

## NATIONAL PROSECUTING AUTHORITY

### **CLOSING DATE:**

**28 November 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) 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

## **ERRATUM**

**POST:** **SENIOR HUMAN RESOURCES PRACTITIONER**

National Prosecutions Service

**SALARY:** **R 227 802.00 per annum (Excluding Benefits) (Level 8)**

**CENTRE:** **DPP: Grahamstown REF NO: 2014/383**

Please note that the above mentioned position previously advertised in the DPSA Circular no 42 of 2014 with the closing date of 10 November 2014 has been withdrawn from the NPA advert.

**POST:** **FINANCE CLERK (SUPERVISOR) REF NO: 2014/419**

National Prosecutions Service

**SALARY:** **R 183 438.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE:** **DDPP: Durban**

**REQUIREMENTS:** An appropriate B Degree, National Diploma or equivalent qualification on NQF level 6. Minimum of three years relevant experience in Supply Chain Management. Knowledge of the PFMA, Treasury Regulations and other relevant Public Service Prescripts. Experience in working on PERSAL and BAS systems. Computer literacy in MS Office suite and accounting system. Good interpersonal skills. Good Planning and organizing skills. Ability to work under pressure and independently. Ability to think strategically. Good Communication and problem solving skills. Ability to work in a team. Loyal and honest. General office management skills.

**DUTIES:** Receiving, recording, processing of all financial transactions in the region. Develop system where all documents and transactions with financial implications in the region will be received, captured,

processed and monitored till such time they are approved and finalized. Verifying correctness of all S & T claims, overtime and other transactions with financial implications before approval on PERSAL and BAS system. Draw a weekly, monthly and quarterly reports for budget and expenditure monitoring and reporting purposes. Manage use of Petty cash in the region. Report all discrepancies and irregularities to Deputy Director: Finance. Develop systems and mechanisms to ensure and maintain a clean audit in the region..

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

**Musa Mncwabe – 031 334 5092**  
**E-mail: [npa419@responsehandling.co.za](mailto:npa419@responsehandling.co.za) or fax 0867681156**

**POST:**

**ASSISTANT LIBRARIAN REF NO: 2014/420 RE-ADVERTISEMENT**

National Prosecutions Service

**SALARY:**

**R 183 438.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE:**

**DPP:Mmabatho**

**REQUIREMENTS:**

An appropriate B. Degree, National Diploma or equivalent qualification. Minimum of two years relevant experience. Knowledge of the Electronic Library management system. Knowledge of Dewey Decimal Classification System. Ability to work on an electronic library management system. 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.

**DUTIES:**

Receive and process all requests in terms of law reports, statutes and reference material. Assist with information searches using online databases. Conduct awareness sessions and provide training on databases and systems used. Manage and maintain circulation and shelving of library material. Catalogue and classify new material utilising the available databases. Renew standing orders. Assist with loose leaf administration including updating. Periodically conduct information needs analysis. Maintain asset register of

library material including disposals. Procure and process new material for Head office library and regions. Manage collection development. Act as library supplier co-ordinator. Conduct periodic stock take on library material. Keep statistics and records of library activities. Assist with information projects of the NPA. Submit reports as required.

**ENQUIRIES:**

**Flora Kalakgosi- 018 381 9041**

**APPLICATIONS**

**e-mail: [npa420@responsehandling.co.za](mailto:npa420@responsehandling.co.za) or Fax: 0865665369**

**POST:**

**PERSONAL ASSISTANT REF NO: 2014/421**

National Prosecutions Service

**SALARY:**

**R 183 438.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE:**

**CPP:Empangeni**

**REQUIREMENTS:**

Grade 12 or equivalent qualification. Minimum three years secretarial experience and or related administrative experience. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Good grooming and presentation. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector.

**DUTIES:**

Provide secretarial and administration support service to the CPP. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the CPP. Type documents for the CPP. Operates office equipment like fax machines and photocopiers. Provides a clerical support service to the CPP. Make travel arrangements; make logistical arrangements for meeting and events, process travel and subsistence claims for the CPP, taking minutes during meetings, draft routine correspondence, develop and maintain an accessible and user-friendly filing system. Handle procurement of

standard items such as stationery. Liaise with other offices of the NPA and corporate services with regard to all matters pertaining to the administrative functions of the office.

**ENQUIRIES:**

**Musa Mncwabe - 031 334 5092**

**APPLICATIONS:**

**E-mail: [npa421@responsehandling.co.za](mailto:npa421@responsehandling.co.za) or Fax 0867681108**

**POST:**

**ADMINISTRATIVE OFFICER: DEMAND AND ACQUISITION REF  
NO: 2014/422**

Finance and Procurement

**SALARY:**

**R 183 438.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE:**

**Pretoria: Head Office**

**REQUIREMENTS:**

An appropriate B Degree, National Diploma or equivalent qualification on NQF level 6. Minimum of three years relevant experience in Supply Chain Management, particularly in Demand and Acquisition management. Knowledge of the PFMA, Treasury Regulations and other relevant Public Service Prescripts. Extensive knowledge of Supply Chain Management prescripts. Computer literacy in MS Word and Excel. Good interpersonal skills. Good Planning and organizing skills. Ability to work under pressure and independently. Ability to think strategically. Good Communication and problem solving skills. Ability to work in a team. Loyal and honest.

**DUTIES:**

Administer bid requests and capture them in the bid register and allocate bid numbers. Compile memorandums to initiate and commence with a bid process and sought approval thereof. Provide administrative and secretarial support to the bid specifications and evaluation committees. Conduct markets assessment for potential suppliers as well as industry analysis for requirements. Compile bid documents. Check submitted bids for completeness and administrative compliance. Draft bid advertisement to be published in the

Government Tender Bulletin, NPA website and the national media. Arrange the opening and closing of bids including registering of received proposals. Organize and coordinate logistical arrangements for bid specification and bid evaluation meetings. Present bid evaluation recommendation reports to the Bid Adjudication Committee for approval. Prepare and send acceptance letters of awarded bids including unsuccessful letters. Compile and update the bid register regularly. Assist in the preparation of the monthly reports. Monitor bid validity periods and request extension when necessary. Assist in conducting due diligence on the recommended service provider. Respond to bid related queries from the prospective service providers and Business Units. Liaise with National Treasury and the Auditor General regarding bid related matters. Perform any other duties deemed necessary by the supervisor.

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

**Happy Moloi – 012 845 6077**  
**E-mail: [npa422@responsehandling.co.za](mailto:npa422@responsehandling.co.za) or fax 0867681232**

**POST:**

**CONTROL ROOM SUPERVISOR X2 REF NO: 2014/423**

Security Management Services

**SALARY:**

**R 183 438.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE:**

**Pretoria: Head Office**

**REQUIREMENTS:**

An appropriate B Degree, National Diploma or equivalent qualification on NQF level 6. Registration with PSIRA to at least Grade B. Minimum of three years' experience in the security industry in a control room environment in a supervisory capacity (CCTV, BMS and integrated security systems). Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Knowledge of the relevant legislation, prescripts and procedures applicable to Public Sector Administration. High level of integrity. Must be able to work as a team. Problem solving and analytical skills. Report writing skills.

**DUTIES:**

Coordinate the work of the outsourced security providers to ensure adherence to the provisions of SLA and PFMA. Effectively utilise resources

allocated to the job in order to perform contracted work outputs and report on and escalate any shortfalls. Ensure all control room systems are operated in accordance with the prescribed security procedures. Ensure systems are operational and utilised optimally, report faults. Report on all security incidents that have taken place within the area of accountability. Ensure CCTV tapes and viewing video types requests are in accordance with system and operating and procedures. Ensure CCTV footage and viewing of back-up video footage requests are in accordance with systems and operating procedures. Ensure emergency plan and approved emergency procedures are available for use in an emergency. Deliver operating results within predefined quality, volume and time standards.

**ENQUIRIES:**

**Ndabezinhle Nyembe - 012 845 6895**

**APPLICATIONS**

**E-mail: npa423@responsehandling.co.za or Fax 0865665735**

**POST:**

**SECRETARY REF NO: 2014/428**

National Prosecutions Service

**SALARY:**

**R 123 738.00 per annum (Excluding Benefits) (Level 5)**

**CENTRE:**

**NPS: Head Office**

**REQUIREMENTS:**

Grade 12. Must be able to type. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills.

**DUTIES:**

Provide high level secretarial support and perform a variety of administrative tasks for the Unit. Management of all incoming and outgoing correspondence. Diary management and co-ordination of office activities of the unit. Co-ordination of and preparation for meetings and workshops. Provide relevant reception services. Making travel and accommodation arrangements and processing S & T claims. Handling confidential documents. Operate office equipment (fax, photocopy and telephone) and ensure that they are in good working condition. Assist the unit with

preparations of reports. Perform administrative tasks such as minute taking e.t.c.

**ENQUIRIES:**

Phuti Mahanyele – 012 845 6945

**APPLICATIONS**

e-mail: [npa428@responsehandling.co.za](mailto:npa428@responsehandling.co.za) or Fax 0865665780

**POST:**

**ADMINISTRATIVE CLERK REF NO: 2014/427**

National Prosecutions Service

**SALARY:**

**R 123 738.00 per annum (Excluding Benefits) (Level 5)**

**CENTRE:**

**NPS: Head Office**

**REQUIREMENTS:**

Grade 12 or equivalent qualification. Experience in performing general administrative functions. Sound planning and organizing skills, written and verbal communication. General Computer literacy skills and knowledge in programs such as MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act with tact and discreet.

**DUTIES:**

Provide administrative support to the office. Design and keep a well organised administrative system for the office. Provide administrative advice to all components of the office. Draft correspondence to members of the public, other organisations and State Departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching of documents.

**ENQUIRIES:**

**Phuti Mahanyele -012 845 6945**

**APPLICATIONS:**

**Email: [npa427@responsehandling.co.za](mailto:npa427@responsehandling.co.za) or Fax: 0865665770**



**POST:** **ADMINISTRATIVE CLERK: ASSET MANAGEMENT X2 REF NO: 2014/431**

**SALARY:** R 123 738.00 per annum (Excluding Benefits) (Level 5)

**CENTRE:** Pretoria: Head Office

**REQUIREMENTS:** Grade 12 or equivalent qualification. Minimum of two years relevant experience in asset management will be an added advantage. Good written and verbal communication skills. Good planning skills. High level of reliability and be able to work independently. Problem solving and decision making skills. Research skills. Knowledge of Asset ware System. Computer skills in programmes such as MS Excel; MS Word; MS PowerPoint and Outlook. A valid driver's license

**DUTIES:** Provide support to the office with regards to the Asset Management Function. Assist with the verification of 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 center. Compile asset reports on MS Excel.

**ENQUIRIES:** Mpho Mofokeng 012 845 6019  
**Applications:** E-mail: [npa431@responsehandling.co.za](mailto:npa431@responsehandling.co.za) or Fax: 0865665015

**POST:** **CONTROL ROOM OPERATOR X 4 REF NO: 2014/430**

Security Management Services

**SALARY:** R 123 738.00 per annum (Excluding Benefits) (Level 5)

**CENTRE:** Pretoria: Head Office

**REQUIREMENTS:** Grade 12 or equivalent qualification. Registration with PSIRA to at least Grade C. Minimum of two years' experience in security industry in a control room environment (CCTV, BMS and integrated security systems). Good communication and administrative skills. Knowledge of the relevant

legislation, prescripts and procedures applicable to Public Sector Administration. High level of integrity. Must be able to work as a team

**DUTIES:**

Setting up and control cameras to monitor and safe guard the premises. Identify and record all suspicious incidents. To activate emergency and immediate report incident and liaise with internal and external agencies. Write incident reports and ensure all control room registers are completed. Safekeeping of all recorded information and be able to produce back-up footage. Identify malfunctioning equipment/ components and footages. Identify and malfunction, ensure all control room systems are in working order. Implement effective access/key control for the NPA building facility.

**ENQUIRIES:**

**Ndabezinhle Nyembe 012 845 6895**

**APPLICATIONS**

**E-mail: [npa430@responsehandling.co.za](mailto:npa430@responsehandling.co.za) or Fax 0865665093**

**POST:**

**ADMINISTRATIVE CLERK (REF NO: 2014/424)**

Asset Forfeiture Unit

**SALARY:**

**R 123 738.00 per annum (Excluding Benefits) (Level 5)**

**CENTRE:**

**Cape Town**

**REQUIREMENTS:**

Grade 12 or equivalent qualification. Experience in performing general administrative functions. Sound planning and organizing skills, written and verbal communication. General Computer literacy skills and knowledge in programs such as MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act with tact and discreet.

**DUTIES:**

General Administrative functions including filing, photocopying and faxing of documents. Provide administrative support to staff, human resource and finance functionaries. Keep a well organized administrative system in the office. Typing letters, memorandums and presentations. Receiving and transmitting messages. Distribution of mail and faxes.

**ENQUIRIES:**

**Mzukisi Gcuwa 021 487 7000**

**APPLICATIONS:**

**E-mail: [npa424@responsehandling.co.za](mailto:npa424@responsehandling.co.za) or Fax: 0865665598**

**POST:** **ADMINISTRATIVE CLERK X2**  
**SALARY:** R 123 738.00 per annum (Excluding Benefits) (Level 5)

**CENTRE:** **DPP: Limpopo REF NO: 2014/425**  
**DDPP: Durban REF NO: 2014/426**

**REQUIREMENTS:** Grade 12 or equivalent qualification. Experience in performing general administrative functions. Sound planning and organizing skills, written and verbal communication. General Computer literacy skills and knowledge in programs such as MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act with tact and discretion.

**DUTIES:** Provide administrative support to the office. Design and keep a well organised administrative system for the office. Provide administrative advice to all components of the office. Draft correspondence to members of the public, other organisations and State Departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching of documents.

**ENQUIRIES:** **DPP: Limpopo: Joseph Thubakgale – 015 960 9917**  
**DDPP: Durban: Musa Mncwabe – 031 334 5092**

**APPLICATIONS:** Email: npa425@responsehandling.co.za or Fax: 0865665737  
Email: [npa426@responsehandling.co.za](mailto:npa426@responsehandling.co.za) or Fax: 0865665772

**POST:** **ADMINISTRATIVE CLERK REF NO: 2014/429**

**SALARY:** R 123 738.00 per annum (Excluding Benefits) (Level 5)

**CENTRE:**

**DDPP: Bhisho**

**REQUIREMENTS:**

Grade 12 or equivalent qualification. Experience in assets, fleet and facilities. General Computer literacy skills and knowledge in programs such as MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act with tact and discreet. Good planning and organizing skills

**DUTIES:**

Provide support to the office with regards to the Asset Management function. Assist with the verification of 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 MS Excel. Issuing of government vehicles. Conducting pre- and post-inspections

**ENQUIRIES:**

**Viola Esterhuizen 040 608 6800**

**APPLICATIONS:**

**E-mail: [npa429@responsehandling.co.za](mailto:npa429@responsehandling.co.za) or Fax: 0865665075**