

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.

<u>APPLICATIONS</u>	:	All applications must be submitted to the relevant Recruitment Response E-mail or fax number as stated below.
<u>CLOSING DATE</u>	:	09 December 2019
<u>NOTE</u>	:	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. NB: All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting. 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.

OTHER POSTS

<u>POST 42/49</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2019/420</u> Legal Affairs Division
<u>SALARY</u>	:	R983 019 - R1 536 567 per annum (Level LP-9) (Total Cost Package)
<u>CENTRE</u>	:	Head Office-Pretoria
<u>REQUIREMENTS</u>	:	A recognized four-year legal qualification. At least eight years' post qualification legal experience in civil and criminal litigation. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Well-developed skills in advocacy and legal drafting. Good knowledge of civil and criminal procedure. Good interpersonal, analytical, presentation and communication skills. The ability to decide independently on course of action in a matter.
<u>DUTIES</u>	:	Manage and monitor civil litigation and defend civil claims on behalf of the State. Obtain background documents and court transcripts. Study case dockets, conduct legal research. Draft and provide State Attorneys with recommendations in respect of civil matters. Draft correspondences, pleadings and affidavits. Arrange and attend consultations with the State Attorneys, counsel and witnesses. Deal with civil applications. Evaluate service level agreements and give legal advice. Improve functional relationship with stakeholders. Constant follow up with relevant stakeholders.
<u>ENQUIRIES</u>	:	Kgomotso Thamaga Tel No: (012) 845 6918
<u>APPLICATIONS</u>	:	E-mail Recruit2019420@npa.gov.za or Fax: 012 843 1900
<u>POST 42/50</u>	:	<u>PROJECT MANAGER REF NO: RECRUIT 2019/421 (X3 POSTS)</u> Three year contract Investigating Directorate
<u>SALARY</u>	:	R733 257 per annum (Level 11) (Total Cost Package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Business Administration or Public

		Administration. At least three years' experience in Project Management co-ordination and administration. Basic knowledge of legislation pertaining to public service and administration specifically PFMS; Public Service Act; Public Service Regulations, 2016; and the South African Archives Act. Good planning and organising skills, written and verbal communication skills. Problem solving skills and knowledge of project administration. General computer literacy skills and knowledge in programs such as MS word, Excel, PowerPoint, Share-Point etc. Strong interpersonal skills. General management skills, people management and empowerment. Strategic capability and leadership. Problem solving and decision making.
<u>DUTIES</u>	:	Ensure the implementation and maintenance of the Investigating Directorate projects within the NPA. Develop project scope, plans, deliverables and budget; identifying resources needed within projects. Develop the project methodology and ensure that the timelines are adhered to. Develop schedules and methods for measuring results. Guide and perform strategic analysis for the project to ensure on-time completion. Identify project risks and mitigation plans. Ensure tasks are executed and deliverables are met. Prepare requests for proposals and conduct all necessary meetings to facilitate the selection of project services and products. Plan and oversee the preparation and dissemination of project reports. Liaise with NPA and other project stakeholders. Ensure that the administration of projects are up to date. Maintain accounting records and report the variance between budget and expenditure. Compile minutes, action logs and issue logs for the project meetings. Track and provide weekly project status reports and compile monthly reports. Maintain project files.
<u>ENQUIRIES</u>	:	Jacques du Toit Tel No: (012) 845 6263
<u>APPLICATIONS</u>	:	E-mail: Recruit2019421@npa.gov.za or Fax: 012 843 1901
<u>POST 42/51</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2019/422</u> Legal Affairs Division (Civil Section)
<u>SALARY</u>	:	R173 703 per annum (Level 05) (Excluding Benefits)
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Grade twelve (12). Knowledge of Public Sector Legislation. Paralegal qualification will be an added advantage. Good written and verbal communication. Strong interpersonal and communication skills. Computer literacy and knowledge of MS Word; Excel; PowerPoint.
<u>DUTIES</u>	:	Provide administrative support to the civil section within the Legal Affairs Division. Manage and prioritise matters. Liaise and communicate with senior managers within the NPA and other relevant stake holders. Plan, organize and coordinate meetings or other engagements as required by the unit head or delegated official. Manage information and ensure an easy reference filing system for the unit. Receive, distribute and dispatch court papers. Attend to enquiries with regards to civil matters and applications. Prepare correspondence, documents, reports, presentations, etc. as required and instructed by the legal staff. Any other duties as requested by the Director Administration.
<u>ENQUIRIES</u>	:	Sonnyboy Manzini Tel No: (012) 845-6170
<u>APPLICATIONS</u>	:	e-mail: Recruit2019422@npa.gov.za or Fax 012 843 1902
<u>POST 42/52</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2019/423</u> Legal Affairs Division (Contingent Liabilities)
<u>SALARY</u>	:	R173 703 per annum (Level 05) (Excluding Benefits)
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	Grade twelve (12). Knowledge of Public Sector Legislation. A Financial Management qualification will be an added advantage. Good written and verbal communication. Strong interpersonal and communication skills. General computer literacy and knowledge of MS Word; Excel; PowerPoint.
<u>DUTIES</u>	:	Provide administrative support to civil section within Legal Affairs Division. Manage and prioritise matters. Liaise and communicate with senior managers within the NPA and other relevant stake holders. Assist with performing all accounting and financial operation functions for the civil litigation office. Capturing financial statistics and maintaining electronic registers. Perform any other finance related function as required by the supervisor from time to time. Ensure administration of financial management.
<u>ENQUIRIES</u>	:	Sonnyboy Manzini Tel No: (012) 845-6170
<u>APPLICATIONS</u>	:	e-mail: Recruit2019423@npa.gov.za or Fax 012 843 1903