**INTERNSHIP PROGRAMME FOR 2016**

The National prosecuting Authority of South Africa is contributing towards skills development and job creation programmes by providing opportunities to both the unemployed graduates and current final year students/undergraduates whose qualification required them to do workplace practical as part of the qualification. The NPA is therefore inviting applications for the internship programme that runs for a period of twelve (12) months.

* Stipend: R5000.00 per month
* Minimum requirements: National Diploma/ degree/N6
* Final year students who completed theory/course work and are required to perform experiential learning before their qualification is conferred are encouraged to apply. (They must attach letter from the institution of learning confirmation this requirement).
* Interns will be apportioned to respective DPPs/DDPPs and Head office as indicated hereunder.

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| --- | --- | --- | --- | --- |
| **WORKSTATION/BUSINESS UNIT** | **NO OF INTERNS** | **E-mail address and fax no** | **REFERENCE NUMBER** | **DSCIPLINE/FIELD OF STUDY/QUALIFICATIONS** |
| CPP: Klerksdorp  HRM Unit | 1 | [RecruitCPPMMB01@npa.gov.za](mailto:RecruitCPPMMB01@npa.gov.za) or fax:  (012)843 - 3950 | 2015/01 | National Diploma/Degree/N6/  Appropriate: General Admin/Management Assistant/Office Management |
| CPP: Klerksdorp  Finance Unit | 1 | [RecruitCPPMMB02@npa.gov.za](mailto:RecruitCPPMMB02@npa.gov.za) or fax:  (012)843 - 3951 | 2015/02 | National Diploma/Degree/N6/  Appropriate:  Financial Management/ BCOM/Auditing |
| CPP Potchefstroom  HRM Unit | 1 | [RecruitCPPMMB03@npa.gov.za](mailto:RecruitCPPMMB03@npa.gov.za) or fax:  (012)843 - 3952 | 2015/03 | National Diploma/Degree/N6/  Appropriate:  HRM/Public Admin |
| DPP Bloemfontein  HRM Unit | 1 | [RecruitDPPBLM04@npa.gov.za](mailto:RecruitDPPBLM04@npa.gov.za) or fax:  (012)843 - 3953 | 2015/04 | National Diploma/Degree/N6/  Appropriate:  HRM/Public Admin |
| DPP Bloemfontein  Finance Unit  DPP Bloemfontein  Supply Chan Unit | 1 | [RecruitDPPBLM05@npa.gov.za](mailto:RecruitDPPBLM05@npa.gov.za) or fax:  (012)843 - 3954 | 2015/05 | National Diploma/Degree/N6/  Appropriate: Financial Management/accounting |
| 1 | [RecruitDPPBLM06@npa.gov.za](mailto:RecruitDPPBLM06@npa.gov.za) or fax:  (012)843 - 3955 | 2015/06 | National Diploma/Degree/N6/  Appropriate: Logistics |
| CPP Kimberly (Galeshewe)  HRM Unit | 1 | [RecruitCPPKIM07@npa.gov.za](mailto:RecruitCPPKIM07@npa.gov.za) or fax:  (012)843 - 3956 | 2015/07 | National Diploma/Degree/N6/  Appropriate:  HRM/Public Admin |
| DPP Kimberly  Finance Unit | 1 | RecruitDPPKIM08@npa.gov.za  (012)843 - 3957 | 2015/08 | National Diploma/Degree/N6/  Appropriate: Financial Management/accounting |
| DPP Kimberly  HRM Unit | 1 | [RecruitDPPKIM09@npa.gov.za](mailto:RecruitDPPKIM09@npa.gov.za) or fax:  (012)843 - 3958 | 2015/09 | National Diploma/Degree/N6/  Appropriate:  HRM/Public Admin |
| DPP Pietermaritzburg  Finance Unit | 1 | [RecruitDPPPMB10@npa.gov.za](mailto:RecruitDPPPMB10@npa.gov.za) or fax:  (012)843 - 3959 | 2015/10 | National Diploma/Degree/N6/  Appropriate: Financial Management/accounting/Supply Chain Management |
| DPP Pietermaritzburg  HRM Unit | 1 | [RecruitDPPPMB11@npa.gov.za](mailto:RecruitDPPPMB11@npa.gov.za) of fax:  (012)843 - 3960 | 2015/11 | National Diploma/Degree/N6/  Appropriate:  HRM |
| DPP Pietermaritzburg  Document Centre | 1 | [RecruitDPPPMB12@npa.gov.za](mailto:RecruitDPPPMB12@npa.gov.za) or fax:  (012)843 - 3961 | 2015/12 | National Diploma/Degree/N6/  Appropriate:  Records Management |
| DDPP Durban  HRM Unit | 2 | [RecruitDDPPDBN13@npa.gov.za](mailto:RecruitDDPPDBN13@npa.gov.za) or fax:  (012)843 - 3962 | 2015/13 | National Diploma/Degree/N6/  Appropriate:  HRM |
| DDPP Durban  HRM Unit | 1 | [RecruitDDPPDBN14@npa.gov.za](mailto:RecruitDDPPDBN14@npa.gov.za) or fax:  (012)843 - 3963 | 2015/14 | National Diploma/Degree/N6/  Appropriate:  Public Admin |
| DDPP Durban  Finance Unit | 1 | [RecruitDDPPDBN15@npa.gov.za](mailto:RecruitDDPPDBN15@npa.gov.za) or fax:  (012)843 - 3964 | 2015/15 | National Diploma/Degree/N6/  Appropriate: Financial Management/accounting |
| DPP Grahamstown  Finance Unit | 1 | [RecruitDPPGHMT16@npa.gov.za](mailto:RecruitDPPGHMT16@npa.gov.za) or fax:  (012)843 - 3965 | 2015/16 | National Diploma/Degree/N6/  Appropriate: Financial Management/accounting |
| DPP Grahamstown  HRM Unit | 1 | [RecruitDPPGHMT17@npa.gov.za](mailto:RecruitDPPGHMT17@npa.gov.za) or fax:  (012)843 - 3966 | 2015/17 | National Diploma/Degree/N6/  Appropriate:  HRM/Public Admin/Management |
| CPP Queenstown (Graaff-Reinett)  HRM Unit | 1 | [RecruitCPPBIS18@npa.gov.za](mailto:RecruitCPPBIS18@npa.gov.za) or fax:  (012)843 - 3967 | 2015/18 | National Diploma/Degree/N6/  Appropriate:  HRM/Public Admin/Management |
| CPP Queenstown (Queenstown)  HRM Unit | 1 | [RecruitCPPBIS19@npa.gov.za](mailto:RecruitCPPBIS19@npa.gov.za) or fax:  (012)843 - 3968 | 2015/19 | National Diploma/Degree/N6/  Appropriate:  HRM/Public Admin/Management |
| DDPP Port Elizabeth  Supply Chain Unit | 1 | [RecruitDPPPE20@npa.gov.za](mailto:RecruitDPPPE20@npa.gov.za) or fax:  (012)843 - 3969 | 2015/20 | National Diploma/Degree/N6/  Appropriate: Supply Chain Management & Logistics |
| DDPP Port Elizabeth  HRM Unit | 1 | [RecruitDPPPE21@npa.gov.za](mailto:RecruitDPPPE21@npa.gov.za) or fax:  (012)843 - 3970 | 2015/21 | National Diploma/Degree/N6/  Appropriate:  HRM |
| DDPP Port Elizabeth  Document Centre | 1 | [RecruitDPPPE22@npa.gov.za](mailto:RecruitDPPPE22@npa.gov.za) or fax:  (012)843 - 3971 | 2015/22 | National Diploma/Degree/N6/  Appropriate:  Public Management/ Records Management |
| DPP Bhisho  Assets and Fleet Unit | 1 | [RecruitDPPBIS23@npa.gov.za](mailto:RecruitDPPBIS23@npa.gov.za) or fax:  (012)843 - 3972 | 2015/23 | National Diploma/Degree/N6/  Appropriate:  Assets, Fleet and Facility Management |
| DPP Bhisho  Document Centre | 1 | [RecruitDPPBIS24@npa.gov.za](mailto:RecruitDPPBIS24@npa.gov.za) or fax:  (012)843 - 3973 | 2015/24 | National Diploma/Degree/N6/  Appropriate:  Records/Archive Management |
| CPP East London  Assets and Fleet Unit | 1 | RecruitCPPEL25@npa.gov.za  (012)843 - 3974 | 2015/25 | National Diploma/Degree/N6/  Appropriate:  Assets, Fleet and Facility Management |
| CPP East London  HRM Unit | 1 | [RecruitCPPEL25@npa.gov.za](mailto:RecruitCPPEL25@npa.gov.za) or fax:  (012)843 - 3975 | 2015/26 | National Diploma/Degree/N6/  Appropriate: General Admin/Management Assistant/Office Management |
| DPP Cape Town: Finance Unit | 1 | [RecruitDPPCPT27@npa.gov.za](mailto:RecruitDPPCPT27@npa.gov.za) or fax:  (012)843 - 3976 | 2015/27 | National Diploma/Degree/N6/  Equivalent: Financial Management/accounting |
| DPP Cape Town: HRM Unit | 1 | [RecruitDPPCPT28@npa.gov.za](mailto:RecruitDPPCPT28@npa.gov.za) or fax:  (012)843 - 3977 | 2015/28 | National Diploma/Degree/N6/  Appropriate:  HRM/Public Admin |
| DPP Cape Town: Supply Chain Unit | 1 | [RecruitDPPCPT29@npa.gov.za](mailto:RecruitDPPCPT29@npa.gov.za) or fax:  (012)843 - 3978 | 2015/29 | National Diploma/Degree/N6/  Appropriate: Logistics/Supply Chain Management |
| DPP Mmabatho: Finance and procurement | 1 | [RecruitDPPMMB30@npa.gov.za](mailto:RecruitDPPMMB30@npa.gov.za) or fax:  (012)843 - 3979 | 2015/30 | National Diploma/Degree/N6/  Appropriate: Financial Management/accounting |
| DPP Mmabatho: HRM | 1 | [RecruitDPPMMB31@npa.gov.za](mailto:RecruitDPPMMB31@npa.gov.za) or fax:  (012)843 - 3980 | 2015/31 | National Diploma/Degree/N6/  Appropriate:  HRM/Public Admin |
| DPP Mmabatho: Legal and Document Centre | 1 | [RecruitDPPMMB32@npa.gov.za](mailto:RecruitDPPMMB32@npa.gov.za) or fax:  (012)843 - 3981 | 2015/32 | National Diploma/Degree/N6/  Appropriate:  Public Admin/Business Admin/Entrepreneurship |
| DPP Mmabatho: Fleet, Assets & Facilities | 1 | [RecruitDPPMMB33@npa.gov.za](mailto:RecruitDPPMMB33@npa.gov.za) or fax:  (012)843 - 3982 | 2015/33 | National Diploma/Degree/N6/  Appropriate:  Public Admin/ Financial Management/ Logistics/Transport Economics |  |
| Head Office: Labour relations Office (Pretoria) | 2 | [RecruitDPPHQ34@npa.gov.za](mailto:RecruitDPPHQ34@npa.gov.za) or fax:  (012)843 - 3983 | 2015/34 | National Diploma/Degree/N6/  Appropriate:  Labour Relations |
| Head Office: Organisational Development Office (Pretoria) | 1 | [RecruitDPPHQ35@npa.gov.za](mailto:RecruitDPPHQ35@npa.gov.za) or fax:  (012)843 - 3984 | 2015/35 | National Diploma/Degree/N6/  Appropriate:  HRM |
| Pretoria Head Office: National Prosecutions Services Office (Pretoria) | 1 | [RecruitDPPPTA36@npa.gov.za](mailto:RecruitDPPPTA36@npa.gov.za) or fax:  (012)843 - 3985 | 2015/36 | National Diploma/Degree/N6/  Appropriate:  HRM |
| Head Office: Sexual Offences & Community Affairs Office (Pretoria) | 3 | [RecruitDPPHQ37@npa.gov.za](mailto:RecruitDPPHQ37@npa.gov.za) or fax:  (012)843 - 3986 | 2015/37 | National Diploma/Degree/N6/  Appropriate: Financial Management/accounting |
| Head Office: HRM Office (Pretoria) | 3 | [RecruitDPPHQ38@npa.gov.za](mailto:RecruitDPPHQ38@npa.gov.za) or fax:  (012)843 - 3987 | 2015/38 | National Diploma/Degree/N6/  Appropriate:  HRM/Public Admin |
| Head Office: HRD Office (Pretoria) | 3 | [RecruitDPPHQ39@npa.gov.za](mailto:RecruitDPPHQ39@npa.gov.za) or fax:  (012)843 - 3988 | 2015/39 | National Diploma/Degree/N6/  Appropriate:  HRM/Public Admin |
| Head Office: Special Commercial Crime Unit  (Pretoria) | 1 | [RecruitDPPHQ40@npa.gov.za](mailto:RecruitDPPHQ40@npa.gov.za) or fax:  (012)843 - 3989 | 2015/40 | National Diploma/Degree/N6/  Appropriate: General Admin/Management Assistant/Office Management |
| CPP Witbank (Middleburg office)  HRM Unit | 1 | [RecruitCPPNEL41@npa.gov.za](mailto:RecruitCPPNEL41@npa.gov.za) or fax:  (012)843 - 3990 | 2015/41 | National Diploma/Degree/N6/  Appropriate: General Admin/Management Assistant/Office Management/HRM/Public Admin |
| CPP Witbank (Secunda office)  HRM Unit | 1 | [RecruitCPPNEL42@npa.gov.za](mailto:RecruitCPPNEL42@npa.gov.za) or fax:  (012)843 - 3991 | 2015/42 | National Diploma/Degree/N6/  Appropriate: General Admin/Management Assistant/Office Management/HRM/Public Admin |
| CPP Witbank (Kwamhlanga office)  HRM Unit | 1 | [RecruitCPPNEL43@npa.gov.za](mailto:RecruitCPPNEL43@npa.gov.za) or fax:  (012)843 - 3992 | 2015/43 | National Diploma/Degree/N6/  Appropriate: General Admin/Management Assistant/Office Management/HRM/Public Admin |
| CPP Witbank (Witbank office)  HRM Unit | 1 | [RecruitCPPNEL44@npa.gov.za](mailto:RecruitCPPNEL44@npa.gov.za) or fax:  (012)843 - 3993 | 2015/44 | National Diploma/Degree/N6/  Appropriate: General Admin/Management Assistant/Office Management/HRM/Public Admin |
| CPP Nelspruit  Mhala Office | 1 | [RecruitCPPNEL45@npa.gov.za](mailto:RecruitCPPNEL45@npa.gov.za) or fax:  (012)843 - 3994 | 2015/45 | National Diploma/Degree/N6/  Appropriate: General Admin/Management Assistant/Office Management/HRM/Public Management |
| DPP Mpumalanga  Nelspruit Office | 1 | [RecruitCPPNEL46@npa.gov.za](mailto:RecruitCPPNEL46@npa.gov.za) or fax:  (012)843 - 3995 | 2015/46 | National Diploma/Degree/N6/  Appropriate: Financial Management/accounting |
| DPP Thohoyandou  Office of DPP | 1 | [RecruitDPPTHY47@npa.gov.za](mailto:RecruitDPPTHY47@npa.gov.za) or fax:  (012)843 - 3996 | 2015/47 | National Diploma/Degree/N6/  Appropriate: General Admin/Management Assistant/Office Management |
| DPP Thohoyandou  HRM Unit | 1 | [RecruitDPPTHY48@npa.gov.za](mailto:RecruitDPPTHY48@npa.gov.za) or fax:  (012)843 - 3997 | 2015/48 | National Diploma/Degree/N6/  Appropriate:  HRM/Public Admin |
| DPP Thohoyandou  Finance Unit | 1 | [RecruitDPPTHY49@npa.gov.za](mailto:RecruitDPPTHY49@npa.gov.za) or fax:  (012)843 - 3998 | 2015/49 | National Diploma/Degree/N6/  Appropriate: Financial Management/accounting |
| DPP Limpopo  HRM Unit | 1 | [RecruitDPPPOL50@npa.gov.za](mailto:RecruitDPPPOL50@npa.gov.za) or fax:  (012)843 - 3999 | 2015/50 | National Diploma/Degree/N6/  Appropriate:  HRM/Public Admin |
| DPP Limpopo  Assets and fleet Unit | 1 | [RecruitDPPPOL51@npa.gov.za](mailto:RecruitDPPPOL51@npa.gov.za) or fax:  (012)843 - 4000 | 2015/51 | National Diploma/Degree/N6/  Appropriate:  Assets, Fleet and Facility Management |
| DPP Limpopo  Office of DPP | 1 | [RecruitDPPPOL52@npa.gov.za](mailto:RecruitDPPPOL52@npa.gov.za) or fax:  (012)843 - 4001 | 2015/52 | National Diploma/Degree/N6/  Appropriate: General Admin/Management Assistant/Office Management |

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

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

Shortlisted candidates will be subjected to an interview to determine their competencies and suitability. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date; please consider that your application was unsuccessful.

Successful applicants will be subjected to security clearance process.

Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security vetting, finance vetting, qualification verification and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of interviews

The Applicant’s attention is drawn to the fact that NPA uses an Electronic Response

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

Enquiries: Tlou Mohlaba (012 845 6193)

**Closing Date: 09 NOVEMBER 2015**