

## **NATIONAL PROSECUTIONS SERVICE**

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

**SALARY:** **R 713 583.00 per annum (Total Cost Package) to R 1 115 409.00 per annum (Total Cost Package) (Level CM-1)**

**CENTRE:** **CPP: Port Elizabeth (Recruit 2014/400)**

**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:** **Thembinkosi Mkalipi - 041 405 1400**

**APPLICATIONS:** **E-mail: [npa400@responsehandling.co.za](mailto:npa400@responsehandling.co.za) or fax: 0865665851**

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

**SALARY:** **R 614 883.00 per annum (Total Cost Package) to R 1 005 009.00 per annum (Total Cost Package) (Level SU-3)**

**CENTRE:**

**CPP: Pinetown (Verulam) (Recruit 2014/401)**

**REQUIREMENTS:**

A recognised 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 of 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:**

**Musa Mncwabe 031 334 5092**

**APPLICATIONS:**

**E-mail: [npa401@responsehandling.co.za](mailto:npa401@responsehandling.co.za) or fax: 0865665879**

**POST:**

**STATE ADVOCATE X2**

**SALARY:**

**R 554 025.00 per annum (Total Cost Package) to R 919 116.00 per annum (Total Cost Package) (Level LP -7 to LP- 8)**

**CENTRE:**

**DPP: Grahamstown (Port Elizabeth) (Recruit 2014/402)**

**DPP: Mmabatho (Recruit 2014/403)**

**REQUIREMENTS:**

A recognised four-year legal qualification. At least five 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. Ability to act independently or with minimum supervision. Proficiency in prosecuting. Competency in guiding investigations, drafting charge sheet, indictments and court documents and dealing with presentations.

**DUTIES:**

Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents and represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the state's case in court, lead and cross-examine witnesses, address the court on inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and head of argument and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all duties including administrative duties, related thereto in accordance with the code of Conduct, policy and directives of the National Prosecuting Authority. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.

**ENQUIRIES:**

**DPP: Grahamstown Anthony Bean – 046 602 3000**

**DPP: Mmabatho Flora Kalakgosi - 018 381 9041**

**APPLICATIONS:**

E-mail: [npa402@responsehandling.co.za](mailto:npa402@responsehandling.co.za) or Fax: 0865665487

E-mail: [npa403@responsehandling.co.za](mailto:npa403@responsehandling.co.za) or Fax: 0865665443

**POST:**

**ASSISTANT DIRECTOR: ASSET, FLEET & FACILITIES**

**SALARY:**

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

**CENTRE:**

**DPP: Mthata (Recruit 2014/404)**

**REQUIREMENTS:**

An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. Minimum of 3 years' experience in the field of Assets, Fleet and/or Facilities Management. Thorough knowledge of Supply Chain Management prescripts, UAMP, PFMA, NT Regulations, Property Management Principles and GIAMA. Ability to compile and manage Service Level Agreements (SLAs). Above average computer skills (MS Office). Good report-writing skills. Project management skills will be an advantage. Excellent organisational skills. Ability to multi-task and work under pressure. Reliable, tolerant and determined. Ability to act independently. Excellent communication and administrative skills. Ability to do manage performance of staff. Valid driver's licence.

**DUTIES:**

Report directly to the Director: Administration on all relevant issues pertaining to fleet, assets and facilities. Ensure compliance with national fleet and asset strategy and systems. Adhere and /or ensure adherence to delegations of authority, policies and procedures in respect of assets, fleet and facilities. Reconcile and process rental and other related payments to the service provider. Facilitate training of transport officers and asset controllers within the Region. Manage contracts and SLA's between the NPA and the service providers within the region. Ensure fleet is properly maintained in terms of accidents, claims, services, utilisation of vehicles and minimise the possibility of wasteful and fruitless expenditure. Ensure asset verification, and disposals

are in line with Asset Management Regulations. Ensure full utilisation of buildings and that buildings are properly maintained. Carry out inspections of vehicles and buildings and identify redundant assets. Be responsible for project management on new buildings, renovations and tenant installations.

**ENQUIRIES:**

**Talita Raga - 047 501 2629**

**APPLICATIONS:**

**E-mail: [npa404@responsehandling.co.za](mailto:npa404@responsehandling.co.za) or Fax: 0865665427**

**ASSET FORFEITURE UNIT**

**POST:**

**DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS X2**

**SALARY:**

**R 895 677.00 per annum (Total Cost Package) (SMS Level 13)**

**CENTRE:**

**Nelspruit: (Recruit 2014/405)**

**Bloemfontein: (Recruit 2014/406)**

**REQUIREMENTS:**

A recognised four-year legal qualification. 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. Admission as an Attorney/Advocate will be an added advantage. At least ten years post qualification experience in civil and/or criminal litigation. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture will be an added advantage. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. Willing to travel and work extended hours. Ability to act independently

**DUTIES:** Undertake litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture/confiscation of property/assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Assist in managing the regional office.

**ENQUIRIES:** Lindie Swanepoel - 012 845 6638

**APPLICATIONS:** e-mail: [npa405@responsehandling.co.za](mailto:npa405@responsehandling.co.za) or fax 0865665515

e-mail: [npa406@responsehandling.co.za](mailto:npa406@responsehandling.co.za) or fax 0865665436

**POST:** SENIOR STATE ADVOCATE X2

**SALARY:** R 713 583.00 per annum (Total Cost Package) to R 1 115 409.00 per annum (Total Cost Package) (Level LP-9)

**CENTRE:** Mmabatho: (Recruit 2014/407)

**REQUIREMENTS:** A recognised four-year legal qualification. Admitted advocate or admitted attorneys with the right to appear in the High Court as contemplated in section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 or the ability to obtain the right of appearance in terms of the said Act. At least 8 years post qualification experience in civil and/or criminal litigation. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, presentation and communication skills. The ability to act independently. Strong computer skills required. Willing to travel, able to work extended hours.

**DUTIES:** Litigation and supervising litigation. Conduct civil litigation regarding all aspects of the freezing and forfeiture/confiscation of property/assets derived from criminal activity. Draft applications. Prepare heads of argument and

present cases in court. Train NPA staff in the use of asset forfeiture procedures.

**ENQUIRIES:**  
**APPLICATIONS:**

Lindie Swanepoel - 012 845 6638  
Email: npa407@responsehandling.co.za or fax: 0865665518

**SEXUAL OFFENCES AND COMMUNITY AFFAIRS**

**POST:**

**SENIOR STATE ADVOCATE**

**SALARY:**

R 713 583.00 per annum (Total Cost Package) to R 1 115 409.00 per annum (Total Cost Package) (Level LP-9)

**CENTRE:**

Pretoria (Head Office) (Recruit 2014/412); DPP: Mthatha (Recruit 2014/413); DPP: Kimberley (Recruit 2014/414); DPP: Mmabatho (Recruit 2014/415); DPP: Free State (Recruit 2014/416); DPP: Limpopo (Recruit 2014/417); DPP: Mpumalanga (Recruit 2014/418)

**REQUIREMENTS:**

A recognised four-year legal qualification. At least five 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. Specific knowledge of the Law re: Sexual Offences, Child Justice, Domestic Violence. In-depth knowledge of the management of Gender Based Violence. Positive Security Clearance. Skills in community engagement & consultation on criminal justice matters. Computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point. Good advocacy and legal drafting skills.

**DUTIES:**

Reporting to the Deputy Director of Public Prosecutions, the successful candidate will investigate and prosecute complex sexual offences cases. Train and advice prosecutors and police on the investigation and prosecution of complex sexual offences, domestic violence and child justice cases. Do legal research and keep up to date with legal

requirements. Improving the successful prosecutions in cases of violence against women and children. The systematic reduction of secondary victimization within the criminal justice system as experienced by victims of crime, violence and indecency against women and children. To improve the age appropriate management of young offenders and increase the diversion of child offenders from the criminal justice process ensuring their exposure to rehabilitative as opposed to solely punitive programmes. To ensure access to child support and thus deal with the feminization of poverty.

**ENQUIRIES:**  
**APPLICATIONS:**

Vusi Skhosana 012 845 6592  
[npa412@responsehandling.co.za](mailto:npa412@responsehandling.co.za) or fax: 0865665548  
[npa413@responsehandling.co.za](mailto:npa413@responsehandling.co.za) or fax: 0865665637  
[npa414@responsehandling.co.za](mailto:npa414@responsehandling.co.za) or fax: 0865665638  
[npa415@responsehandling.co.za](mailto:npa415@responsehandling.co.za) or fax: 0865665498  
[npa416@responsehandling.co.za](mailto:npa416@responsehandling.co.za) or fax: 0865665767  
[npa417@responsehandling.co.za](mailto:npa417@responsehandling.co.za) or fax: 0865665585  
[npa418@responsehandling.co.za](mailto:npa418@responsehandling.co.za) or fax: 0865665392

**CORPORATE SERVICES**

**SECURITY MANAGEMENT SERVICES**

**SECURITY AND RISK SPECIALIST X3**

**SALARY:**

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

**CENTRE:**

**Gauteng (Johannesburg) (Recruit 2014/408), KZN (Durban)  
(Recruit 2014/409), Eastern Cape (East London) (Recruit 2014/410)**

**REQUIREMENTS:**

An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. Minimum of five years relevant experience. Knowledge of physical and information security, security coordination of events as well as development of security procedures. Knowledge of Security legislative



framework as well as OHS implementation and compliance. Understand NPA Business units and operating environment. Ability to manage and to operate at leadership level. Able to work under pressure and be able to meet tight deadlines. Management capability, problem solving and analytical skills. Good presentation and communication; planning and organization skills. Willing to travel and be able to work extended hours. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Security Management training offered by SANAI and/or SAMTRAC by NOSA will be an added advantage. Valid driver's license is a requirement.

**DUTIES:**

Manage the security functions in the NPA Gauteng, KZN and Eastern Cape Regions. Coordinate the implementation of OHS programs in the Region. Advise the DPP and Management on security implications of their decisions. Monitor and evaluate the services of the contracted security service providers in terms of the Service Level Agreement (SLA) for guarding and special services (VIP). Conduct preliminary investigations for security breached and report to head office. Liaise regularly with external security stakeholders for security advice (i.e. SAPS, SASS, SSA, COMSEC, DI & DCS). Coordinate security services for the NPA high profile cases in the Region. Coordinate Threat and Risk Assessment (TRA) for the NPA buildings in the Region. Provide support with regard to the implementation of NPA security policies, plans and procedures at regional level. Conduct security awareness to the NPA staff.

**ENQUIRIES:**

Lucas Pieterse - 012 845 6867

**APPLICATIONS:**

E-mail: [npa408@responsehandling.co.za](mailto:npa408@responsehandling.co.za) or fax: 0865665308

E-mail: [npa409@responsehandling.co.za](mailto:npa409@responsehandling.co.za) or fax: 0865665369

E-mail: [npa410@responsehandling.co.za](mailto:npa410@responsehandling.co.za) or fax: 0865665485

## **INFORMATION SYSTEMS MANAGEMENT**

**POST:** **LIBRARIAN**

**SALARY:** **R 270 804.00 per annum (Excluding Benefits) (Level 9)**

**CENTRE:** **Pretoria: Head Office (Recruit 2014/411)**

**REQUIREMENTS:** An appropriate B Bibl, B Inf, B Tech in Library, or a National Diploma in Library Science on NQF Level 6. Minimum of three years relevant experience in a library. Proven experience in cataloguing and classification. Electronic library management system experience, AACR2 and DDC experience, MARC21 and WorldCat experience, asset management experience. Online database searching experience on Sabinet Online, Jutastat, LexisNexis. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Managerial skills. Excellent communication and administrative skills. Ability to work under pressure, Project and operational management skills. Accuracy and attention to detail. Willingness to travel. Report writing skills.

**DUTIES:** Managing of the procurement of library material for all NPA libraries. Ensuring processing of new material is done according to the PFMA prescripts. Compiling of library book asset registers. Ensuring invoices are paid on time. Cataloguing and classification of library material. Quality control on the library management system. Supervise staff. Provide assistance and guidance to regional libraries and librarians. Compile monthly reports.

**ENQUIRIES:** **Nozuko Mdingi-012 845 6868**

**APPLICATIONS:** E-mail: [npa411@responsehandling.co.za](mailto:npa411@responsehandling.co.za) or fax: 0865665346

**CLOSING DATE:**

**24 November 2014**

**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 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.