

**NATIONAL PROSECUTING AUTHORITY**

- APPLICATIONS** : Applications must be submitted to the relevant Recruitment Response E-mail or fax as stated below Or posted to: Affirmative Portfolios P.O. Box 785724 Sandton 2146
- CLOSING DATE** : 15 August 2014
- NOTE** : 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) and must be completed in full i.e. both pages of the Z83 must be completed. 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. 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. Section B of the application form requiring personal information must be completed as the NPA uses the information for Employment Equity and other reporting purposes. 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. Only copies of required qualifications and other listed documents as per the advert, preferably certified, must be included with your application. 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 security clearance up to a level of Top Secret. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview.

**OTHER POSTS**

- POST 30/74** : **SENIOR ADMINISTRATIVE OFFICER REF NO: RECRUIT 2014/219**  
Demand and Acquisition: Finance and Procurement
- SALARY** : R227 802 per annum (Excluding Benefits) (Level 8)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. Minimum of three years SCM experience in the public sector. Sound knowledge of PFMA, PPPFA, Supply Chain Management Framework and all relevant SCM practice note and regulation. Additional course/s in SCM will be an advantage. Reliable, integrity, tolerant and determined. Able to work in a team. Willing to travel, able to work extended hours and under pressure. Excellent communication and administrative skills. Valid driver's license, analysis and problem solving, report writing, able to plan and organise work. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, PowerPoint and able to work on the following system applications BAS and LOGIS. Able to draft submissions and able to perform calculations. Supervise the bid process and ensure compliance to policies and procedures. Able to do performance management of staff, ability to offer direction and leadership to a team of staff.

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| <b><u>DUTIES</u></b>                     | : | Receive and assess the bid request. Assist in drafting the procurement plan. Prepare project timelines for every bid and ensure that target dates are achieved. Ensure that specifications for commodities are set according to required standards. Ensure that record keeping of bid documents is maintained accordingly. Assist in drafting of bid specification/ Terms of reference. Compile bid documents. Conduct market assessment to determine the appropriate sourcing strategy. Maintain a complete and accurate bid register. Reports. Provide advisory support to all NPA business units. Participate in bid evaluation and specification committees. Ensure that bids are advertised for issued and awarded bids. Conduct performance management of staff.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Tebogo Sethabela 012 845 6014<br>e-mail: npa219@responsehandling.co.za or Fax: 0866080988  |
| <b><u>POST 30/75</u></b>                 | : | <b><u>SENIOR HUMAN RESOURCES PRACTITIONER REF NO: RECRUIT 2014/238</u></b><br>Human Resources Management   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R227 802 per annum (Excluding Benefits) (Level 8)<br>Pretoria: Head Office<br>An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. Minimum of two years relevant experience. Experience in working on PERSAL. In-depth knowledge of 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. 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.   |
| <b><u>DUTIES</u></b>                     | : | Administer the implementation of recruitment and selection of human resource services. Preside as an HR rep for shortlisting and interviews. Prepare appointment memorandum. Administer the implementation of service benefits. Ensure processing of leave on PERSAL. Approve and authorise transactions of PERSAL. Conduct leave inspection and compile report. Processing of performance reward (pay progression and grade progression). Implementation of labour relation awards. Processing of performance reward (pay progression, grade progression and performance bonus). Implementation of salary structures and updating of personnel information. Process resettlement benefits. Process recognition of long service. Process housing allowance. Process internal transfers. Process injury on duty. Monitor the processing of salary adjustment. Implementation of job evaluation results. Implementation of labour relation awards. Supervise staff |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Jacobus Hayward 012845 6178<br>e-mail: npa238@responsehandling.co.za or Fax: 0866080539  |
| <b><u>POST 30/76</u></b>                 | : | <b><u>HR PRACTITIONER 2 POSTS</u></b>  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R183 438 per annum (Excluding Benefits) (Level 7)<br>Johannesburg, DPP: South Gauteng REF NO: RECRUIT 2014/220<br>Durban, DDPP: Durban REF NO: RECRUIT 2014/221<br>An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. At least two years relevant experience. Computer literacy especially MS Office Suite – Word, Excel and Outlook. Sound knowledge of PERSAL. Good communication verbal and written skills. Technical skills. Quality of work. Initiative. Interpersonal Relations. HR Administration skills.  |
| <b><u>DUTIES</u></b>                     | : | Provide HR Administration services in the division. Administer specific HR functions in the HR value chain as allocated (Staff procurement, maintenance & Exits) mainly recruitment, probations, leave, post establishment, transfers. Process state guarantees, housing allowances, long service recognition, acting allowances, pay progression, performance rewards, resettlement etc. Compile and submit monthly statistics. Liaise with customers and stakeholders.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Khensane Manganye 011 220 4266<br>Mlukeli Chagi 031 334 5001<br>e-mail: npa220@responsehandling.co.za or Fax: 0866080386 e-mail: npa221@responsehandling.co.za or Fax: 0866081096  |

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| <b><u>POST 30/77</u></b>   | : | <b><u>PERSONAL ASSISTANT REF NO: RECRUIT 2014/229</u></b><br>DPP: South Gauteng   |
| <b><u>SALARY</u></b>       | : | R183 438 per annum (Excluding Benefits) (Level 7)   |
| <b><u>CENTRE</u></b>       | : | Johannesburg  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus secretarial or equivalent qualification. Minimum three years' experience in rendering a support service to senior management with excellent typing skills. Must be computer literate with excellent knowledge of: especially MS Office Suite - MS Excel, Word, PowerPoint and Outlook. Knowledge of the relevant legislation, prescripts and procedures applicable to Public Sector Administration.   |
| <b><u>DUTIES</u></b>       | : | To render administration and secretarial services to the DDPP including amongst other: Diary management. Receive, collate, submit and distribute various administration data. Correspondence management. Maintain filing system. Ensure reception desk duties and telephone services for the DDPP. Ensure logistics support services. Typing services. Minute taking for meetings hosted by the DDPP. Liaise with customers/stakeholders as requested by the DDPP.            |
| <b><u>ENQUIRIES</u></b>    | : | Khensane Manganye 011 220 4266  |
| <b><u>APPLICATIONS</u></b> | : | e-mail: npa229@responsehandling.co.za or Fax: 0866081076  |
| <b><u>POST 30/78</u></b>   | : | <b><u>PERSONAL ASSISTANT REFNO: RECRUIT 2014/263</u></b><br>SCCU: Port Elizabeth  |
| <b><u>SALARY</u></b>       | : | R183 438 per annum (Excluding Benefits) (Level 7)   |
| <b><u>CENTRE</u></b>       | : | Port Elizabeth ()   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus secretarial or equivalent qualification. Minimum three years' experience in rendering a support service to senior management with excellent typing skills. Must be computer literate with excellent knowledge of: especially MS Office Suite - MS Excel, Word, PowerPoint and Outlook. Telephone etiquette. Minute writing skills.  |
| <b><u>DUTIES</u></b>       | : | Rendering a secretarial support (including answering telephone and handling of diary to the senior manager). General administrative functions including, photocopying and faxing documents. Making travel arrangements, arranging meetings and booking accommodation. Typing letters, memoranda, presentations, etc. Receiving and transmitting messages. Taking minutes during meetings. Performing secretarial and other related administration tasks. Case administration. |
| <b><u>ENQUIRIES</u></b>    | : | Kgomotso Thamakge 012 845 6918  |
| <b><u>APPLICATIONS</u></b> | : | e-mail: npa263@responsehandling.co.za or Fax: 0865665851  |
| <b><u>POST 30/79</u></b>   | : | <b><u>ADMINISTRATIVE OFFICER</u></b><br>SCCU  |
| <b><u>SALARY</u></b>       | : | R183 438 per annum (Excluding Benefits) (Level 7)   |
| <b><u>CENTRE</u></b>       | : | Mmabatho Ref No: Recruit 2014/222<br>Mthatha Ref No: Recruit 2014/223   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6 in Administration/Public Administration. Two years relevant experience. General office management. Basic knowledge of legislation and regulations pertaining to public service administration.   |
| <b><u>DUTIES</u></b>       | : | Case administration and document management. Staff maintenance. General administration support. Facilitate supply chain management. Facilitate fleet and facilities management.   |
| <b><u>ENQUIRIES</u></b>    | : | Kgomotso Thamage 012 845 6918   |
| <b><u>APPLICATIONS</u></b> | : | e-mail: npa222@responsehandling.co.za or Fax: 0866080288<br>e-mail: npa223@responsehandling.co.za or Fax: 0866080192  |
| <b><u>POST 30/80</u></b>   | : | <b><u>ASSISTANT LIBRARIAN REF NO: RECRUIT 2014/224</u></b><br>DPP Mmabatho  |
| <b><u>SALARY</u></b>       | : | R183 438 per annum (Excluding Benefits) (Level 7)   |
| <b><u>CENTRE</u></b>       | : | Mmabatho  |

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| <b><u>REQUIREMENTS</u></b> | : | B.Bibl degree or equivalent qualification. Minimum of two years relevant experience. Knowledge of the SirsiDynix management system. Knowledge of Dewey Decimal Classification System. Ability to work on an electronic library management system. A valid driver's license. Ability to work independently. Open and approachable person with good communication skills. Willingness to travel. Administrative skills. Experience in the utilisation of search tools including LexisNexis , Jutastat and Sabinet Online. General computer literacy and knowledge of MS Word, Excel, Outlook and PowerPoint. Report writing skills. Conflict management skills  |
| <b><u>DUTIES</u></b>       | : | Receive and process all requests in terms of law reports, statutes and reference material. Conduct information searches using online databases. Conduct awareness sessions and provide training on databases and systems used. Manage and maintain circulation and shelving of library books. Catalogue and classify new material, utilising the available database. Renewing of standing orders. Manage loose leaf material. Periodically conduct information needs analysis. Market library services. Maintain asset register of library material including disposals. Manage collection development. Act as library supplier co-ordinator. Process inter-library loans. Conduct periodic stock take on library material. Keeping statistics and records of library activities. Submit monthly report and other necessary report. |
| <b><u>ENQUIRIES</u></b>    | : | Moses Rantao 018 381 9000   |
| <b><u>APPLICATIONS</u></b> | : | e-mail: npa224@responsehandling.co.za or Fax: 0866080134  |
| <b><u>POST 30/81</u></b>   | : | <b><u>WITNESS PROTECTION OFFICER 2 POSTS REF NO: RECRUIT 2014/239</u></b><br>Witness Protection Unit  |
| <b><u>SALARY</u></b>       | : | R183 438 per annum (Excluding Benefits) (Level 7)   |
| <b><u>CENTRE</u></b>       | : | Pretoria  |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. At least three years relevant experience. Computer literacy MS Office Suite. Knowledge of the Constitution and Bill of Rights. Knowledge of the functioning of the various levels of courts. Experience in cash handling and cash management. Experience in leasing and letting of properties. Knowledge of the Witness Protection Act and Criminal Procedure Act. Knowledge of PFMA and Treasury Regulations. Prepared to undergo a "Top Secret" Security Clearance. Excellent administration and communication skills. Customer focused and responsiveness. Good problem solving and decision making skills. Planning and prioritizing of work. Valid driver's license.   |
| <b><u>DUTIES</u></b>       | : | Report directly to the Senior Witness Protection Officer. Manage incoming and outgoing documents. Financial management cash flow management. Procurement services (undercover). Take out extensive road and air travel arrangements. Conduct extensive telephone communication.   |
| <b><u>ENQUIRIES</u></b>    | : | Reginald Tsubella 012 845 6925  |
| <b><u>APPLICATIONS</u></b> | : | e-mail: npa239@responsehandling.co.za or Fax: 0867680089  |
| <b><u>POST 30/82</u></b>   | : | <b><u>CHIEF ADMINISTRATIVE OFFICER/SITE COORDINATOR REF NO: RECRUIT 2014/268</u></b><br>SOCA Unit   |
| <b><u>SALARY</u></b>       | : | R183 438 per annum (Excluding Benefits) (Level 7)   |
| <b><u>CENTRE</u></b>       | : | Thuthuzela Care Centre: Worcester   |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. Sound Co-ordination, administrative skills and counselling experience. Knowledge of Rape Management. Good verbal and written communication skills and computer literacy. Knowledge and skills of court and police processes. Supervisory skills will be an added advantage. Must have the ability to work under pressure. Reliable, organized and be able to work as team and independently. Computer skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and Power Point. Language skills and the ability to communicate well with all people at different levels and from different background and written communication skills will be essential. Report writing skills.                                |
| <b><u>DUTIES</u></b>       | : | Liaise with medical officers and nurses to ensure that medical examination take place. Liaise with Prosecutor and Police for statement taking. Rendering advice,  |

give support and arrange transport for survivor. Arrange and co-ordinate meeting between role players. Keep database, submit monthly report and host a range of donor, government personnel etc. Manage Assets and inventory within the Thuthuzela Care Centre. Decision making powers in terms of own work and team member. The ability to plan own work and, in some cases, that of the section, the ability to provide execution. Coordinate awareness campaigns and other services within the center. Statutory provisions administered by the office. Monitor and evaluate the efficiency of the administrative service provided by the office. Perform any other duties as and when required by SOCA management.

**ENQUIRIES** : Vusi Skhosana 012 845 6592  
**APPLICATIONS** : e-mail: npa268@responsehandling.co.za or Fax: 0865665879

**POST 30/83** : **COURT PREPARATION OFFICER**  
 CPP Thohoyandou (Giyani); CPP: Vaal; DPP: South Gauteng

**SALARY** : R148 584 per annum (Excluding Benefits) (Level 6)  
**CENTRE** : Giyani Ref No: Recruit 2014/225; Benoni Ref No: Recruit 2014/247; Johannesburg Ref No: Recruit 2014/249

**REQUIREMENTS** : An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. One year experience in a court environment. Sound co-ordination and counselling experience. Knowledge of the criminal Justice System. Ability to work independently without constant supervision. Excellent administrative skill, good communication skills and problem solving skills and ability to work well with children. Valid driver's license will be an added advantage.

**DUTIES** : Provide holistic and integrated care for victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with the investigating officers and social workers. Liaise with and report to the Prosecutor / Manager. Perform all duties in accordance with general accepted court preparation technique.

**ENQUIRIES** : DPP: Thohoyandou-Khakhathi Phaswana 015 960 9924  
 DPP: South Gauteng- Khensane Manganye 011 220 4266  
 CPP: Vaal- Lerato Rakale 012 351 6700

**APPLICATIONS** : e-mail: npa225@responsehandling.co.za or Fax: 0866080268  
 e-mail: npa247@responsehandling.co.za or Fax: 0865665487  
 e-mail: npa249@responsehandling.co.za or Fax: 0865665443

**POST 30/84** : **VICTIM ASSISTANT OFFICER**  
 SOCA Unit

**SALARY** : R148 584 per annum (Excluding Benefits) (Level 6)  
**CENTRE** : Thuthuzela Care Centre: Phoenix (Mahatma Gandhi Memorial Hospital: KZN) Ref NO: Recruit 2014/250; Klerksdorp (Klerksdorp Hospital: North West) Ref No: Recruit 2014/251; Potchefstroom (Potchefstroom Hospital: North West) Ref No: Recruit 2014/252; Metsimaholo-Metsimaholo District Hospital: FS Ref No: Recruit 2014/253; Mannenburg (GF Jooste Hospital: Western Cape) (Recruit 2014/254); Themba (Themba Hospital: Mpumalanga Ref No: Recruit 2014/255; Dora Nginza Hospital: Port Elizabeth) Ref NO: Recruit 2014/256; De Aar (Central Karoo Hospital: NC) Ref No: Recruit 2014/257; Springbok (Van Niekerk Hospital: NC) Ref No: Recruit 2014/258; Lusikisiki (St Elizabeth Mission Hospital) Ref No: Recruit 2014/259

**REQUIREMENTS** : An appropriate Bachelor's degree or National Diploma in Social sciences. The victim assistant officer must have sound co-ordination, administrative skills and counselling experience. Working knowledge of court and police processes would be a recommendation. One year experience in dealing with gender based violence matters. Computer skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and Power Point. Good verbal and written communication skills will be essential.

**DUTIES** : To establish early contact with the victim on the first day of reporting and make a follow through within a week of reporting. To provide relevant information to the victim, inform the victim about their rights during the reporting stage. To inform victim about bail and their rights and options e.g. access to witness protection services. To assess and respond to the needs of the victim that may hinder her

from being an effective participants and witness within the court process. Identify victim needs for counselling, or access to specific services. Provide court support and refer victim for court preparation. Court support will include court orientation where no court preparation service exist, inform the site coordinator about the support service that are provided or have been provided to the victim or where the victim has been referred to, and the contact details of such service providers. To maintain a cooperative approach with other role players to help the victim holistically in order to increase the conviction rate. Liaise with other role players on case flow management to keep the victim notified of the status of their case to build their confidence in the system and themselves, to contact the victim as soon as [s]he has been notified by the police, prosecutor, case manager or site coordinator of the arrest or bail release of the accused. To compile monthly statistics that will form part of the monthly report.

**ENQUIRIES  
APPLICATIONS**

: Vusi Skhosana 012 845 6592  
: e-mail: npa250@responsehandling.co.za or Fax: 0865665427  
e-mail: npa251@responsehandling.co.za or Fax: 0865665515  
e-mail: npa252@responsehandling.co.za or Fax: 0865665436  
e-mail: npa253@responsehandling.co.za or Fax: 0865665518  
e-mail: npa254@responsehandling.co.za or Fax: 0865665548  
e-mail: npa255@responsehandling.co.za or Fax: 0865665637  
e-mail: npa256@responsehandling.co.za or Fax: 0865665638  
e-mail: npa257@responsehandling.co.za or Fax: 0865665498  
e-mail: npa258@responsehandling.co.za or Fax: 0865665767  
e-mail: npa259@responsehandling.co.za or Fax: 0865665585

**POST 30/85**

: **SECRETARY REF NO: RECRUIT 2014/226**  
Finance and Procurement (Supply Chain Management Unit)

**SALARY  
CENTRE  
REQUIREMENTS**

: R123 738 per annum (Excluding Benefits) (Level 5)  
: Pretoria Head Office  
: Grade 12 plus Secretarial Diploma or other relevant qualification. Reliable, integrity, tolerant and determined. Able to act independently and under pressure. Willing to travel, able to work extended hours. Excellent communication and administrative skills. Valid driver's license. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Able to do basic calculations, understanding of financial documents i.e. invoices, delivery notes and orders.

**DUTIES**

: Provide secretarial and administration support. Receive and screen telephone calls and refer to the correct role players. Record all incoming and outgoing mail in the Directorate SCM. Manage the Directors diary. Coordinate and prepare for management meeting including taking minutes. Coordinate SCM training requirements in line with individual development plans. Organize travel and accommodation arrangement for the Director. Asset controller for the directorate. Provide logistical support to the Directorate (stationery requirements etc.). Design and keep a proper filing system.

**ENQUIRIES  
APPLICATIONS**

: Tebogo Sethabela 012 845 6014  
: e-mail: npa226@responsehandling.co.za or Fax: 0866080220

**POST 30/86**

: **SECRETARY**  
Asset Forfeiture Unit

**SALARY  
CENTRE**

: R123 738 per annum (Excluding Benefits) (Level 5)  
: Pretoria Head Office Ref No: Recruit 2014/243; Mmabatho Ref No: Recruit 2014/244; Johannesburg Ref No: Recruit 2014/245; Nelspruit Ref No: Recruit 2014/246

**REQUIREMENTS**

: Grade 12 plus Secretarial Diploma or other relevant qualification. Excellent organizational and planning skills. Excellent written and verbal communication skills. Report writing skills. Reliable, integrity, tolerant and determined. Able to work independently and under pressure. Willing to travel, able to work extended hours. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint.

**DUTIES**

: Receive telephone calls and refer to the correct role players if not meant for the relevant manager. Record appointments and events in the diary of the manager. Type documents for the manager and other staff within the unit. Operate office

equipment like fax machines and photocopier. Liaise with travel agency to make travel arrangements. Arrange meetings for the manager and the staff in the unit and taking of minutes thereof. Identify venues, invite role-players and organize refreshments. Set up schedules for meetings and events. Draft routine correspondence and reports. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments for the manager.

**ENQUIRIES** : Lindie Swanepoel 012 845 6638  
**APPLICATIONS** : e-mail: npa243@responsehandling.co.za or Fax: 0865665392  
 e-mail: npa244@responsehandling.co.za or Fax: 0865665308  
 e-mail: npa245@responsehandling.co.za or Fax: 0865665369  
 e-mail: npa246@responsehandling.co.za or Fax: 0865665485

**POST 30/87** : **ADMINISTRATIVE CLERK 2 POSTS**  
 CPP: Johannesburg; DPP: South Gauteng

**SALARY** : R123 738 per annum (Excluding Benefits) (Level 5)  
**CENTRE** : CPP Johannesburg (Recruit 2014/227)  
 DPP South Gauteng (Recruit 2014/228)

**REQUIREMENTS** : Grade 12. Computer literacy, especially MS Word, Excel and Outlook. Administrative technical skills. Interpersonal Relations. Good communication (verbal and written) skills. Quality of work. Reliability.

**DUTIES** : Provide administration services to Prosecutorial processes within the unit/division. This includes: rendering general clerical support services to the unit/division. This includes correspondence management, managing registers, data capturing, routine enquiries, filing. Maintaining a well-organized administrative system for the office.

**ENQUIRIES** : Khensane Manganye 011 220 4266  
**APPLICATIONS** : e-mail: npa227@responsehandling.co.za or Fax: 0866080338  
 e-mail: npa228@responsehandling.co.za or Fax : 0866080400

**POST 30/88** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2014/230**  
 CPP Thohoyandou

**SALARY** : R123 738 per annum (Excluding Benefits) (Level 5)  
**CENTRE** : Thohoyandou ()

**REQUIREMENTS** : Grade 12. Good communication (verbal and written) skills. Planning and prioritizing skills, customer focus and computer literacy, particularly Windows packages, MS Word, Excel, Outlook operations. Ability to work under pressure and good interpersonal skills.

**DUTIES** : Administer court rolls, be able to process case files and be able to maintain registers. Assist with compiling monthly court statistics and implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Applicant must be able to type.

**ENQUIRIES** : Khakhathi Phaswana 015 960 9924  
**APPLICATIONS** : e-mail: npa230@responsehandling.co.za or Fax: 0866080459

**POST 30/89** : **ADMINISTRATIVE CLERK**  
 DPP: North Gauteng X2; CPP: Vaal

**SALARY** : R123 738 per annum (Excluding Benefits) (Level 5)  
**CENTRE** : Pretoria Ref No: Recruit 2014/231; Benoni Ref No: Recruit 2014/248

**REQUIREMENTS** : Grade 12. Relevant experience as office assistance in an environment. Knowledge of Public Sector Legislation. Planning and organizing skills. Management in the public service. Written and verbal communication skills. Computer literate in MS Office packages.

**DUTIES** : Assist with performing all accounting and financial operation (S&T, creditors, suppliers, petty cash etc.) functions for the office. Capturing financial statistics and maintaining electronic registers. Perform any other related finance functions as required by the supervisor from time to time.

**ENQUIRIES** : Lerato Rakale 012 351 6700  
**APPLICATIONS** : e-mail: npa231@responsehandling.co.za or Fax: 0866080522  
 e-mail: npa248@responsehandling.co.za or Fax: 0865665346

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| <b><u>POST 30/90</u></b>   | : | <b><u>DATA CAPTURER REF NO: RECRUIT 2014/232</u></b><br>DPP: South Gauteng   |
| <b><u>SALARY</u></b>       | : | R123 738 per annum (Excluding Benefits) (Level 5)  |
| <b><u>CENTRE</u></b>       | : | Johannesburg   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12. Computer literacy especially MS Word, Excel and Outlook. Administrative technical skills. Data capturing. Interpersonal relations. Good communication (verbal and written) skills. Reliability.  |
| <b><u>DUTIES</u></b>       | : | Provide efficient data capturing and data administration services in the DPP South Gauteng. Perform general administrative tasks in the Information Management Section. Provide data reports. Liaise with customers and stakeholders.  |
| <b><u>ENQUIRIES</u></b>    | : | Khensane Manganye 011 220 4266   |
| <b><u>APPLICATIONS</u></b> | : | e-mail: npa232@responsehandling.co.za or Fax: 0866080501   |
| <b><u>POST 30/91</u></b>   | : | <b><u>FINANCE CLERK: DEBT REF NO: RECRUIT 2014/233</u></b><br>Finance and Procurement (Budget, Reporting & Debt Management)  |
| <b><u>SALARY</u></b>       | : | R123 738 per annum (Excluding Benefits) (Level 5)  |
| <b><u>CENTRE</u></b>       | : | Pretoria: Head Office  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 with mathematics or relevant commercial subject. At least one year experience in debt management will be an advantage. An appropriate Bachelor's Degree/Diploma in Financial Management will be an advantage. Good client service management. Excellent written and verbal communication skills. General computer literacy and knowledge of MS Word and Excel. Knowledge of BAS and Persal. Knowledge and skills with regard to compliance with the PFMA, Treasury Regulations and other relevant prescripts. Knowledge of Public Sector Legislation, policies and regulations. Assist with providing Auditors with documents and implementing audit recommendations.   |
| <b><u>DUTIES</u></b>       | : | Reporting to the Deputy Director: Reporting and Debt Management. The incumbent will be responsible for debt management within the NPA. Creation of debt on BAS including proper authorization and supporting documentation (proper record and document management). Notification of debtor regarding the debt and subsequent recovery of debt owed to the NPA (follow up communication with the debt, handing over of the debtor to the State Attorney recommendations to recover the debt). Clear suspense accounts on a monthly basis. Implement and monitor salary deduction to recover the debt. Evaluate compliance with Public Finance Management Act and other relevant prescripts. Ensure that the debtor control account is reconciled on a monthly basis. Ensure the identification of debt (instruction from other BU's and following up on suspense account). Provide monthly debt management reports to the supervisor. |
| <b><u>ENQUIRIES</u></b>    | : | Jan Olie 012 845 6029  |
| <b><u>APPLICATIONS</u></b> | : | e-mail: npa233@responsehandling.co.za or Fax: 0866080759   |
| <b><u>POST 30/92</u></b>   | : | <b><u>SECRETARY REF NO: RECRUIT 2014/234</u></b><br>Finance and Procurement (Fleet & Facilities Management)  |
| <b><u>SALARY</u></b>       | : | R123 738 per annum (Excluding Benefits) (Level 5)  |
| <b><u>CENTRE</u></b>       | : | Pretoria: Head Office  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 and certificate in Secretariat Services. A minimum of one years' experience in secretarial duties and/or general administration. Knowledge of administrative procedures. Knowledge in secretarial duties, computer literacy, sound organizational skills. Good people skills. Basic written communication skills, basic financial management and knowledge of PFMA. Client orientation and customer focus, communication, accountability and ethical conduct.   |
| <b><u>DUTIES</u></b>       | : | Responsible for overall administration of the Director's office. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination of and preparation for meetings, workshops, typing of documents. Provide reception services including call screening, receiving as well as attending to messages and provide hospitable reception of visitors to the Directorate. Making travel and accommodation arrangements as well as processing of all subsistence and travel claims. Handling of confidential documents. Operate standard office equipment (fax, photocopy machine and telephone). Type correspondence such as reports, submissions and letters.   |



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|                            |   | Perform administrative tasks such as taking minutes and arranging/serving refreshments.  |
| <b><u>ENQUIRIES</u></b>    | : | Andre Malan 012 845 6024   |
| <b><u>APPLICATIONS</u></b> | : | e-mail: npa234@responsehandling.co.za or Fax: 0866080028   |
| <b><u>POST 30/93</u></b>   | : | <b><u>REGISTRY CLERK REF NO: RECRUIT 2014/235</u></b>  |
|                            |   | DDPP: Port Elizabeth   |
| <b><u>SALARY</u></b>       | : | R123 738 per annum (Excluding Benefits) (Level 5)  |
| <b><u>CENTRE</u></b>       | : | Port Elizabeth   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent qualification. Five years' experience in administration will be an added advantage. Ability to organize and prioritize work. General computer literacy skills and knowledge in programs such as MS Word, Excel, PowerPoint etc. Good office practice.   |
| <b><u>DUTIES</u></b>       | : | Able to work under pressure, manage various duties within Registry section, HR and Finance section such as, sorting of documents, filing of documents, opening of new files, drawing and pending of files, referencing of documents. Design and keep a well-organized administrative system for the office. Provide administrative support to legal staff.   |
| <b><u>ENQUIRIES</u></b>    | : | Bonisile Vinjwa 041 405 1412   |
| <b><u>APPLICATIONS</u></b> | : | e-mail: npa235@responsehandling.co.za or Fax: 0866080041   |
| <b><u>POST 30/94</u></b>   | : | <b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2014/236</u></b>  |
|                            |   | Enterprise Risk Management   |
| <b><u>SALARY</u></b>       | : | R123 738 per annum (Excluding Benefits) (Level 5)  |
| <b><u>CENTRE</u></b>       | : | Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12, Diploma in Office Management or equivalent qualification on NQF level 5. Administrative knowledge in office management. Excellent verbal and written communication skills. Computer literacy skills (Word, Excel, Outlook and PowerPoint). Must have good planning and organization skills. Ability to be accurate and pay attention to detail. Ability to work under pressure and independently. Dedicated and self-motivated, Creative thinking, enthusiastic and adaptable. Ability to meet strict deadlines and willingness to sometimes work long hours. Good communication and administrative skills. Have integrity, be reliable, tolerant and determined. Be willing to travel.  |
| <b><u>DUTIES</u></b>       | : | Render effective office administrative support service in the office of Enterprise risk Management. Manage the diary and meeting schedule of the office. Develop and maintain an effective documents management system for the office. Assist with filling within the office. Keep and maintain the incoming and outgoing document register of the component. Assist with maintaining the office supply inventory. Answer, screen and direct telephone calls, receive visitors in the office. Compile presentations, submissions, reports and typing of documents. Liaise with stakeholders with regards to general queries and provide assistance/information. Distribute documents/packages to various stakeholders as required. Make travel and accommodation arrangements for the office. Prepare and submit S & T and cell phone claims, handle petty cash, manage and maintain leave register. Arrange meetings, take minutes of staff meetings, and assist in the organising of Strategic Planning sessions, risk management committee meetings and workshops. Record, organise, store, capture and retrieve or send facsimiles. Perform any other administration duties related functions. |
| <b><u>ENQUIRIES</u></b>    | : | Salome Baloyi 012 845 6020   |
| <b><u>APPLICATIONS</u></b> | : | e-mail: npa236@responsehandling.co.za or Fax: 0866080102   |
| <b><u>POST 30/95</u></b>   | : | <b><u>FINANCE CLERK REF NO: RECRUIT 2014/240</u></b>   |
|                            |   | DPP: Cape Town   |
| <b><u>SALARY</u></b>       | : | R123 738 per annum (Excluding Benefits) (Level 5)  |
| <b><u>CENTRE</u></b>       | : | Cape Town  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12. Experience in government finance procedures will be an added advantage. Knowledge of Financial Management (Budget, expenditure control, cash flow, etc.). Knowledge of government financial systems (PERSAL, LOGIS, BAS). Knowledge of PFMA and Treasury regulations. Planning and organizing  |

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|                            |   | skills. Written and verbal communication skills. Computer literate in MS Office packages.  |
| <b><u>DUTIES</u></b>       | : | Process payment of service providers for the unit. Process subsistence and travelling claims for the unit in line with the available budget. Render admin support in compilation and control of the budget. Carry out tasks relating to the acquisition. Supply and distribution of inventory in accordance with procurement policy. Check salary report and report any discrepancies to Finance Manager. Distribute payslips and IRP 5's. Manage petty cash. Liaise with Corporate Services regarding all matters pertaining to Finance.  |
| <b><u>ENQUIRIES</u></b>    | : | Mzukiswa Gcuwa 021 487 7048  |
| <b><u>APPLICATIONS</u></b> | : | e-mail: npa240@responsehandling.co.za or Fax: 0867680152   |
| <b><u>POST 30/96</u></b>   | : | <b><u>FINANCE CLERK REF NO: RECRUIT 2014/241</u></b><br>DPP: Grahamstown   |
| <b><u>SALARY</u></b>       | : | R123 738 per annum (Excluding Benefits) (Level 5)  |
| <b><u>CENTRE</u></b>       | : | Grahamstown  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12. Two years relevant experience in asset, fleet and facilities management will be an added advantage. Knowledge of finance and procurement management systems. Basic knowledge of PFMA and Treasury Regulations. Good communication skills. Good organizational and people management skills. Computer literacy in MS Word, Excel and PowerPoint. Good office administration skills and good administration skills. Ability to maintain high level of professionalism, confidentiality and reliability. Valid driver's license.  |
| <b><u>DUTIES</u></b>       | : | Record all incoming and outgoing mail in the finance operations unit. Assist with the capturing of subsistence and travel claims on PERSAL when needed. Internal and external delivery of documents for the Financial Operations unit provide support to the office with regards to assets such as furniture, equipment and IT assets. Update asset register with acquisitions, movements, losses and disposals. Barcoding of new assets and recording thereof. Maintain a reliable filing system. Retrieve invoices/payment batches from Document Centre. Compile asset reports on Excel. |
| <b><u>ENQUIRIES</u></b>    | : | Anthony Bean 046 602 3000  |
| <b><u>APPLICATIONS</u></b> | : | e-mail: npa241@responsehandling.co.za or Fax: 0867680211   |
| <b><u>POST 30/97</u></b>   | : | <b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2014/242</u></b><br>CPP: Modimolle  |
| <b><u>SALARY</u></b>       | : | R123 738 per annum (Excluding Benefits) (Level 5)  |
| <b><u>CENTRE</u></b>       | : | Thabamooop   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12. One year relevant Finance experience will be an added advantage. Relevant experience as Office assistant in an environment. Knowledge of Public Sector Legislation. Planning and organizing skills. Written and verbal communication skills. Computer literate in MS Office packages.  |
| <b><u>DUTIES</u></b>       | : | Assist with performing all accounting and financial operation (S&T, creditors, suppliers, petty cash etc.) functions for the office. Capturing financial statistics and maintaining electronic registers. Perform any other related finance functions as required by the supervisor from time to time.   |
| <b><u>ENQUIRIES</u></b>    | : | Lerato Rakale 012 351 6700   |
| <b><u>APPLICATIONS</u></b> | : | e-mail: npa242@responsehandling.co.za or Fax: 0867680109   |
| <b><u>POST 30/98</u></b>   | : | <b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2014/260</u></b><br>Performance Information Management (PIM)  |
| <b><u>SALARY</u></b>       | : | R123 738 per annum (Excluding Benefits) (Level 5)  |
| <b><u>CENTRE</u></b>       | : | Pretoria: Head Office ()   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 plus Diploma in Office Management or equivalent qualification (NQF level 5). Administrative knowledge in office management. Excellent verbal and written communication skills. Computer literacy skills. Accuracy and attention to detail. Ability to work under pressure and independently. Dedicate and self-motivated. Creative thinking. Enthusiastic and adaptable. Ability to meet strict deadlines and willingness to work long and irregular hours. Good planning and organization skills. Good interpersonal skills.   |

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| <b><u>DUTIES</u></b>       | : | Rendering effective office administrative support service in the office of the Director. Manage the diary and meeting schedule of the Director. Develop and maintain an effective documents management system for the office. Assist with filling within the office. Assist with maintaining office supply inventory. Answer, screen and direct telephone calls, receive visitors in the office. Compiling presentation, submissions, reports and type documents. Liaise with stakeholders with regards to general queries and provide assistance/ information. Make travel and accommodation arrangements. Arrange meetings, take minutes of meetings, assist in the organizing Strategic session and performance review meetings and workshops. Prepare and submit S&T and cell phones claims, handle petty cash, manage and maintain leave register. Perform any other administration duties related function. Record, organize, store, capture and retrieve correspondence and data (line function). Make photocopies and receive or send facsimiles. Distribute documents/ packages to various stakeholders as required. Keep and maintain the incoming and outgoing document register of the component. |
| <b><u>ENQUIRIES</u></b>    | : | Salome Tau 012 845 6270   |
| <b><u>APPLICATIONS</u></b> | : | e-mail: npa260@responsehandling.co.za or Fax: 0865665735  |
| <b><u>POST 30/99</u></b>   | : | <b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2014/261</u></b><br>DPP: Mmabatho  |
| <b><u>SALARY</u></b>       | : | R123 738 per annum (Excluding Benefits) (Level 5)   |
| <b><u>CENTRE</u></b>       | : | Mmabatho  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12. Typing skills/ Computer literacy with an understanding of MS Word, Excel, Outlook and Power Point. Good interpersonal skills. Ability to organize and prioritize work. Good verbal and written communication. Ability to maintain a high level of professionalism, confidentiality and reliability. Good planning and organizing skills. Ability to work under pressure, independently and as part of the team. Good office practice. Client orientation and customer focus.  |
| <b><u>DUTIES</u></b>       | : | Provide admin support to legal staff, deliver files, mails and faxes within the office. Performing typing (reports, rolls, appeals, subpoenas, correspondence, short and long jobs). Provide administrative support to the office. Design and keep a well-organized admin system for the office. Provide admin advice to all components of the office. Draft correspondence to members of the public. Liaise with corporate services with regard to all matters pertaining to the admin functioning of the office. Perform Quality Assurance on the job typed. Receive and direct clients to relevant units.  |
| <b><u>ENQUIRIES</u></b>    | : | Flora Kalakgosi 018 381 9041  |
| <b><u>APPLICATIONS</u></b> | : | e-mail: npa261@responsehandling.co.za or Fax: 0865665598  |
| <b><u>POST 30/100</u></b>  | : | <b><u>REGISTRY CLERK REF NO: Recruit 2014/262</u></b><br>DPP: Kimberley   |
| <b><u>SALARY</u></b>       | : | R123 738 per annum (Excluding Benefits) (Level 5)   |
| <b><u>CENTRE</u></b>       | : | Kimberley   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12. Relevant experience. Interpersonal skills. Ability to organize and prioritize work. Good verbal and written communication skills. Computer literacy in MS Office package. Flexibility.  |
| <b><u>DUTIES</u></b>       | : | Provide registry counter services. Attend to clients, handle telephone and other enquiries received. Handle telephone and outgoing correspondences. Receive all mails, sort, register and dispatch mail. Render effective filling and record management system. Opening and close files according to record classification system, filling/storage, tracing (electronically/manual) and retrieval of documents and files. Operate office machines/ relation the registry function. Open and maintain franking machine, register, frank post, record money and update register on daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messenger to deliver to post office. Keep daily record of amount of letters franked. Process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records of archived documents.   |
| <b><u>ENQUIRIES</u></b>    | : | Nicholas Mogongwa 053 807 4539  |
| <b><u>APPLICATIONS</u></b> | : | e-mail: npa262@responsehandling.co.za or Fax: 0865665737  |

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| <b><u>POST 30/101</u></b>  | : | <b><u>ADMINISTRATIVE CLERK</u></b><br>CPP: Upington X2  |
| <b><u>SALARY</u></b>       | : | R123 738 per annum (Excluding Benefits) (Level 5)   |
| <b><u>CENTRE</u></b>       | : | Springbok REF NO: Recruit 2014/265; Upington REF NO: Recruit 2014/267   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12. Good communication (verbal and written) skills. Planning and prioritizing skills, customer focus and computer literacy, particularly Windows packages, MS Word, Excel, Outlook operations. Ability to work under pressure and good interpersonal skills.  |
| <b><u>DUTIES</u></b>       | : | Provide high level of support service to the office. Design and keep a well-organized administrative system for the office. Draft correspondence to members of the public, other organizations and members of the state. Liaise with corporate services with regard to all matters pertaining to the administrative function of the office. Assist staff members with travelling arrangements and manage fleet in the office. |
| <b><u>ENQUIRIES</u></b>    | : | Nicholas Mogongwa 053 807 4539  |
| <b><u>APPLICATIONS</u></b> | : | e-mail: npa265@responsehandling.co.za or Fax: 0865665772 e-mail: npa267@responsehandling.co.za or Fax: 0865665770   |
| <b><u>POST 30/102</u></b>  | : | <b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2014/266</u></b><br>SCCU: Head Office  |
| <b><u>SALARY</u></b>       | : | R123 738 per annum (Excluding Benefits) (Level 5)   |
| <b><u>CENTRE</u></b>       | : | Pretoria: Head Office   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12. Good communication (verbal and written) skills. Planning and prioritizing skills, customer focus and computer literacy, particularly Windows packages, MS Word, Excel, Outlook operations. Telephone etiquette. Able to work under pressure and good interpersonal skills.  |
| <b><u>DUTIES</u></b>       | : | general administrative functions including filing, photocopying and faxing of documents. Provide administrative support to staff, human resources and finance functionaries. Keep a well-organized administrative system in the office. Typing letters, memoranda, presentations, etc. Receiving and transmitting messages. Distribution of mail and faxes.   |
| <b><u>ENQUIRIES</u></b>    | : | Kgomotso Thamaga 012 845 6918   |
| <b><u>APPLICATIONS</u></b> | : | e-mail: npa266@responsehandling.co.za or Fax: 0865665780  |
| <b><u>POST 30/103</u></b>  | : | <b><u>MESSANGER REF NO: Recruit 2014/237</u></b><br>DPP: Bloemfontein   |
| <b><u>SALARY</u></b>       | : | R87 330 per annum (Excluding Benefits) (Level 3)  |
| <b><u>CENTRE</u></b>       | : | Bloemfontein  |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent qualification. Knowledge and experience in Registry as a messenger will be an added advantage. Valid driver's license.   |
| <b><u>DUTIES</u></b>       | : | Collect and deliver mail and parcels from the post office. Collect and deliver mail and parcels from other destination. Collect and deliver mail and parcels internally in the NPA. Open mail and parcels. Register and post mail and parcels.  |
| <b><u>ENQUIRIES</u></b>    | : | Lemmer Ludwick 051 410 6001   |
| <b><u>APPLICATIONS</u></b> | : | e-mail: npa237@responsehandling.co.za or Fax: 0866080125  |