

NATIONAL PROSECUTING AUTHORITY

CLOSING DATE:

23 February 2015

NOTE:

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 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 Affirmative Portfolios on/or before the closing date. No late applications will be accepted/processed. The NPA /Affirmative Portfolios cannot be held responsible for postal or server delays. Applicant's attention is drawn to the fact that Affirmative Portfolios uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact Affirmative Portfolios 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 Affirmative Portfolios. 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.

Applications must be submitted to the relevant Recruitment Response E-mail or fax as stated

POST: **SENIOR ADMINISTRATIVE OFFICER(FINANCE) (Ref no: 2015/16)**
National Prosecutions Service

SALARY: **R 227 802.00 per annum (Excluding Benefits) (Level 8)**

CENTRE: **CPP: Mmabatho**

REQUIREMENTS: An Appropriate B Degree, National Diploma or equivalent qualification on NQF level 6. Minimum three years' working experience in salaries in the Public Service. Excellent written and verbal communication skills. Innovative, proactive and decisive under pressure and solution orientated. Negotiating and supervisory skills. Problem solving skills and ability to meet strict deadlines. Thorough knowledge of PERSAL and BAS. Knowledge of Treasury Regulations, PFMA and Public Service Act. Computer Literacy in programmes such as MS Word, Excel, PowerPoint, Outlook.

DUTIES: Manage and/or supervise Finance and supply chain functions of staff in Finance and Supply Chain Section. Compilation of budget. Manage regional expenditure. Compile and submit monthly Finance Statistics. Implement and ensure compliance with policies and procedures. Liaise with the customers/stakeholders and suppliers. Perform monthly inspections. Provide supply chain administration services. Capture and update the budget on BAS. Maintain BAS code structure, confirm the correct allocation to the payment section. Supervise management of interdepartmental claims and S&T's.

ENQUIRIES: **Flora Kalakgosi 018 381 9041**
APPLICATIONS: e-mail: npa16@responsehandling.co.za or Fax: 086 566 5128

POST: **ADMINISTRATION CLERK (SUPERVISOR) X 2**
National Prosecutions Service

SALARY: **R 183 438.00 per annum (Excluding Benefits) (Level 7)**

CENTRE: **CPP: Mmabatho (Ref no: 2015/17)**

DDPP: Bisho (Ref no: 2015/18)

REQUIREMENTS:

An appropriate B Degree, National Diploma or equivalent qualification on NQF level 6. Minimum two years' relevant experience. Strong interpersonal skills. Good written and verbal communication skills. Computer literacy (MS packages). Ability to collect and interpret stats. Good planning and organizing skills. Team work. Knowledge and understanding of the legislative framework governing Public Service.

DUTIES:

Supervise the clerical support section. Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data. Update registers and stats. Render general administrative support such as filing, photocopying, faxing, receiving and dispatching of documents. Keep and maintain the filing system for the component. Draft correspondence, memoranda and reports when required. Keep and maintain the incoming and outgoing registers of the section. .

ENQUIRIES:

CPP: Mmabatho: Flora Kalakgosi 018 381 9041

DDPP: Bisho: Viola Esterhuizen 040 608 6800

APPLICATIONS:

E-mail: npa17@responsehandling.co.za or Fax: 086 566 5129

Email: npa18@responsehandling.co.za or Fax: 086 566 5155

POST:

FINANCE CLERK: (SUPERVISOR) (Ref no: 2015/19)

National Prosecutions Service

SALARY:

R 183 438.00 per annum (Excluding Benefits) (Level 7)

CENTRE:

DPP: Kimberley

REQUIREMENTS:

An appropriate B Degree, National Diploma or equivalent qualification on NQF level 6. Minimum of two years relevant experience in Supply Chain Management. Knowledge of the PFMA, Treasury Regulations and other relevant Public Service Prescripts. Experience in working on

PERSAL and BAS systems. Computer literacy in MS Office suite and accounting system. Good interpersonal skills. Good Planning and organizing skills. Ability to work under pressure and independently. Ability to think strategically. Good Communication and problem solving skills. Ability to work in a team. Loyal and honest. General office management skills.

DUTIES:

Receiving, recording, processing of all financial transactions in the region. Develop system where all documents and transactions with financial implications in the region will be received, captured, processed and monitored till such time they are approved and finalized. Verifying correctness of all S & T claims, overtime and other transactions with financial implications before approval on PERSAL and BAS system. Draw a weekly, monthly and quarterly reports for budget and expenditure monitoring and reporting purposes. Manage use of Petty cash in the region. Report all discrepancies and irregularities to Deputy Director: Finance. Develop systems and mechanisms to ensure and maintain a clean audit in the region..

ENQUIRIES:
APPLICATIONS:

NK Mogongwa – 053 807 4539
E-mail: npa19@responsehandling.co.za or fax: 086 566 5158

POST:

ADMINISTRATION OFFICER: GENERAL (Ref no: 2015/20)

Specialized Commercial Crime Unit

SALARY:

R 183 438.00 per annum (Excluding Benefits) (Level 7)

CENTRE:

SCCU: Bellville

REQUIREMENTS:

An appropriate B Degree, National Diploma or equivalent qualification on NQF level 6. Minimum two years' relevant experience. Strong

interpersonal skills. Good written and verbal communication skills. Computer literacy (MS packages). Ability to collect and interpret stats. Good planning and organizing skills. Team work. Knowledge and understanding of the legislative framework governing Public Service.

DUTIES:

HR administration (e.g leave administration) Document Management. Facilitating the recruitment process. Facilitating the implementation of service benefits for staff. Facilitating the implementation of performance management system. Performing general office administration. Assisting the Librarian with the administration of the library.

ENQUIRIES:
APPLICATIONS:

Kgomotso Thamaga 012 845 6918
E-mail: npa20@responsehandling.co.za or Fax: 086 566 5172

POST:

ADMINISTRATIVE CLERK X2
National Prosecutions Service

SALARY:

R 123 738.00 per annum (Excluding Benefits) (Level 5)

CENTRE:

CPP: Mmabatho (Taung): (Ref no: 2015/21)
DDPP: Port Elizabeth (Ref no: 2015/22)

REQUIREMENTS:

Grade 12 or equivalent qualification. Experience in performing general administrative functions. Sound planning and organizing skills, written and verbal communication. General Computer literacy skills and knowledge in programs such as MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act with tact and discretion.

DUTIES:

Provide administrative support to the office. Design and keep a well organised administrative system for the office. Provide administrative advice to all components of the office. Draft correspondence to members of the public, other organisations and State Departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support

to 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, faxing, receiving and dispatching of documents.

ENQUIRIES:

CPP: Mmabatho (Taung): Flora Kalakgosi – 018 381 90 41
DDPP: Port Elizabeth: Bonisile Vinjwa – 041 405 1412

APPLICATIONS:

Email: npa21@responsehandling.co.za or Fax: 086 566 5188
Email: npa22@responsehandling.co.za or Fax: 086 566 5194