tel No: 012 845 6638
APPLICATIONS : e mail Recruit_2021765@npa.gov.za
- POST 43/45** : **STATE ACCOUNTANT RECRUIT 2021/766 (2 POSTS)**
 Financial Management- Sub Directorate- Internal Control
- SALARY** : R261 372 per annum (Level 7) (Excluding Benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6) in Accounting/Auditing or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Minimum two years relevant experience in dealing with processing of Creditors Payments and employee allowances such as cellphone and S&T claims. Knowledge of BAS, LOGIS and PERSAL and tracking system. Knowledge of legislation and regulations pertaining to PFMA Act, Treasury regulations and other government related legislations. Understanding of the Public Finances in the public sector Good Communication, liaison and presentation skills. Computer Literacy, including Microsoft office suite (Word, Excel, PowerPoint and Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritizing skills. Problem solving and decision making.
- DUTIES** : Conduct interim investigation into fruitless, wasteful and loss cases. Maintain an updated register for all investigations. Validate payment batches against checklist. Present cases of Theft and Losses to the Loss Control Committee. Prepare reports for the Loss Control Committee an Expenditure Control Committee. Provide Secretariat support to the Loss Control Committee. Report on Internal Controls within the Finance Component. Prepare Appointment letters to newly appointed Loss Control Committee Members. Attend to Audit queries. Provide support with regards to Awareness Workshops for Losses within the NPA.
- ENQUIRIES** : Mashane Sebesebe Tel No: 012 845 6595
APPLICATIONS : e mail Recruit_2021766@npa.gov.za
- POST 43/46** : **PERSONAL ASSISTANT**
 Specialised Commercial Crime Unit
- SALARY** : R261 372. per annum (Level 7) (Excluding Benefits)
CENTRE : Kimberley - Recruit 2021/767
REQUIREMENTS : Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures. A valid driver's license will be an added advantage.
- DUTIES** : Provide secretarial, administration support and personal assistant service to the Deputy Director of Public Prosecutions. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the Deputy Director of Public Prosecutions. Draft routine correspondence and reports. Type documents for the office. Operate office equipment like fax machines and photocopiers. Make travel arrangements; make logistical arrangements for meeting and events, process travel and subsistence claims for the office, taking minutes during meetings. Draft routine correspondence. Develop and maintain an accessible and user friendly filing system. Handle procurement of standard items such as stationery and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative function. Set up schedules for meetings and events. Liaise with other offices of the NPA and Administration with regards to all matters pertaining to the administrative functions of the office. Perform any other work as will be determined by the unit head from time to time.
- ENQUIRIES** : Nicholas Mogongwa Tel No: 053 807 4539

APPLICATIONS : e mail Recruit_2021767@npa.gov.za

POST 43/47 : **FINANCE CLERK RECRUIT 2021/768 (2 POSTS)**
Financial Management- Sub Directorate- Internal Control

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 5) (Excluding Benefits)
: Pretoria: Head Office
: Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of BAS, LOGIS and PERSAL and tracking system. Knowledge of legislation and regulations pertaining to PFMA Act, Treasury regulations and other government related legislations. Understanding of the Public Finances in the public sector . Good Communication, liaison and presentation skills. Computer Literacy, including Microsoft office suite (Word, Excel, PowerPoint and Outlook). Ability to work independently and under pressure. Good administration skills. People management and empowerment. Planning and prioritizing skills. Problem solving and decision making.

DUTIES : Conduct inspection or verification on payment batches, journals and other related documents for completeness and compliance with regulations and departmental policies, delegations, processes and procedures. Maintain a register for all payment batches, journals and other related documents. Provide Internal/ External auditors with information requested. Maintain proper filing system and control of documents from the store rooms. Provide secretariat support to the Loss Control Committee. Assist with the administration of Loss Control activities.

ENQUIRIES APPLICATIONS : Mashane Sebesebe Tel No: 012 845 6595
: e mail Recruit_2021768@npa.gov.za

POST 43/48 : **ADMINISTRATIVE CLERK**
National Prosecutions Services

SALARY CENTRE : R176 310 per annum (Level 05) (Excluding Benefits)
: CPP: East London – Recruit 2021/769 (3 Posts)
(Mdantsane) - Recruit 2021/770
(Zwelitsha) - Recruit 2021/771

REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrate competency in acting Independently, Professional, Accountable and with Credibility. Excellent communication and administrative skills. Repost writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.

DUTIES : Provide high level administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organizations and State Departments. Liaise with administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying and faxing, receiving dispatching documents

ENQUIRIES APPLICATIONS : Talita Raga Tel No: 040 608 6800
: CPP: East London e mail Recruit_2021769@npa.gov.za
(Mdantsane) e mail Recruit_2021770@npa.gov.za
(Zwelitsha) e mail Recruit_2021771@npa.gov.za

POST 43/49 : **HUMAN RESOURCES CLERK RECRUIT 2021/772**
National Prosecutions Service

SALARY CENTRE REQUIREMENTS : R176 310. per annum (Level 5) (Excluding Benefits)
: DPP: Kimberley
: Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good

people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.

DUTIES : Provide high level HRM&D administration to the region. Facilitate the recruitment process. Process applications for service benefits and exit in the region. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Liaise with customers and stakeholders regarding all HR Functions. Assist in the training and development programs in the region. Assist in the performance assessment process.

ENQUIRIES : Nicholas Mogongwa Tel No: 053 807 4539
APPLICATIONS : e mail Recruit_2021772@npa.gov.za

POST 43/50 : **ADMINISTRATIVE CLERK RECRUIT 2021/773**
Priority Crimes Litigation Unit

SALARY : R176 310 per annum (Level 05) (Excluding Benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrate competency in acting Independently, Professional, Accountable and with Credibility. Basic knowledge of PFMA and Treasury Regulations. Sound planning and organizing skills, written and verbal communication skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Strong interpersonal and communication skills. Ability to act independently. Ensure compliance with NPA policies and guidelines and all relevant prescripts. Basic numeracy skills.

DUTIES : Process the payments for the service providers for the unit e.g. Substance and travelling claims, cellphone claims. Render support in the compilation and control budget. Carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with procurement policy. Check discrepancies in salary reports and distribute IRP5'. Administer stationery in a unit and manage petty cash. Design and keep a well organised administrative system for the office. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Render general administrative support such as filing, photocopying, faxing, receiving and dispatching of documents.

ENQUIRIES : Bonakele Jali Tel No: 012 845 6395
APPLICATIONS : e mail Recruit_2021773@npa.gov.za

POST 43/51 : **ADMINISTRATIVE CLERK RECRUIT 2021/774**
Priority Crimes Litigation Unit

SALARY : R176 310 per annum (Level 05) (Excluding Benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrate competency in acting Independently, Professional, Accountable and with Credibility. Knowledge of Public Sector Legislation. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES : Provide administrative support. Record incoming and outgoing documents. Check documents for correct referencing before filing. Receive dockets from relevant stakeholders. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Administrative support to the manager and advocates. Ensure incoming correspondence are processed, and relevant case files are opened and cross referenced. Operational support. Ensure the sending, receipt, recording and processing of facsimiles and emails iro case administered. Document management. Ensure implementation of case registers. Ensure efficient case data capturing.

ENQUIRIES : Bonakele Jali Tel No: 012 845 6395
APPLICATIONS : e mail Recruit_2021774@npa.gov.za