**NATIONAL PROSECUTIONS SERVICE**

**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 (Odi) (Recruit 2015/304)**

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

**APPLICATIONS: E-mail:**RecruitCPPMMB304@npa.gov.za **or fax:** (012)843 4002

**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:** **DPP: South Gauteng (STU) (Recruit 2015/306)**

**REQUIREMENTS:** A recognized 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 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. Five years’ experience in legal practice will be an added advantage. Ability to act independently.

**DUTIES:** Study case dockets, decide in the institution of and conduct criminal proceedings. Draft charge sheets and other courts documents. Represent the state in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

**ENQUIRIES: DPP: South Gauteng: Reuben Palai 011 220 4124**

**APPLICATIONS: E-mail:** RecruitDPPJHB306@npa.gov.za **or fax:** (012)843 4003

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

**SALARY:** **657 924 .00 per annum (Total Cost Package)** **to R 1 075 359.00 per annum (Total Cost Package) (Level SU-3)**

**CENTRE:** **CPP: East London (Recruit 2015/305**

**REQUIREMENTS:** A recognised four-year Legal qualification. At least six years post qualification legal experience. 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:** **CPP: East London: Viola Arends 040 608 6800**

**APPLICATIONS: E-mail:** RecruitCPPEL305@npa.gov.za **or fax:** (012)843 4004

**POST:** **REGIONAL COURT PROSECUTOR X 3**

**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: Klerksdorp (Recruit 2015/307); CPP: Nelspruit (Kabokweni) (Recruit 2015/308); CPP: Odi (Ga-Rankuwa) (Recruit 2015/09)**

**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: Klerksdorp:Godfrey Ramakuela 012 351 6808**

 **CPP: Nelspruit: Khensani Luphondo 013 752 6944**

 **CPP: Odi : Flora Kalakgosi 018 381 9041**

**APPLICATIONS: E-mail:** RecruitDPPJHB307@npa.gov.za **or fax:** (012)843 4005

**E-mail:** RecruitCPPNEL308@npa.gov.za **or fax:** (012)843 3908

**E-mail:** RecruitCPPPTA09@npa.gov.za **or fax:** (012)843 3907

**ADMINISTRATION**

**INFORMATION SYSTEMS MANAGEMENT**

**POST:** **ASSISTANT DIRECTOR: RECORDS MANAGEMENT**

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

**CENTRE:** **Pretoria: Head Office (Recruit: 2015/310)**

**REQUIREMENTS:** An appropriate Bachelor’s degree, National Diploma or equivalent qualification on a minimum NQF level 6. Minimum of 3 years’ relevant experience. Knowledge of and experience in registry procedures. General computer literacy. Report writing skills. Administrative skills. Project management skills.

 **DUTIES:** Manage staff reporting to the position. Monitor leave and attendance register. Monitor filing of all files/documents using the approved file plan. Provide assistance to regional staff when needed. Assist with courier services. Compile and submit monthly reports. Implement controlled access to registries. Ensure compliance

**ENQUIRIES: L Pretorius 012 845 6640-012 845 6868**

**APPLICATIONS: Email:** RecruitDPPHQ310@npa.gov.za **or Fax:** (012)843 3906

**CLOSING DATE: 09 November 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.

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