**NATIONAL PROSECUTIONS SERVICE**

**Please note that the closing date of the attached advert which was published in the Sunday Times and City Press on the 6th September 2015 with the closing date of 21 September 2015 has been extended to 28 September 2015.**

**ERRATUM**

National Prosecutions Service

**POST:** **SENIOR STATE ADVOCATE**

**SALARY:** **R 763 533.00 per annum (Total Cost Package) to R 1 193 487.00 per annum (Total Cost Package) (Level LP- 9)**

**CENTRE:**  **DDPP: Thohoyandou (Recruit 2015/162)**

**POST:** **REGIONAL COURT PROSECUTOR**

**SALARY:** **R 392 739.00 per annum (Excluding Benefits) to R 926 586.00 per annum (Total Cost Package) (Level LP-5 to LP-6)**

**CENTRE:**  **CPP: Polokwane (Musina) (Recruit 2015/175);**

**POST:** **DISTRICT COURT CONTROL PROSECUTOR**

**SALARY:** **R 392 739.00 per annum (Excluding Benefits) to R 926 586.00 per annum (Total Cost Package) (Level SU-1 to SU-2)**

**CENTRE:**  **CPP: Thohoyandou (Sibasa) (Recruit 2015/194), CPP: Modimolle (Lephalale) (Recruit 2015/193),**

**POST:** **HEAD CONTROL PROSECUTOR 2**

**SALARY:** **R 392 739.00 per annum (Excluding Benefits) to R 926 586.00 per annum (Total Cost Package) (Level SU-1 to SU-2)**

**CENTRE:**  **CPP:Bellville (Recruit 2015/196)**

 **Please note that the above mentioned position previously advertised in the Sunday Times and City Press on the 30 August 2015 with the closing date of 14 September has been withdrawn from the NPA advert.**

**Please note that the Centers of the below positions previously advertised in the Sunday Times and City Press on the 30 August 2015 with the closing date of 14 September has been amended**

# **POST:** **SENIOR DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**

**SALARY:** **R 1 090 131.00 per annum (Total Cost Package) (SMS Level 14)**

**CENTRE:**  **DPP: PMB (STU-Pietermaritzburg) (Recruit 2015/151)**

**POST:** **SENIOR PUBLIC PROSECUTOR**

**SALARY:** **R 763 533.00 per annum (Total Cost Package) to R 1 193 487.00 per annum (Total Cost Package) (Level CM-1)**

**CENTRE:**  **CPP: Mmabatho (vryburg) (Recruit 2015/157)**

**NATIONAL PROSECUTIONS SERVICE**

**POST:** **SENIOR PUBLIC PROSECUTOR X2**

**SALARY:** **R 763 533.00 per annum (Total Cost Package) to R 1 193 487.00 per annum (Total Cost Package) (Level CM-1)**

**CENTRE:** **CPP: Vaal Rand (Sebokeng) (Recruit 2015/261) (Springs) (Recruit 2015/262)**

**REQUIREMENTS:** A recognised four-year legal qualification. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. The right to appear in a High Court as contemplated in Section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act No 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. Management skills. Must be able to work independently. Must have good administrative skills.

**DUTIES:** Manage and supervise lower level prosecutors including the allocation of work and management of performance. Study case dockets and decide on the institution and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all Courts. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice

**ENQUIRIES:** **CPP: Vaal Rand: Johan Venter 011 421 0508**

**APPLICATIONS: E-mail:** **recruitdppjhb@npa.gov.za** **or fax: 012 843 3438**

**POST:** **REGIONAL COURT PROSECUTOR X8**

**SALARY:** **R 392 739.00 per annum (Excluding Benefits) to R 926 586.00 per annum (Total Cost Package) (Level LP-5 to LP-6)**

**CENTRE:** **CPP: Vaal RandX3 (Vereeniging) (Recruit 2015/256),(Nigel) (2015/257) , (Vanderbijlpark) (Recruit 2015/258),CPP: Pretoria X3 (Soshanguve) X2(Recruit 2015/259), (Pretoria) X2 (Recruit 2015/260),**

**REQUIREMENTS:** A recognized four-year legal qualification. At least four years post qualification legal experience. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting.

**DUTIES:** 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.

**ENQUIRIES:** **CPP: Pretoria: Matric Luphondo 012 319 4223**

 **CPP: Vaal Rand: Johan Venter 011 421 0508**

**APPLICATIONS: E-mail:** **recruitdpppta@npa.gov.za** **or fax: 012 843 3444**

 **E-mail:** **recruitdppjhb@npa.gov.za** **or fax: 012 843 3438**

**POST:** **DISTRICT COURT CONTROL PROSECUTOR**

**SALARY:** **R 392 739.00 per annum (Excluding Benefits) to R 926 586.00 per annum (Total Cost Package) (Level SU-1 to SU-2)**

**CENTRE:** **CPP: Vaal Rand ( Nigel) (Recruit 2015/263)**

**REQUIREMENTS:** A four-year legal qualification. At least four years post qualification legal experience. 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. Ability to work independently without constant supervision and manage court case flow independently. Relieve in the Regional Court and mentor and/train and check the quality of work from prosecutors. Good administration skills.

**DUTIES:** 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.

**ENQUIRIES:** **CPP: Vaal Rand: Johan Venter 011 421 0508**

**APPLICATIONS: E-mail:** **recruitdppjhb@npa.gov.za** **or fax: 012 843 3438**

**POST: ASSISTANT DIRECTOR: GENERAL**

**SALARY:** **R 289 761.00 per annum (Excluding Benefits) (Level 9)**

**CENTRE:** **DPP: Mpumalanga (Recruit 2015/264)**

**REQUIREMENTS:** An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. Minimum of three years relevant experience Administration. General knowledge and understanding of law and the South African legal framework, knowledge of the NPA Act, south African archives Act, access to information Act, MISS and MPLA. Ability to meet strict deadlines. Strong organisational and management skills. Computer skills in MS Word, Excel, Outlook.

**DUTIES:** Provide comprehensive Docket Management and administrative support services to the prosecural process in the office. Receive and open all incoming mail, documents and dockets and ensure correct referencing of all correspondence received documents. Regular check for priority documents and thorough checking correctness of documents referencing, duplication of cases, spelling and grammar mistakes of all work received before distributing to staff..

**ENQUIRIES:** **DPP: Limpopo-Joseph Thubakgale 015 960 9917**

 **DPP: Kimberley- NK Mogongwa – 053 807 4539**

**APPLICATIONS: E-mail:** **recruitdppthy@npa.gov.za** **or Fax: 012 843 3445**

 **Email:** **recruitdppkim@npa.gov.za** **or Fax: 012 843 3439**

**CLOSING DATE: 28 September 2015**

**NOTE: For full view of vacancy specifications, applicants may visit the NPA’s website at** [***www.npa.gov.za***](http://www.npa.gov.za)**click on *the Careers@NPA* and ensure that you follow the correct link to the positions.**

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](http://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 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 (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. 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.

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