

## **NATIONAL PROSECUTIONS SERVICE**

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

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

**CENTRE:** **DPP: Kimberley (Recruit 2014/360)**

**REQUIREMENTS:** A four-year legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. 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 interpersonal, analytical, presentation and communication skills. Computer skills.

**DUTIES:** Manage portfolio assigned by the Director. Manage, coach, mentor and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex/high profile matters, in the High Court, the Highest Court of Appeal and the Constitutional Court. Study case dockets and other documents relating to criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including acquisition of additional evidence and drafting of charge sheets, indictments and other court documents. Present all state's cases in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for own Unit and participate in the division's planning process. Lead

staff members towards achieving the strategic objectives. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.

**ENQUIRIES:**

**DPP: Kimberley- Nicholas Mogongwa 053 807 4539**

**APPLICATIONS:**

**e-mail: [npa360@responsehandling.co.za](mailto:npa360@responsehandling.co.za) or fax 0865664945**

**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:**

**DDPP: Port Elizabeth (Recruit 2014/361)**

**DDPP: Durban (Recruit 2014/369)**

**REQUIREMENTS:**

A 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:**

**Bonisile Vinjwa – 041 405 1412**

**Musa Mncwabe -031 3345092**

**E-mail: [npa361@responsehandling.co.za](mailto:npa361@responsehandling.co.za) or Fax: 0865664966**

**E-mail: [npa369@responsehandling.co.za](mailto:npa369@responsehandling.co.za) or Fax: 0865665330**

**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: East London (Mdantsane) X2 (Recruit 2014/362); CPP: Mmabatho (Molopo) (Recruit 2014/363); CPP: Odi (Ga-Rankuwa) (Recruit 2014/364);**

**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: East London- Viola Esterhuizen 040 608 6800**  
**CPP: Mabatho-Flora Kalakgosi 018 381 9041**  
**CPP: Odi- Flora Kalakgosi 018 381 9041**

**APPLICATIONS:**

e-mail: [npa362@responsehandling.co.za](mailto:npa362@responsehandling.co.za) or fax 0865664970  
e-mail: [npa363@responsehandling.co.za](mailto:npa363@responsehandling.co.za) or fax 0865664911  
e-mail: [npa364@responsehandling.co.za](mailto:npa364@responsehandling.co.za) or fax 0865664961

**POST:**

**ASSISTANT DIRECTOR: HR**

**SALARY:**

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

**CENTRE:**

**DPP: Mpumalanga (Nelspruit) (Recruit 2014/365)**

**REQUIREMENTS:**

An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. Minimum of three years relevant experience as an HR generalist of which one year should be at supervisory level. Extensive knowledge of the recruitment process and procedure; performance management system. Experience in working on PERSAL. In-depth knowledge of the Public Service Act and Regulations and its application. Knowledge of legislation and regulations pertaining to Public Service administration specifically the Public Service Act, Labour Relations Act, EEA, Skills Development Act. Knowledge of Human Resources in general and information management. Excellent

written and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong organisational and management skills. Computer skills in MS Word, Excel, Outlook.

**DUTIES:**

Provide HR administration services to the region. Capture personal information on the payroll system. Monitor the implementation of recruitment and selection of human resource services. Monitor implementation of service benefits. Facilitate the administration of human resource development services in the region. Compile monthly reports and statistics. Manage staff and provide guidance on HR related matters. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Maintain and administer PERSAL information including leave applications. Prepare Human Resources reports and submit same to the Director: Administration. PERSAL administration, staff procurement, training and development, service conditions, staff exits and transfers.

**ENQUIRIES:**

**DPP: Mpumalanga-Lerato Rakale 012 351 6700**

**E-mail: [npa365@responsehandling.co.za](mailto:npa365@responsehandling.co.za) or fax: 0865665015**

**SPECIALISED COMMERCIAL CRIME UNIT**

**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:**

**Bloemfontein (Recruit 2014/366)**

**REQUIREMENTS:**

A four-year legal qualification. At least eight 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. Experience in criminal and civil litigation advocacy and prosecution.

**DUTIES:**

Prosecution of complex commercial crime cases. Advising the police on the investigation of complex commercial crime cases. Managing prosecutions of the Office. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence

**ENQUIRIES:**

**Kgomotso Thamage-012 845 6918**

**APPLICATIONS:**

**e-mail: [npa366@responsehandling.co.za](mailto:npa366@responsehandling.co.za) or fax 0865665022**

**CORPORATE SERVICES**

**SECURITY MANAGEMENT SERVICES**

**POST:**

**CHIEF DIRECTOR: SECURITY MANAGEMENT SERVICES**

**SALARY:**

**R988 152.00 per annum (Total Cost Package) (SMS Level 14)**

**CENTRE:**

**Pretoria: Head Office (Recruit 2014/367)**

**REQUIREMENTS:.**

An appropriate B degree, preferably in Security Management. A post graduate qualification will be an added advantage. At least ten years proven experience in all aspects of the security and risk environment including information security, of which five years must be at senior management level. In-depth knowledge and demonstrated experience of the best practices in the security and risk environment. Knowledge and application of these as it relates to the public sector will be highly advantageous. South African citizen with ability to obtain Top Secret Security clearance. A valid driver's license.

**SKILLS AND KNOWLEDGE:** Relevant certifications in security and risks management. Above average analytical skills for problem identification and resolution. Knowledge of the public sector legislations, policies and regulations. Strategic capabilities and leadership. People management and empowerment. Good negotiation and vendor management skills. Programme and project management skills. Above-average advocacy. Management and leadership skills. Sound knowledge of strategic planning and associated budgetary processes. Strong interpersonal and networking skills.

**DUTIES:** Ensure the protection of property and of employees and visitors on the NPA premises from invasion and harm. Establish, document and distribute security policies and procedures. Monitor and analyse security alerts and information and formulate an appropriate response plan. Ensure the development and maintain a Business Continuity and Disaster Recovery Plan. Develop and maintain emergency procedures as well as related training and advocacy programme for all NPA staff. Formulate systems and processes for classification and protection of sensitive information. Ensure internal investigations of threats, security breaches and losses and provide security advice and guidance to NPA. Ensure the development and management of security standards. Manage and coordinate all aspects of Security Management Services including security audits information, personal and physical security.

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

**Matshidiso Modise 012 845 6200**  
e-mail: [npa367@responsehandling.co.za](mailto:npa367@responsehandling.co.za) or fax 0865664953

## **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**

**POST:**

**ASSISTANT DIRECTOR: HRM**

**SALARY:**

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

**CENTRE:**

**Pretoria – Head Office (Recruit 2014/368)**

**REQUIREMENTS:**

An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. Minimum of three years relevant experience as an HR generalist of which one year should be at supervisory level. Extensive knowledge of the recruitment process and procedure and performance management system. Knowledge of all functions within HR administration. Experience in working on PERSAL. In-depth knowledge of the Public Service Act and Regulations and its application. Knowledge of legislation and regulations pertaining to Public Service administration specifically the Public Service Act, Labour Relations Act, EEA, Skills Development Act. Knowledge of Human Resources in general and information management. Excellent written and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong organisational and management skills. Computer skills in MS Word, Excel, Outlook.

**DUTIES:**

Plan recruitment activities. Plan and execute recruitment of permanent and contract positions in the organisation. Develop, update and maintain recruitment information database. Recruit in line with applicable legislation to ensure adherence to the recruitment policy. Participate in policy formulation and project activities. Monitor and ensure effective implementation of recruitment and selection processes. Approve transactions on PERSAL, confirm appointment, supervise staff, train and develop staff and compile monthly reports. Deal with all aspects related to staff procurement, staff maintenance and staff exit within HR administration.

**ENQUIRIES:**

**Jacobus Hayward 012 845 6178**

**APPLICATIONS:**

[npa368@responsehandling.co.za](mailto:npa368@responsehandling.co.za) or fax: 0865665237

**CLOSING DATE:**

**20 October 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

Or posted to:

Affirmative Portfolios

P.O. Box 785724

Sandton

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