

COURT PREPARATION OFFICER

National Prosecutions Service

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

CENTRE: CPP: Mmabatho (Vryburg) - Recruit 2021/627; CPP: George - Recruit 2021/628; (Knysna) - Recruit 2021/629

REQUIREMENTS: An appropriate B Degree (NQF level 7)/ Three (3) year Diploma (NQF 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.

DUTIES: Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.

ENQUIRIES: CPP: Mmabatho Flora Kalakgosi 018 381 9041; CPP: George Francios Brandt 021 487 7144

APPLICATIONS: CPP: Mmabatho (Vryburg) e mail Recruit_2021627@npa.gov.za;
CPP: George e mail Recruit_2021628@npa.gov.za; (Knysna) e mail Recruit_2021629@npa.gov.za