

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are 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.

- CLOSING DATE** : 02 December 2019
- 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 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. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please Do Not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A valid driver's license will be a requirement where applicable. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.

MANAGEMENT ECHELON

- POST 41/46** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2019/350 (X3 POSTS)**
National Prosecutions Services
- SALARY** : R1 308 345 per annum (Level 14) (Total Cost Package)
- CENTRE** : DPP: Johannesburg
- REQUIREMENTS** : A recognised 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. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Good interpersonal, analytical, presentation and communication skills. General management and project management skills. Valid driver's license.
- DUTIES** : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional

evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES
APPLICATIONS**

: Reuben Palai Tel No: (011) 220 4124
: e-mail: Recruit2019350@npa.gov.za or Fax: 012 843 1752

POST 41/47

: **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT
2019/351 (X2 POSTS)**
National Prosecutions Services

**SALARY
CENTRE
REQUIREMENTS**

: R1 308 345 per annum (Level 14) (Total Cost Package)
: DPP: Cape Town (OCC)
: A recognised 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. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Experience or knowledge in POCA legislation will be an added advantage. Good interpersonal, analytical, presentation and communication skills. General management and project management skills. Valid driver's license is recommended.

DUTIES

: Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES
APPLICATIONS**

: Angelene Jansen Tel No: (021) 487 7123
: e-mail: Recruit2019351@npa.gov.za or Fax 012 843 1755

POST 41/48

: **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT
2019/381**
Specialised Commercial Crime Unit

**SALARY
CENTRE
REQUIREMENTS**

: R1 308 345 per annum (Level 14) (Total Cost Package)
: Cape Town
: A recognised four-year legal qualification. Admission as an Attorney and/or Advocate will be an added advantage. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least ten years post qualification legal experience in civil and criminal litigation and such legal experience as in the opinion of the Minister renders and application suitable for appointment as Deputy Director of Public Prosecutions. Proven ability to prosecute and guide serious, complex and organised commercial crime cases and corruption matters. Prior prosecuting

experience in commercial crime including corruption will be added advantage. Knowledge of asset forfeiture, mutual legal assistance and extradition. Proven ability and experience in analysing forensic audit reports and balance sheets. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid driver's licence.

DUTIES : Manage and direct the activities of the office. Conduct prosecution of serious, complex and organized commercial crime cases and corruption matters. Advise police on the investigation of serious, complex and organized commercial crime cases and corruption matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Provide mentorship and guidance to lower level staff. Conduct prosecution on behalf of the State and appear in motion proceedings relating to criminal prosecutions and also appeals and reviews.

ENQUIRIES : Angelene Jansen Tel No: (021) 487 7123
APPLICATIONS : e-mail: Recruit2019381@npa.gov.za or Fax: 012 843 1858

POST 41/49 : **CHIEF PROSECUTOR**
 National Prosecutions Services

SALARY : R1 308 345 per annum (Level 14) (Total Cost Package)
CENTRE : CPP: George Ref No: Recruit 2019/399
 CPP: Welkom Ref No: Recruit 2019/406

REQUIREMENTS : A four-year legal qualification. At least ten years post qualification legal experience. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Organisational and leadership skills. Ability to think strategically and innovatively. Ability to manage the performance of the Cluster. Strong interpersonal and communication skills. General computer literacy and knowledge of programs in Microsoft Office. Decision making ability. A valid driver's license is a requirement.

DUTIES : Manage the performance of the NPA personnel in the lower courts, aligning such performance to the strategic plans of the NPA. Manage and oversee resources of the cluster and align them to the objectives of the NPA. Manage, train and guide Prosecutors and stakeholders in respect of all litigations in the cluster. Study, decide and recommend on budget and expenditure in line with the decision of NPA corporate Services and NPS. Manage the institution of/and conduct criminal proceedings on behalf of the State, in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross examining witnesses as well as presenting arguments in court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Compile reports and enter into correspondence on matters and activities pertaining to the cluster. Map out and implement strategic interventions for the cluster to guide prosecutors towards achieving strategic objectives. Check and ensure that a high standard of professional work is being carried out.

ENQUIRIES : CPP: George: Angelene Jansen Tel No: (021) 487 7123
 CPP: Welkom: Lemmer Ludwick Tel No: (051) 410 6001
APPLICATIONS : CPP: George: e-mail: Recruit2019399@npa.gov.za or Fax: 012 843 1878;
 CPP: Welkom: e-mail: Recruit2019406@npa.gov.za or fax 012 843 1885

OTHER POSTS

POST 41/50 : **REGIONAL HEAD REF NO: RECRUIT 2019/400**
 Office for Witness Protection

SALARY : R869 007 per annum (Level 12) (Total Cost Package)
CENTRE : Bloemfontein
REQUIREMENTS : An appropriate B Degree (NQF level 7)/ Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Law; Law Enforcement or Management. Understanding of and competency in People Protection. Competency in at least 2 languages, one of which must be English (multi-linguistic skills will be advantageous). Communication skills (verbal and written). Planning, organisational and financial management skills. High level of sensitivity towards people management. Knowledge of the Witness Protection Act, No 112 of 1998, the Constitution of the RSA. Sound

interpersonal relations. Conflict management and conflict resolution. Negotiating and analytical skills. High level of dedication. Ability to think logically and a high level of empathy. Must be prepared to travel extensively, even after hours. Sound knowledge of the National Crime Prevention Strategy. Sound knowledge of the Public Service Act and Regulations. Sound knowledge of the Minimum Security Information Standards. Sound knowledge of Leading and Planning of Operations. Valid driver's license.

DUTIES : Provide leadership to and manage the Regional Office under the supervision and guidance of the Director. Responsible for the efficient management and administration of the Regional Office: including the effective utilisation and training of staff, maintenance of discipline, promotion of sound, labour relations and the proper use and care of government property. Manage the finances, budget of the regional office in accordance with the Public Finance Management Act, No 1 of 1999, the prescripts of the Department of State Expenditure and Treasury and comply with the Auditor-General Act, No 12 of 1995. Provide the necessary support to the Director regarding core responsibilities within the OWP. Voluntarily work outside his/her normal hours of work whenever necessary or required, devoted such portion of his/her time, attention and expertise to the affairs of the OWP, as could, in circumstances, be reasonably expected of him/her. Consult with other relevant role players likely to be affected by strategic initiatives with regard to governance, resources and service delivery. Manage the welfare of witnesses within the Province. Manage the Provincial Assets and Fleet. Ensure proper implementation of relevant prescripts and standard operation procedures. Implement Security Measures for Protection of Information as prescribed in the MISS Document. Manage the letting and leasing of properties within the Province.

ENQUIRIES : Girles-Kate Maletswa Tel No: (012) 845-6913
APPLICATIONS : e-mail: Recruit2019400@npa.gov.za or Fax 012 843 1879
NOTE : Female candidates are encouraged to apply.

POST 41/51 : **DISTRICT COURT PROSECUTOR**
National Prosecutions Service

SALARY : R301 452 - R847 047 per annum (Level LP-3 to LP-4) (Excluding Benefits) (Total Cost Package)

CENTRE : CPP: Klerksdorp (Wolmaranstad) Ref No: Recruit 2019/401
 CPP: Witbank (Standerton) Ref No: Recruit 2019/402
 CPP: Thohoyandou (Tshilwavhusiku) Ref No: Recruit 2019/403
 CPP: Polokwane (Nkowankowa) Ref No: Recruit 2019/404
 CPP: George (Calitzdorp) Ref No: Recruit 2019/405

REQUIREMENTS : A recognised four year legal qualification. At least two years post qualification legal experience or one year post qualification legal experience for candidates who successfully completed the NPA Aspirant Prosecutor Program. Criminal court litigation experience will be an advantage. A valid driver's licence will be a requirement where applicable. Relevant service certificates must accompany the application.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court.

ENQUIRIES : CPP: Klerksdorp: Flora Kalakgosi Tel No: (018) 381 9041
 CPP: Witbank: Gift Chiloane Tel No: (013) 045 0623
 CPP: Thohoyandou and CPP: Polokwane: Thuba Thubakgale Tel No: (015) 045 0285
 CPP: George (Oudshoorn): Angelene Jansen Tel No: (021) 487 7123

APPLICATIONS : CPP: Klerksdorp (Wolmaranstad): Recruit2019401@npa.gov.za or Fax: 012 843 1880
 CPP: Witbank (Standerton): Recruit2019402@npa.gov.za or Fax 012 843 1881
 CPP: Thohoyandou (Tshilwavhusiku): Recruit2019403@npa.gov.za or Fax 012 843 1882
 CPP: Polokwane (Nkowankowa): Recruit2019404@npa.gov.za or Fax 012 843 1883
 CPP: George (Calitzdorp): Recruit2019405@npa.gov.za or Fax 012 843 1884