

## **NATIONAL PROSECUTION SERVICE**

<b><u>POST:</u></b>	<b>SENIOR DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS X2</b>
<b><u>SALARY:</u></b>	<b>R 1 033 299.00 per annum (Total Cost Package) (SMS Level 14)</b>
<b><u>CENTRE:</u></b>	<b>DPP: Pietermaritzburg (Recruit: 2014/377), DPP: Bloemfontein (Recruit: 2014/378)</b>
<b><u>REQUIREMENTS:</u></b>	<p>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.</p>
<b><u>DUTIES:</u></b>	<p>Manage, supervise and co-coordinate the work and activities of lower level prosecutorial staff. Institute and conduct criminal proceedings in any court, including drawing up charge sheets and indictments, interviewing, examining and cross-examining witnesses as well as presenting arguments in court. Note, prepare and argue appeals and reviews. Compile reports and enter into correspondence on matters and activities pertaining to the office. Draft charge sheets and other court documents. Represent the State in all courts. Conduct performance assessment of staff. Guide, mentor and coach lower level Prosecutors. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.</p> <p>Map out strategy for own unit and participate in the division's planning process.</p>
<b><u>ENQUIRIES:</u></b>	<b>DPP: Pietermaritzburg-Amber Stevens -033 3928771</b>

**DPP: Bloemfontein- Lemmer Ludwick – 051 410 6001**

**APPLICATIONS:**

E-mail: [npa377@responsehandling.co.za](mailto:npa377@responsehandling.co.za) or Fax 0866080988

E-mail: [npa378@responsehandling.co.za](mailto:npa378@responsehandling.co.za) or Fax 0866080386

**POST:**

**REGIONAL COURT CONTROL PROSECUTOR**

**SALARY:**

**R614 883.00 per annum (Total Cost Package) to R 1 005 009.00 per annum (Total Cost Package) (Level SU-3)**

**CENTRE:**

**CPP: Mmabatho (Taung) (Recruit 2014/379)**

**REQUIREMENTS:**

A recognised four-year Legal qualification. At least six years' post qualification legal experience. The right to appear in a High Court as contemplated in Section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act No 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. Good management skills. Must manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigation and giving instructions in complex or 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. Valid driver's license is recommended.

**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:**

**Flora Kalakgosi 018 381 9041**

**APPLICATIONS:**

**E-mail: [npa379@responsehandling.co.za](mailto:npa379@responsehandling.co.za) or fax: 0866081096**

**CORPORATE SERVICES**

**ENTERPRISE RISK MANAGEMENT UNIT**

**POST:**

**SENIOR ENTERPRISE RISK MANAGEMENT SPECIALIST**

**SALARY:**

**R 630 822.00 per annum (Total Cost Package) (Level 12)**

**CENTRE:**

**Pretoria: Head Office (Recruit 2014/380)**

**REQUIREMENTS:**

An appropriate Bachelor's degree, National Diploma or equivalent qualification on a minimum NQF level 6 in Risk Management, Accounting, Audit or commercial fields. Minimum five years' relevant experience of which two years must have been at supervisory level in the field of risk management, audit, finance and or performance management. Knowledge of Public Sector legislations including understanding and application of the Public Sector Risk Management framework and international standards for enterprise risk management. Ability to apply strategic and operational analysis, compare and interpret information and make appropriate recommendations. Strong verbal and written communication, inclusive of report writing. Ability to negotiate. Good planning, problem solving, facilitation and presentation skills. Ability to apply risk assessment, analysis and evaluation. Good computer literacy, particularly MS office suite. Ability to work in a team and under varying time pressure. Work outside an office environment, interacting with range of stakeholders. Valid driver's license.

**DUTIES:**

Review and implement the risk management policy and strategy. Facilitate the functions of risk management across business units, service centres and regional office and ensure effective risk reporting. Facilitation of the risk assessment process. Assist in the development and rolling out risk management awareness programmes through the NPA. Support and consultation with stakeholders within their areas of responsibility to ensure identification, evaluation and management of risks. Compilation and updating of risk register. Assist in the facilitation and development of the NPA's strategic plans and operational performance plans. Aligning of the risk register with the strategy and operational plans. Provide business units with guidance and assistance in the development of risk mitigation plans. Monitor the implementation of risk response strategies. Coordinate and compile reports in the unit's performance in mitigating risks identified. Coordinate the collection, analysis, interpretation and presentation of information regarding risk management for all units and provide report. Rendering administrative support to the operational Risk Management Committee and co-ordination of Risk Management Committee meetings. Serve as a link between employees and management in the ongoing management, administration and communication of the Enterprise Risk Management system and all its components.

**ENQUIRIES:**

Salome Baloyi 012 845 6020

**APPLICATIONS:**

E-mail: [npa380@responsehandling.co.za](mailto:npa380@responsehandling.co.za) or Fax: 0866080288

**INTEGRITY MANAGEMENT UNIT****POST:**

**DEPUTY DIRECTOR: CONFLICT OF INTEREST MANAGEMENT**

**SALARY:**

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

**CENTRE:**

**Pretoria: Head Office (Recruit: 2014/381)**

**REQUIREMENTS:**

An appropriate B Degree, National Diploma or equivalent qualification on a minimum NQF Level 6. Five years relevant experience. Interpersonal and

people management skills. Practical experience related to the management of conflict of interest and ethics management are essential. Knowledge of financial disclosure framework as well as e-disclosure system of Government. Experience in the prevention and detection of fraud and corruption through programs such as integrity assessments, profiling, lifestyle audits, analysis and monitoring. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, and PowerPoint. Reporting writing, analytical skills and project management skills. Knowledge of legislation and regulations pertaining to public service administration, specifically: Public Service Act and Regulations, SMS Handbook, PFMA, NPA Act, Basic Conditions of Employment Act, Employment Equity Act, Access to Information Act, Criminal Procedure Act, Integrity Management Framework, Internal control and risk management. Report writing skills. Willingness to travel.

**DUTIES:**

Manage the component within the NPA responsible for the monitoring of conflict of interest. Manage the e-disclosure system for SMS officials. Manage the submission and analysis of financial disclosure forms by all NPA officials. Manage and oversee programmes for prevention and detection of fraud and corruption including but not limited to integrity assessments (profiling), analysis of financial disclosures. Manage the remunerative work applications process and ensure monitoring through an inspection programme. Oversee the declaration of interest, remunerative work and gift registers. Manage performance of staff within the COI component.

**ENQUIRIES:**

**Hercules Wasserman 012 845 6191**

**E-mail: [npa381@responsehandling.co.za](mailto:npa381@responsehandling.co.za) or fax 0866080192**

**INFORMATION SYSTEMS MANAGEMENT**

**POST:**

**DEPUTY DIRECTOR: RECORDS MANAGEMENT**

**SALARY:**

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

**CENTRE:**

**Pretoria: Head Office (Recruit: 2014/382)**

**REQUIREMENTS:**

An appropriate Bachelor's degree, National Diploma or equivalent qualification on a minimum NQF level 6. Minimum of 5 years' relevant experience preferably in the public sector environment. Strong operational management skills. Open, approachable person with good communication skills. Willing to travel. Administrative, team leader and financial management skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and Power Point. Knowledge of applicable archives and records management legislation. Knowledge of the South African Archives and Records Management Act, Public Finance Management Act, Public Service Act.

**DUTIES:**

Implement records management according to an approved file plan. Oversee daily operations. Implement electronic records management. Provide advice and input on policies, business processes and procedure. Facilitate development of filing systems and maintenance thereof. Provide guidance and mentoring of these systems. Ensure effective control over retrieval of physical and electronic records. Ensure records management compliance and standardisation. Conduct training sessions. Provide regional support. Manage sub-directorate resources. Maintain effective stakeholder relations.

**ENQUIRIES:**

**Krista Verster-012 845 6651**

**APPLICATIONS:**

Email: [npa382@responsehandling.co.za](mailto:npa382@responsehandling.co.za) or Fax 0866080134

**CLOSING DATE:**

**03 November 2014**

**NOTE:**

**For full view of vacancy specifications, applicants may visit the NPA's website at [www.npa.gov.za](http://www.npa.gov.za) click on *the Careers@NPA* and ensure that you follow the correct link to the positions.**

For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on [www.npa.gov.za](http://www.npa.gov.za) which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in **BLOCK LETTERS**.

**Only** copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. Each post has a different recruitment number and it must be completed on the application form. Applications without the correct or without a recruit number will not be processed. Should you apply for more than one post, a separate application for each post must be submitted. Applications with multiple posts and recruitment numbers will not be accepted. The NPA is an equal opportunity employer. People with disabilities will be given preference and encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2016, will take highest preference in selection of suitable candidates.

All applications must reach Affirmative Portfolios on/or before the closing date. No late applications will be accepted/processed. The NPA /Affirmative Portfolios cannot be held responsible for postal or server delays. Applicant's attention is drawn to the fact that Affirmative Portfolios uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact Affirmative Portfolios directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact Affirmative Portfolios. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview.

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