

**POST: ADMINISTRATIVE CLERK: SUPERVISOR**

National Prosecutions Service

**SALARY: R 257 508.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE: DDPP: Durban - Recruit 2021/270**

**REQUIREMENTS:** An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Administration, Document Management Section and Court Support processes. Understanding of criminal court administration processes. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.

**DUTIES:** Manage and/or supervise the Court Support and Document Management Sections. Draw up and manage the court roll. Check opening of new files and sign off closed files. Check and sign off electronic registers (Appeals, Police dockets, etc.). Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Manage and/or supervise human resource functions of staff in the Court Support and Document Management Sections. Perform any other duties as deemed necessary by the supervisor. Draw up performance management contracts of staff and be responsible for performance assessment of staff.

**ENQUIRIES:** Ntokozo Dlamini 031 334 5274

**APPLICATIONS:** e mail [Recruit2021270@npa.gov.za](mailto:Recruit2021270@npa.gov.za)