

NATIONAL PROSECUTIONS SERVICE

<u>POST:</u>	SENIOR PUBLIC PROSECUTOR X3
<u>SALARY:</u>	R 713 583.00 per annum (Total Cost Package) to R 1 115 409.00 per annum (Total Cost Package) (Level CM-1)
<u>CENTRE:</u>	CPP: Durban (Recruit 2015/01) CPP: East London (Mdantsane) (Recruit 2015/02)
<u>REQUIREMENTS:</u>	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.
<u>DUTIES:</u>	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
<u>ENQUIRIES:</u>	CPP: Durban: Musa Mncwabe 031 334 5092 CPP: East London: Viola Esterhuizen 040 608 6800
<u>APPLICATIONS:</u>	E-mail: npa01@responsehandling.co.za or fax: 086 566 4911 E-mail: npa02@responsehandling.co.za or fax: 086 566 4945

POST:

REGIONAL COURT CONTROL PROSECUTOR X2

SALARY:

**R614 883 .00 per annum (Total Cost Package) to R 1 005 009.00
per annum (Total Cost Package) (Level SU-3)**

CENTRE:

**CPP: Mmabatho (Moretele) (Recruit 2015/03); CPP: Welkom
(Recruit 2015/04)**

REQUIREMENTS:

A four-year Legal qualification. At least six years post qualification legal experience. 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. Good management skills. Must manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in the Regional and District Court. Drafting complex charge sheets and complex court documents. Ability to act independently without constant supervision. Excellent administrative skills.

DUTIES:

Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to 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 all duties related thereto 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 criminal justice.

ENQUIRIES:

CPP: Mmabatho:Flora Kalakgosi 018 381 9041

CPP: Welkom: VM Mabetlela 051 410 6145

APPLICATIONS:

E-mail: npa03@responsehandling.co.za or fax: 086 566 4953

E-mail: npa04@responsehandling.co.za or fax: 086 566 4961

POST:

DISTRICT COURT CONTROL PROSECUTOR x2

SALARY:

R 367 047.00 per annum (Excluding Benefits) to R 865 968.00 per annum (Total Cost Package) (Level SU 1 to SU 2)

CENTRE:

CPP: Welkom (Sasolburg) (Recruit 2015/05); CPP: Kimberley (Recruit 2015/06)

REQUIREMENTS:

A four-year legal qualification. At least four years post qualification legal experience. 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 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. 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: Welkom: VM Mabetlela 051 410 6145

CPP: Kimberley: NK Mogongwa 053 807 4539

APPLICATIONS:

E-mail: npa05@responsehandling.co.za or fax 086 566 4966

E-mail: npa06@responsehandling.co.za or fax 086 566 4970

POST:

REGIONAL COURT PROSECUTOR

SALARY:

R 367 047.00 per annum (Excluding Benefits) to R 865 968.00 per annum (Total Cost Package) (Level LP-5 to LP-6)

CENTRE:

CPP: Port Shepstone (Ixopo) (Recruit 2015/07)

REQUIREMENTS:

A recognized four-year legal qualification. At least four years post qualification legal experience. 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. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in common laws and statutory offences in Regional Court.

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. Assist the Senior Public Prosecutor with the performance assessments of staff.

ENQUIRIES:

CPP: Empangeni: Musa Mncwabe 031 334 5092

APPLICATIONS:

E-mail: npa07@responsehandling.co.za or fax 086 566 4980

POST:

REGIONAL COURT PROSECUTOR X4 (12 Months contract)

SALARY:

R 367 047.00 per annum (Excluding Benefits) to R 865 968.00 per annum (Total Cost Package) (Level LP-5 to LP-6)

CENTRE:

CPP: Mpumalanga- Nelspruit- Tonga X2 (Ixopo) (Recruit 2015/08), CPP Klerksdorp (Recruit 2015/09), CPP: Nelspruit– Mhala (Recruit 2015/10)

REQUIREMENTS:

A recognized four-year legal qualification. At least four years post qualification legal experience. 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. The incumbent must have the

ability to act independently or within minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in common laws and statutory offences in Regional Court.

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. Assist the Senior Public Prosecutor with the performance assessments of staff.

ENQUIRIES:

Lerato Rakale 012 351 6700

APPLICATIONS:

E-mail: npa08@responsehandling.co.za or fax 086 566 4983
E-mail: npa09@responsehandling.co.za or fax 086 566 5022
E-mail: npa10@responsehandling.co.za or fax 086 566 5032

POST:

HEAD CONTROL PROSECUTOR 2

SALARY:

R 367 047.00 per annum (Excluding Benefits) to R 865 968.00 per annum (Total Cost Package) (Level SU-1 to SU-2)

CENTRE:

CPP: Empangeni (Inkanyezi) (Recruit 2015/11)

REQUIREMENTS:

A recognized four-year legal qualification. At least four years post-qualification legal experience. 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. Proficiency in prosecuting, guiding investigations and giving instructions in complex and more difficult common law and statutory offences in the lower courts, drafting charge sheets and complex court documents. Management skills. Must be able to work independently. Must have good administrative skills.

DUTIES:

Manage, train and give guidance to Prosecutors. Study case dockets and decide on the institution and conduct criminal proceedings. Maintenance of matters and inquest of a general and more advanced nature in the Lower courts. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist Prosecutors to present the State case in court, to lead witnesses, cross examine and address the court on inter alia, or conviction and sentence in general conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, policy and directive of the National Prosecuting Authority. Assist the Chief Prosecutor with the performance assessment of staff. Give account to the Chief Prosecutor and the Director of Public Prosecutions as Head of the Prosecutorial office of the District. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES:

Applications:

Musa Mncwabe 031334 5092

E-mail: npa11@responsehandling.co.za or fax: 086 566 5034

OFFICE OF WITNESS PROTECTION

POST:

SENIOR PROTECTOR

SALARY:

R 532 278.00 per annum (Total Cost package) (Level 11)

CENTRE:

Northern Cape (Recruit 2015/12)

REQUIREMENTS:

An appropriate Bachelor's degree, National Diploma or equivalent qualification on a minimum NQF level 6. Minimum five years' relevant experience. Junior or middle management or project management course. Police, Military or Correctional Service training will be an added advantage. Knowledge of witness protection Act. Knowledge and experience of undercover work will be added advantage. Knowledge of the constitutional and Bill of rights, National Prevention Strategy, Victims Charter and Batho Pele . Excellent report-writing skills and ability to write high-level reports to management. Advanced computer literacy skills in MS Word, Excel and PowerPoint.

DUTIES:

Assist in managing in the covert operation design to ensure safety of witness in the region. Assist in managing the protection of information in the region. Assist in managing the day to day functions of the operational staff in the region. Supervise and give guidance on location of safe houses and placement of witnesses. Assist in conducting periodic inspection of all safe houses. Assist in conducting performance appraisals on all operational staff. Supervise that undercover procurement procedures are carried out effectively and efficiently.

ENQUIRIES:

KR Tsubella 012 845 6925

E-mail: npa12@responsehandling.co.za or Fax: 086 566 5040

POST:

PROTECTOR

SALARY:

R 337 998.00 per annum (Excluding Benefits) (Level 10)

CENTRE:

Northern Cape (Recruit 2015/13)

REQUIREMENTS:

An appropriate Bachelor's degree, National Diploma or equivalent qualification on a minimum NQF level 6. Minimum of three years' relevant experience. Police, Military or Correctional Service training will be an added advantage. Knowledge of witness protection Act. Knowledge and experience of undercover work will be added advantage. Knowledge of the constitutional and Bill of rights, National Prevention Strategy, Victims Charter and Batho Pele . Excellent report-writing skills and ability to write high-level reports to management. Advanced computer literacy skills in MS Word, Excel and PowerPoint.

DUTIES:

Operate within the covert operations designed to ensure safety of witness in the region. Remove witnesses and extended families from danger areas within one hour upon receiving notice. Complete witness profile forms and temporary protection agreement. Monitoring, court protections, visitation and consultations of witness and extended families. Management of witness in respect of accommodation, education, medical assistance and relocation. Assist in managing the protection of information in the region. Monitor and give guidance on location of safe houses and placement of witnesses.

ENQUIRIES:

KR Tsubella 012 845 6925

E-mail: npa13@responsehandling.co.za or Fax: 086 566 5046

CORPORATE SERVICES

STRATEGY MANAGEMENT

POST:

KNOWLEDGE AND INFORMATION MANAGER

SALARY:

R 532 278.00 per annum (Total Cost Package) (Level 11)

CENTRE:

Pretoria Head Office (Recruit 2015/14)

REQUIREMENTS:

An appropriate Bachelor's degree, National Diploma or equivalent qualification on a minimum NQF level 6. Minimum five years' experience in conducting research and /or monitoring and evaluation. Working knowledge of the public sector in general. Excellent report-writing skills and ability to write high-level reports to management. Advanced computer literacy skills in MS Word, Excel and PowerPoint.

DUTIES:

Develop an information management plan for the NPA. Implement the IM Plan with the assistance of the relevant stakeholders. Monitor and evaluate the implementation of the IM Plan. Knowledge management strategy development and implementation. Develop and implement IM capability. Develop and implement KM capability. Liaise with external IM and KM experts to establish a network.

ENQUIRIES:

Kefilwe Ramatsekane 012 845 7034

E-mail: npa14@responsehandling.co.za or Fax: 086 566 5074

POST:

RESEARCHER

SALARY:

R 337 998.00 per annum (Excluding Benefits) (Level 10)

CENTRE:

Pretoria Head Office (Recruit 2015/15)

REQUIREMENTS:

An appropriate Bachelor's degree, National Diploma or equivalent qualification on a minimum NQF level 6. Minimum three years' experience in conducting research and /or monitoring and evaluation. Working knowledge of the public sector in general and criminal justice system. Excellent report-writing skills and ability to write high-level reports to management. Advanced computer literacy skills in MS Word, Excel and PowerPoint. Willingness to travel and work away from home.

DUTIES:

Develop research, and evaluation proposals. Design research and evaluation plans. Develop data collection instruments. Manage and conduct data collection process. Analyse and interpret data. Compile research and evaluation reports. Manage and coordinate research projects.

ENQUIRIES:

Kefilwe Ramatsekane 012 845 7034

E-mail: npa15@responsehandling.co.za or Fax: 086 566 5117

CLOSING DATE:

16 February 2015

NOTE:

For full view of vacancy specifications, applicants may visit the NPA's website at 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 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.

