

NATIONAL PROSECUTIONS SERVICE

ERRATUM

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: Durban (RECRUIT: 2015/01)**

Please note that the above mentioned position previously advertised in the Sunday Times and City Press on the 1st February 2015 with the closing date of 16 February has been withdrawn from the NPA advert. Applicants are requested not to apply.

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: East London (Recruit 2015/23)**

REQUIREMENTS: A recognized 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: East London: Viola Esterhuizen 040 608 6800

APPLICATIONS:

E-mail: npa23@responsehandling.co.za or fax: 086 566 5015

POST:

REGIONAL COURT PROSECUTOR X34

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) (Recruit 2015/24)
CPP:East London (Zwelitsha) (Recruit 2015/25); Queenstown X2 (Recruit 2015/26); CPP: Mthatha X2 (Recruit 2015/27); CPP: Welkom (Heilbron) (Recruit 2015/28); CPP: Durban x2 (Recruit 2015/29); CPP: Durban (Umlazi) (Recruit 2015/30); CPP: Empangeni X2 (Recruit 2015/31); CPP: KZN (Vryheid) (Recruit 2015/32); CPP: Pietermaritzburg X 2 (Recruit 2015/33); CPP: Port Shepstone (Kokstad) (Recruit 2015/34); CPP: Kimberley (Recruit 2015/35); CPP: Kimberley (Upington) (Recruit 2015/36); CPP: Modimolle (Lephalale) x2 (Recruit 2015/37); CPP: Nelspruit**

(Mhala) (Recruit 2015/38); CPP: Vaal Rand x4 (Benoni) (Recruit 2015/39); (Oberholzer) (Recruit 2015/40); (Sebokeng) (Recruit 2015/41); (Tsakane) (Recruit 2015/66); CPP: Odi (Recruit 2015/42); CPP: East Rand (Randburg) (Recruit 2015/43); (Tembisa) (Recruit 2015/44); CPP: Bellville x2 (Recruit 2015/45); CPP: George (Recruit 2015/46)

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.

ENQUIRIES:

CPP: East London: Viola Esterhuizen: 040 608 6800
Recruit 2015/25 – Recruit 2015/46 and Recruit 2015/66: Phuti Mahanyele: 012 845 6945

APPLICATIONS:

E-mail: npa24@responsehandling.co.za or fax 086 566 5075
E-mail: npa25@responsehandling.co.za or fax 086 566 5093
E-mail: npa26@responsehandling.co.za or fax 086 566 5207
E-mail: npa27@responsehandling.co.za or fax 086 566 5224

E-mail: npa28@responsehandling.co.za or fax 086 566 5237
E-mail: npa29@responsehandling.co.za or fax 086 566 5265
E-mail: npa30@responsehandling.co.za or fax 086 566 5281
E-mail: npa31@responsehandling.co.za or fax 086 566 5302
E-mail: npa32@responsehandling.co.za or fax 086 566 5308
E-mail: npa33@responsehandling.co.za or fax 086 566 5321
E-mail: npa34@responsehandling.co.za or fax 086 566 5330
E-mail: npa35@responsehandling.co.za or fax 086 566 5346
E-mail: npa36@responsehandling.co.za or fax 086 566 5369
E-mail: npa37@responsehandling.co.za or fax 086 566 5390
E-mail: npa38@responsehandling.co.za or fax 086 566 5392
E-mail: npa39@responsehandling.co.za or fax 086 566 5427
E-mail: npa40@responsehandling.co.za or fax 086 566 5436
E-mail: npa41@responsehandling.co.za or fax 086 566 5443
E-mail: npa42@responsehandling.co.za or fax 086 566 5485
E-mail: npa43@responsehandling.co.za or fax 086 566 5487
E-mail: npa44@responsehandling.co.za or fax 086 566 5498
E-mail: npa45@responsehandling.co.za or fax 086 566 5515
E-mail: npa46@responsehandling.co.za or fax 086 566 5518
E-mail: npa66@responsehandling.co.za or fax 086 566 6024

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 2015/47),
CPP: Klerksdorp (Recruit 2015/48), CPP: Nelspruit – Mhala
(Recruit 2015/49)

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.

ENQUIRIES: Lerato Rakale 012 351 6700

APPLICATIONS: E-mail: npa47@responsehandling.co.za or fax 086 566 5548
E-mail: npa48@responsehandling.co.za or fax 086 566 5585
E-mail: npa49@responsehandling.co.za or fax 086 566 5598

POST: DISTRICT COURT PROSECUTOR X 11 (12 months contract)

SALARY: R 214 740.00 per annum (Excluding Benefits) to R 614 883.00 per annum (Total Cost Package) (Level LP-3 to LP-4)

CENTRE: CPP: Middelburg (Piet Retief) (Recruit 2015/50); (Eersthoek) (Recruit 2015/51); CPP:Middelburg x2 (Recruit 2015/52); CPP: Vaal Rand (Tsakane) (Recruit 2015/53); (Daveyton) (Recruit 2015/54); CPP: Witbank X3 (Secunda) (Recruit 2015/55); CPP: Nelspruit X2 (Barberton)(Recruit 2015/56), (Lydenburg) (Recruit 2015/57)

REQUIREMENTS: A recognized four-year legal qualification. At least two years post qualification legal experience or one year post qualification legal

experience for candidates who successfully completed the NPA Aspirant Prosecutor Program.

DUTIES:

Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the state in all courts.

ENQUIRIES:

Lerato Rakale 012 351 6700

APPLICATIONS:

npa50@responsehandling.co.za or fax : 086 566 5637

npa51@responsehandling.co.za or fax: 086 566 5638

npa52@responsehandling.co.za or fax: 086 566 5670

npa53@responsehandling.co.za or fax: 086 566 5735

npa54@responsehandling.co.za or fax: 086 566 5737

npa55@responsehandling.co.za or fax: 086 566 5767

npa56@responsehandling.co.za or fax: 086 566 5770

npa57@responsehandling.co.za or fax: 086 566 5772

OFFICE OF WITNESS PROTECTION

<u>POST:</u>	SENIOR WITNESS PROTECTION OFFICER: FLEET AND FACILITIES
<u>SALARY:</u>	R 337 998.00 per annum (Excluding Benefits) (Level 10)
<u>CENTRE:</u>	Mpumalanga (Recruit 2015/58)
<u>REQUIREMENTS:</u>	<p>An appropriate Bachelor's degree, National Diploma or equivalent qualification on a minimum NQF level 6. Minimum of three years' relevant experience. Knowledge of Witness Protection Act. Knowledge of the Constitutional and Bill of Rights, Knowledge and experience in the implementation of the provision of minimum information security standards. Knowledge of PFMA, Treasury Regulations and Financial Reporting Framework. Experience in leasing and letting of properties. Knowledge of the criminal procedure act. Excellent report-writing skills and ability to write high-level reports to management. Advanced computer literacy skills in MS Word, Excel and PowerPoint.</p>
<u>DUTIES:</u>	<p>Manage undercover services. Manage the operational fleet. Manage office assets. Facilities management. Office administration. Document management. assist in proper management of cash. Assist with monitoring and evaluating compliance with standards policies and procedures.</p>
<u>ENQUIRIES:</u>	<p>KR Tsubella 012 845 6925</p> <p>E-mail: npa58@responsehandling.co.za or Fax: 086 566 5780</p>

CORPORATE SERVICES

FINANCE AND PROCUREMENT

POST:

CHIEF DIRECTOR: FINANCE & PROCUREMENT (RE-ADVERTISEMENT)

SALARY:

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

CENTRE:

Pretoria: Head Office (Recruit 2015/59)

REQUIREMENTS:

An appropriate B degree with Accounting or Public Finance or Economics as majors or equivalent qualification. An appropriate postgraduate qualification will be an added advantage. At least Ten years' experience in a financial management environment which must include financial management in a public sector organisation. At least five of the ten years must be in a senior management or equivalent position.

Knowledge, Skills and Attributes: Sound technical knowledge of GRAP (Generally Recognised Accounting Practices) and GAAP (Generally Accepted Accounting Practices), and an "accrual" basis of accounting, performance budgeting and the Public Finance Management Legislation and other regulatory framework. Above average computer/system literacy. A valid driver's license. Sound knowledge of strategic planning and associated budgetary processes. Strong leadership ability to secure financial resources to adequately fund the Strategic Plan of the NPA. Knowledge of Financial Modeling. Above average communication as well as report writing skills. Knowledge and/or application of the Public Finance Management Act in daily operations. Knowledge of Risk Management. Ability to interpret financial and commercial information as well as Organisational performance of the NPA as a partner to the CEO, Director General as the Accounting Officer and the National Director of Public Prosecutions.

DUTIES:

Acting as the Chief Financial Officer and reporting to the CEO, the Chief Director: Finance and Procurement will assume overall responsibility for providing a comprehensive financial service to the CEO and key Business Unit Heads. Acting as a strategic business partner to the CEO, he/she will: Provide astute financial interpretation and accurate management information, whilst offering tactical guidance and leadership various NPA Business Units. Establish optimal financial reporting systems, assume operational management of the financial function, assume responsibility for all planning and budgetary activities and ensure compliance with all financial legislation and regulations. Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the CEO and Accounting Officer. Ensure that the financial resources and assets of the NPA are effectively and economically utilized to realize the goals and objectives as contained in the Strategic Plan of the NPA. Ensure the equitable allocation, maintenance and effective utilization of resources in line with the strategic objectives of the NPA, legislative imperatives and good governance. Meet the reporting requirements and standards under the PFMA, Division of Revenue Act and financial statements and overall compliance with the PFMA and other relevant legislation and prescripts. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action. Assist the Accounting Officer by applying cost benefit analysis principles, assuring value of money. Oversee the budgetary process within the NPA, exercise budgetary control and, at a strategic level, provide early warning mechanisms. Develop and facilitate the implementation of Supply Chain Management consistent with legislative and applicable prescripts. Oversee the preparation and submission of the annual financial statements and liaise with the Auditor-General in this regard. Ensure implementation of the Division of Revenue Act. Liaise with the relevant role-players within the various spheres of Government

regarding transversal financial and Corporate Governance matters. Develop and implement effective financial strategies for the NPA. Provide sound technical advice on the performance of the NPA's financial system(s) and financial matters to the Accounting Officer and Line Managers. The ability to capitalize on human potential and build a strong financial delivery team. Manage and lead within a multi-cultural environment.

ENQUIRIES:
APPLICATIONS:

Matshidiso Modise 012 845 6200
npa59@responsehandling.co.za or fax : 086 566 5851

POST:
SALARY:

DEPUTY DIRECTOR: ENFORCEMENT
R 532 278.00 per annum (Total Cost Package) (Level 11)

CENTRE:

Pretoria: Head Office (Recruit 2015/64)

REQUIREMENTS:

An appropriate Bachelor's degree, National Diploma or equivalent qualification on a minimum NQF level 6. Minimum five years relevant experience. Knowledge of legislation and regulations to public service administration. Administration of Estates, Insolvency Act, Access to Information Act, SCM Framework.

DUTIES:

Manage the appointment of curators and auctioneers. Manage the performance of curators or delegated official to ensure prompt collection of money due to the state. Manage the reconciliation and curator accounts and criminal asset recovery account. Manage the system: Curator disbursement and fees, deposits and payments to victims. Liaise with the Auditor General on audit queries and implementing the audit action plan.

ENQUIRIES:

Adelle Jankowitz 012 845 1405

E-mail: npa64@responsehandling.co.za or Fax: 086 566 6006

OFFICE OF THE CEO

<u>POST:</u>	CHIEF DIRECTOR: STRATEGY (RE-ADVERTISEMENT)
<u>SALARY:</u>	R988 152.00 per annum (Total Cost Package) (SMS Level 14)
<u>CENTRE:</u>	Pretoria: Head Office (Recruit 2015/60)
<u>REQUIREMENTS:</u>	A relevant B Degree in Business or Public Management with Strategy and/or Enterprise Risk Management included as a subject. A post graduate qualification and / or MBA / MBL will be an added advantage.
<u>EXPERIENCE:</u>	Ten years working experience of which at least five years should be in strategy. Five years' experience on senior management or equivalent level. Public sector experience in Strategy will be a further advantage. Programme and Project Management skills.
<u>SKILLS and KNOWLEDGE:</u>	Strategic Planning and/or Enterprise Risks Management. Knowledge of the Balanced Scorecard Methodology and its application in the Public Sector preferable. Performance Management and Enterprise Architecture, Financial Planning and Management. Above average advocacy, marketing facilitation and communication skills. Ability to generate and utilise Performance Information and to identify and mitigate organisation risks.
<u>DUTIES:</u>	Facilitate the development and ensure the implementation of the overall NPA strategy. Facilitate and contribute in the development of Business Unit annual plans and monitor the implementation thereof including reporting thereon. Identify NPA Enterprise Risks and advise NPA management on relevant mitigation strategies. Manage Performance Information including the identification of Strategic Projects. Coordinate the collection, analysis, interpretation and presentation of information on performance and risks management.

Prepare monthly, quarterly and annual performance reports. Analyse and evaluate organisational performance and advise on corrective action. Ensure the NPA has a Business Continuity Plan. Assume overall responsibility for the effective management of own Unit including financial people and other resources allocated.

ENQUIRIES:
APPLICATIONS:

Matshidiso Modise 012 845 6200
npa60@responsehandling.co.za or fax 086 566 5860

SECURITY MANAGEMENT SERVICES

POST: **CHIEF DIRECTOR: SECURITY MANAGEMENT SERVICES, (RE-ADVERTISEMENT)**

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

CENTRE: **Pretoria: Head Office (Recruit 2015/61)**

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: npa61@responsehandling.co.za or fax : 086 566 5879

INTEGRITY MANAGEMENT UNIT

POST: **CHIEF DIRECTOR: INTEGRITY MANAGEMENT**

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

CENTRE: **Pretoria: Head Office (Recruit 2015/62)**

REQUIREMENTS: An appropriate B degree or equivalent qualification (NQF 6). At least ten years working experience in the field of integrity management, legal/ prosecutorial or related field of which five years must be at senior management level. Specific experience in the management of integrity in a workplace will be an advantage. Valid driver's licence.

SKILLS AND KNOWLEDGE: Government Anti-Corruption Strategy and MACC. Relevant Public Service legislation, policies and regulations. Strategic capabilities, Leadership and Management. People Management and Empowerment. Programme and Project management. Above average advocacy skills. Financial management as it relates to the budgeting and the PFMA. The NPA Act.

DUTIES: Ensure the Integrity Management function and mandate is fulfilled and the NPA meets the government requirements as it relates to integrity and ethics. Oversee the development and implementation of Integrity Promotion Strategies in the NPA. Lead and oversee the development and implementation of strategies to prevent and combat unethical conduct in the NPA. Take overall responsibility for the provision of strategic leadership and direction in Ethics Management, Governance and Compliance Management and facilitate relevant conversations. Lead and facilitate investigations and report to relevant authorities

within the NPA. Assume accountability and overall responsibility for the efficient and effective functioning of the unit. Participate and contribute to NPA management structures. Support and advise leadership and management of the NPA in respect of integrity and ethics management. Endure that the Integrity Management functions are aligned with organizational strategy. Manage the relations with other government departments and other stakeholders.

ENQUIRIES:

Matshidiso Modise 012 845 6200

APPLICATIONS:

e-mail: npa62@responsehandling.co.za or fax 086 566 5921

POST:

DIRECTOR: FRAUD AND CORRUPTION (RE-ADVERTISEMENT)

SALARY:

R 819 126.00 per annum (Total Cost Package) (Level 13)

CENTRE:

Pretoria: Head Office (Recruit 2015/63)

REQUIREMENTS:

An appropriate Bachelor's degree/National Diploma or equivalent qualification on a minimum NQF Level 6 in Integrity Management, investigations, detection, forensics. 5 years' experience at middle management level. 5 years practical experience in the field of integrity investigations, detection, forensics, and audit or ethics management is a requirement. Be well conversant with detection and investigation of fraud and corruption or integrity and ethics management. Must have conceptual and analytical thinking, must have good report writing skills, verbal communication skills, interpretation of policy, creative presentation skills, problem solving ability, strong analytical skills, planning and organising skills, research capability, methodology skills, time management skills, integrity and honesty. Ability to work under

pressure for extended periods of time. Computer literacy in MS Word, Excel and Power Point. A valid driver's license and willingness to travel extensively are essential. Knowledge of legislation and regulations pertaining to public service administration, specifically: Public Service Act and Regulations, PFMA, Treasury Regulations, NPA Act, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills Development Act, Access to Information Act and knowledge of the Anti-Corruption Strategy of Government, Integrity Management Framework for Public Servants, HR, Finance and Budgeting, Information Management, Legal Administration, Logistics Management, Internal Control and Risk Management, report writing on the disciplinary process

DUTIES:

Manage the internal investigations into allegations of unethical conduct, fraud and corruption within the NPA. Manage the investigation of allegations of prosecutorial misconduct. Manage and oversee programmes for detection of fraud and corruption risks in the NPA. This includes the identification and managing of fraud and corruption risks in the NPA, including but not limited to inspections and integrity profiling of employees. Manage an effective Case Management System (CMS), to conduct research on early warning systems in the NPA. Manage the conflict of interest programme including Remunerative Work outside the NPA, Financial Disclosures. Manage the NPA Fraud and Corruption Response Plan. Manage performance of staff within the Directorate: FCI & D, the budget and resources allocated to the directorate

(Preference will be to Africans and Coloureds)

ENQUIRIES:

Ronnie Pather 012 845 6186

E-mail: npa63@responsehandling.co.za or Fax: 086 566 5923

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

POST:

ASSISTANT DIRECTOR: LABOUR RELATIONS X2

SALARY:

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

CENTRE:

Pretoria: Head Office (Recruit 2015/65)

REQUIREMENTS:

An appropriate Bachelor's degree, National Diploma or equivalent qualification on a minimum NQF level 6. Minimum three years' experience in Labour Relations. Knowledge of the employment relations legislative and regulatory framework. Experience in appearing in conciliations, mediations and arbitration proceedings. Knowledge and experience in the handling of complaints, disciplinary hearing and grievances. Dispute resolution skills.

DUTIES:

Represent the NPA in conciliations, mediations and arbitration proceedings. Facilitate NPA representations and provide support to the counsel representing the NPA in external disputes. Facilitate the resolution of grievances and conduct necessary investigations for such resolutions. Proactively implement mechanisms that minimize disputes and create sound employment relations. Participate in collective bargaining and facilitate the implementation of collective agreements. Prepare the necessary documents and provide opinions on the management and resolution of labour matters. Ensure compliance with grievances and disciplinary policies. Research and advice the NPA on the relevant legislative framework.

ENQUIRIES:

Madeleine du Toit 012 845 6387

E-mail: npa65@responsehandling.co.za or Fax: 086 566 6016

CLOSING DATE:

23 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.