

ASSISTANT DIRECTOR: ADMINISTRATION

National Prosecuting Services

SALARY: R 376 596.00 per annum (Excluding Benefits) (Level 9)

CENTRE: DPP: Grahamstown - Recruit 2021/620

REQUIREMENTS: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) . Minimum three years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General knowledge of the NPA Act; The South African Archives Act, Access to Information Act; MISS and MPLA. Working knowledge and experience in document/docket management. Management and supervisory skills. Time management skills and broad knowledge of administration systems. General computer literacy and knowledge of MS Word, Excel, Outlook and PowerPoint. Ability to act independently, reliable, tolerant and honest. Analytical thinking capability and able to work extended hours.

DUTIES: Provide comprehensive docket management and administrative support services to the prosecutorial process in the office. Receive and open all incoming mail, documents and dockets and ensure correct referencing of all correspondence and received documents. Regularly check for priority documents and thoroughly checking correctness of documents referencing, duplication of cases, spelling and grammar mistakes of all work received before distributing to staff. Mark and manage matters for pending and filing systems and ensure thorough checking and signing off all closed files before transferring to archives. Manage court rolls, check and sign off appeals, police and dockets registers, perform monthly inspections, compile and submit statistics. Manage and supervise staff and perform HR functions within the section. Maintain a delegation register within the legal admin section. Liaise with customers and stakeholders on a regular basis.

ENQUIRIES: Nomfuneko Ntapani 046 602 3000

APPLICATIONS: e mail Recruit_2021620@npa.gov.za