

**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.*

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E-mail as stated below.
- CLOSING DATE** : 30 March 2020
- 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. 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.
- ERRATUM:** Kindly note that the post of Administrative Clerk with Ref No: Recruit 2020/46 with closing date of 09 March 2020 advertised in Public Service Vacancy Circular 07 dated 21 February 2020 has been withdrawn.

**MANAGEMENT ECHELON**

- POST 10/47** : **CHIEF PROSECUTOR REF NO: RECRUIT 2020/75**  
National Prosecutions Services
- SALARY** : R1 308 345 per annum (Level 14) (Total Cost Package)
- CENTRE** : CPP: Ladysmith
- 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 Administration 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** : Thabsile Radebe Tel No: (033) 392 8753  
**APPLICATIONS** : e-mail Recruit202075@npa.gov.za

**POST 10/48** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2020/76 (X2 POSTS)**  
National Prosecutions Services

**SALARY** : R1 308 345 per annum (Level 14) (Total Cost Package)  
**CENTRE** : DPP: Pietermaritzburg  
**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. Computer skills.

**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** : Thabsile Radebe Tel No: (033) 392 8753  
**APPLICATIONS** : e-mail Recruit202076@npa.gov.za

**POST 10/49** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2020/77**  
National Prosecutions Service

**SALARY** : R1 308 345 per annum ((Level 14) Total Cost Package)  
**CENTRE** : DPP: Pietermaritzburg (STU)  
**REQUIREMENTS** : A recognised four-year legal qualification. At least ten years' post qualification. Extensive prosecutorial or litigation experience regarding common law offences relating to Tax evasion/avoidance, commercial crimes, fraud and related matters. Sound knowledge of income Tax Act, Vat Act, Customs and Excise Act. Admission as an Attorney and/or Advocate will be an added advantage. Sound knowledge and understanding of SARS functions and financial or accounting background. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Strong organisational and leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively an management.

**DUTIES** : Manage 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 Constitutional Court. Studying and researching law, enquiring and dockets relating to crimes and advising and deciding thereon. Instituting and conducting criminal proceedings in any court, including drawing up charge sheets and indictment, interviewing prospective witnesses and examining and cross examining witnesses as well as presenting arguments in court. Study appeal and reviews, prepare opinions and heads of arguments in court and argue cases. Consult on a regular basis with all relevant stakeholders in SARS officials. Manage and keep SARS records of all criminal prosecutions and statistics. Map out strategic planning for the division and lead staff members towards achieving strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Manage the division in the absence of the Director. 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. Compiling reports and entering into correspondence on matters and activities pertaining to the office, draft legislation and personnel.

**ENQUIRIES** : Thabsile Radebe Tel No: (033) 392 8753  
**APPLICATIONS** : e-mail [Recruit202077@npa.gov.za](mailto:Recruit202077@npa.gov.za)

**POST 10/50** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2020/78**  
National Prosecutions Service

**SALARY** : R1 308 345 per annum (Level 14) (Total Cost Package)  
**CENTRE** : DPP: Pietermaritzburg  
**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. 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 an added advantage. 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. Computer skills.

**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**

: Thabsile Radebe Tel No: (033) 392 8753  
: e-mail [Recruit202078@npa.gov.za](mailto:Recruit202078@npa.gov.za)

**POST 10/51**

: **DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2020/79**  
(Re-Advert)

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R1 057 326 per annum (Level 13) (Total Cost Package)  
: DPP: Limpopo  
: A recognized B-degree or Advanced Diploma (NQF level 7). At least five (5) years management experience at Middle Management or Senior Management level. Excellent verbal and written communication skills. Computer literacy in MS Word, Excel, PowerPoint and Outlook. Knowledge and understanding of Labour Relations Act, BCEA, Public Service Act, Employment Equity Act, COIDA, PFMA and Treasury Regulations. Valid driver's license.

**DUTIES**

: Provide administrative leadership on the finances of the region through development of the budget for the region. Manage and monitor expenditure of the region and report thereon as periodically required. Monitor suppliers/ vendors to ensure Service Level Agreement (SLA) is adhered to and the performance and compliance by suppliers/ vendors. Ensure the maintenance of a sound asset management system and conduct periodic asset returns in accordance with the relevant prescripts. Ensure the maintenance of an up to date inventory register and submit periodic returns as prescribed. Facilitate and ensure the development or review of an HR plan for the region in conjunction with the National Human Resources Division. Take ownership of skills development programme by chairing the Local Training Forum and coordinating the activities thereof. Ensure the provision of an effective HR administration and management. Ensure the management and coordination of IT services and identify priority areas for resourcing with appropriate IT infrastructure to improve connectivity. Ensure effective document management services. Ensure efficient security services in the DPP office and all NPA offices in the region. Ensure overall compliance of the region with all applicable legislation. Assist the region in the development of the operational plans and monitoring and evaluation of performance thereof. Assist in managing the performance information. Assist in coordinating the development and maintenance of appropriate management information systems pertaining to Enterprise Performance Management.

**ENQUIRIES**  
**APPLICATIONS**

: Mogale Peter Selepe Tel No: (015) 045 0264  
: e-mail [Recruit202079@npa.gov.za](mailto:Recruit202079@npa.gov.za)

## OTHER POSTS

- POST 10/52** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2020/80**  
National Prosecutions Services
- SALARY** : R983 019 - R1 536 567 per annum (Level LP- 9) (Total Cost Package)  
**CENTRE** : DPP: Johannesburg (STU)  
**REQUIREMENTS** : A recognized four-year legal qualification. At least eight 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. Extensive prosecutorial or litigation experience with regard to common law offences relating to Tax evasion/avoidance, commercial crimes, fraud and related matters. Knowledge of the Tax act, VAT Act, customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background.
- DUTIES** : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Represent State in all courts, lead and cross examine witnesses, address court on, inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Assist SARS in keeping proper records of all criminal proceedings. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
- ENQUIRIES** : Reuben Palai Tel No: (011) 220 4124  
**APPLICATIONS** : e-mail [Recruit202080@npa.gov.za](mailto:Recruit202080@npa.gov.za)
- POST 10/53** : **STATE ADVOCATE REF NO: RECRUIT 2020/8 (X3 POSTS)**  
Specialised Commercial Crime Unit
- SALARY** : R763 212 - R1 266 156 per annum (Level LP- 7 to LP-8) (Total Cost Package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A recognized four-year legal qualification. At least five 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. Well-developed skills in legal research and legal drafting. Good knowledge of criminal procedure. Knowledge or skills in general prosecution. Able to work extended hours. Good interpersonal, analytical, organizational and communication skills. Ability to act independently or with minimum supervision. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of asset forfeiture law. Strong computer skills.
- DUTIES** : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties including administrative duties related thereto in accordance with the code of conduct, policy and directive of the NPA. Promote partner integration,

	:	community involvement and customer satisfaction in conjunction with the partners in the criminal justice system.
<b><u>ENQUIRIES</u></b>	:	Loretta Chiloane/Takalani Mfuni Tel No: (011) 224 4843/4827
<b><u>APPLICATIONS</u></b>	:	e-mail Recruit202081@npa.gov.za
<b><u>POST 10/54</u></b>	:	<b><u>DISTRICT COURT CONTROL PROSECUTOR</u></b> National Prosecutions Services
<b><u>SALARY</u></b>	:	R510 432 - R1 192 947 per annum (Level SU-1 to SU-2) (Total Cost Package) (Excluding Benefits)
<b><u>CENTRE</u></b>	:	CPP: Butterworth (Cofimvaba) Ref No: Recruit 2020/82 (Idutywa) Ref No: Recruit 2020/83 CPP: East London Ref No: Recruit 2020/84 (Zwelitsha) Ref No: Recruit 2020/85
<b><u>REQUIREMENTS</u></b>	:	A recognized four-year legal qualification. At least four years post qualification legal experience. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.
<b><u>DUTIES</u></b>	:	Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal proceedings of a general and more advanced nature in both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the 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 conduct prosecutions on behalf of the State. Perform all duties related thereof 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 justice system.
<b><u>ENQUIRIES</u></b>	:	CPP: East London Talita Raga Tel No: (040) 608 6800
<b><u>APPLICATIONS</u></b>	:	CPP: Butterworth Linda Mankayi Tel No: (047) 501 2607 CPP: Butterworth (Cofimvaba) e-mail Recruit202082@npa.gov.za CPP: Butterworth (Idutywa) e-mail Recruit202083@npa.gov.za CPP: East London Recruit202084@npa.gov.za CPP: East London (Zwelitsha) Recruit202085@npa.gov.za
<b><u>POST 10/55</u></b>	:	<b><u>REGIONAL COURT PROSECUTOR</u></b> National Prosecutions Services
<b><u>SALARY</u></b>	:	R510 432 - R1 192 947.00 per annum (Level LP-5 to LP-6) (Total Cost Package)
<b><u>CENTRE</u></b>	:	CPP: Butterworth Ref No: Recruit 2020/86 (X2 Posts) CPP: Mthatha Ref No: Recruit 2020/87 CPP: Kimberley (Re-Advert) Ref No: Recruit 2020/88 CPP: Modimolle (Re-Advert) Ref No: Recruit 2020/89 (Mokopane) (Re-Advert) Ref No: Recruit 2020/90
<b><u>REQUIREMENTS</u></b>	:	A recognized four-year legal qualification. At least four years post qualification legal experience. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in common laws and statutory offences in Regional Court.
<b><u>DUTIES</u></b>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. 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 general administrative duties of the office. Promote partner integration, community involvement and

customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.

**ENQUIRIES** : CPP: Butterworth &; CPP: Mthatha: Linda Mankayi Tel No: (047) 501 2607

CPP: Kimberley: Nicolas Mogongwa Tel No: (053) 807 4539

CPP: Modimolle Thuba Thubakgale Tel No: (015) 045 0285

**APPLICATIONS** : CPP: Butterworth e-mail Recruit202086@npa.gov.za

CPP: Mthatha e-mail: Recruit202087@npa.gov.za

CPP: Kimberley e-mail Recruit202088@npa.gov.za

CPP: Modimolle e-mail Recruit202089@npa.gov.za

CPP: Modimolle (Mokopane) Recruit202090@npa.gov.za

**POST 10/56** : **ASSISTANT DIRECTOR: LABOUR RELATIONS HRM &D (LABOUR RELATIONS)**

**SALARY** : R470 040 per annum (Level 10) (excluding benefits)

**CENTRE** : Head Office- Pretoria Ref No: Recruit 2020/94 (X4 Posts)

Mthatha (Re-Advert) Ref No: Recruit 2020/95

Polokwane Ref No: Recruit 2020/96

**REQUIREMENTS** : An appropriate B Degree (NQF level 7) in Law. LLB will be an added advantage. Minimum three years' experience in Labour Relations. Knowledge of the employment relations legislative and regulatory framework. Experience in appearing in conciliations, mediations and arbitration proceedings. Knowledge and experience in the handling of complaints, disciplinary hearings and grievances. Dispute resolution skills. Valid driver's licence.

**DUTIES** : Represent the NPA in disciplinary hearings, conciliations, mediations and arbitration proceedings. Facilitate NPA representations and provide support to the counsel representing the NPA in external disputes. Facilitate the resolution of grievances and conduct necessary investigations for such resolutions. Facilitate disciplinary proceedings and conduct necessary investigations. Proactively implement mechanisms that minimize disputes and create sound employment relations. Participate in collective bargaining and facilitate the implementation of collective agreements. Prepare the necessary documents and provide opinions on the management and resolution of labour matters. Ensure compliance with grievances and disciplinary policies. Research and advise the NPA on the relevant legislative framework.

**ENQUIRIES** : Ronnie Pather Tel No: (012) 845 6186

**APPLICATIONS** : Head Office e-mail Recruit202094@npa.gov.za

Mthatha e-mail Recruit202095@npa.gov.za

Polokwane e-mail Recruit202096@npa.gov.za

**POST 10/57** : **ASSISTANT DIRECTOR: HR**  
National Prosecutions Services

**SALARY** : R376 596 per annum (Level 09) (Excluding Benefits)

**CENTRE** : DPP: Mpumalanga (Recruit 2020/97)

**REQUIREMENTS** : An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6. Minimum of three years relevant experience as an HR generalist. Extensive knowledge of the recruitment process and procedure; performance management system. Experience in working on PERSAL. In-depth knowledge of the Public Service Act and Regulations and its application. Knowledge of legislation and regulations pertaining to Public Service administration specifically the Public Service Act, Labour Relations Act, EEA, Skills Development Act. Knowledge of Human Resources in general and information management. Excellent written and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong organisational and management skills. Computer skills in MS Word, Excel and Outlook.

**DUTIES** : Provide HR administration services to the region. Capture personal information on the payroll system. Monitor the implementation of recruitment and selection of human resource services. Monitor implementation of service benefits. Facilitate the administration of human resource development services in the region. Compile monthly reports and statistics. Manage staff and provide guidance on HR related matters. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Maintain and administer PERSAL information including leave applications. Prepare Human Resources reports and submit same to the Director: Administration. PERSAL administration, staff procurement, training and development, service conditions, staff exits and transfers.

**ENQUIRIES APPLICATIONS** : Gift Chiloane Tel No: (013) 045 0623  
: e-mail Recruit202097@npa.gov.za

**POST 10/58** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: RECRUIT 2020/98**  
HRM &D (Organisational Development)

**SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09) (Excluding Benefits)  
: Pretoria: Head Office  
: An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Management Services/Organisational Effectiveness; Work Study; Organisational Development or industrial Psychology. Minimum three years' experience in the field of Organisational Development/Design. A Job Evaluation Certificate obtained from the National School of Government. Excellent knowledge of Organisation Design. Good knowledge of Human Resources Management and Development in the public service. Reliable and determined. Able to work independently. Willing to travel, able to work extended hours. Good report writing skills and communication skills. Excellent administrative skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, PowerPoint, Visio. Knowledge of the Evaluate system. A valid driver's license.

**DUTIES** : Develop organizational structure and post establishment. Conduct organization design/work study investigations. Map business process. Develop and/or align organization structure and post establishment. Conduct Job evaluation. Facilitate the development of Job descriptions. Liaise with line managers to provide advice and guidance with regard to OD processes and implement OD interventions. Supervise staff.

**ENQUIRIES APPLICATIONS** : Marcia Malope Tel No: (012) 845 6538  
: e-mail: Recruit202098@npa.gov.za

**POST 10/59** : **SENIOR WORK STUDY OFFICER REF NO: RECRUIT 2020/99**  
HRM &D (Organisational Development)

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08) (Excluding Benefits)  
: Pretoria: Head Office  
: An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Management Services/Organisational Effectiveness Work Study; Organisational Development.. Minimum one year experience in the field of Organisational Design/Development/Work Study. Knowledge of Organisational Design. Good knowledge of Human Resources Management and Development in the Public service. Reliable and determined. Able to work independently. Willing to travel, able to work extended hours. Good report writing skills and communication skills. Excellent administrative skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, PowerPoint, Visio. Knowledge of the Evaluate system. A valid driver's license.

**DUTIES** : Undertake work study investigations within the NPA. Conduct Job Evaluation. Compile and review Job Descriptions. Optimize work



procedures and methods (work process and work flow). Provide information on organization design process and procedures. Render organizational development administrative duties. Update the organizational structure. Update the organization design database. File approved memos and maintain records.

**ENQUIRIES  
APPLICATIONS**

: Marcia Malope Tel No: (012) 845 6538  
: e-mail: [Recruit202099@npa.gov.za](mailto:Recruit202099@npa.gov.za)

**POST 10/60**

: **RISK OFFICER REF NO: RECRUIT 2020/109**  
Security Management Service

**SALARY  
CENTRE  
REQUIREMENTS**

: R316 791 per annum (Level 08) (Excluding Benefits)  
: Head Office: Pretoria  
: An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Safety Management or Risk Management. At least three years in Information Security and/or Risk Management related experience. PSIRA Registration Grade B compulsory. Knowledge of MISS document and Security related rules and regulations. Sound knowledge of Information Security Program. Knowledge of conducting security awareness surveys, audits and inspections. Must be able to manage crisis and conflict resolution. Ability to deal with security incidents and writing reports. Willing to travel and work extended hours. General Computer literacy. A valid driver's license.

**DUTIES**

: Provide support in information security risks management program of the NPA. Conduct security surveys, inspection, awareness sessions and audits for the NPA information security. Provide support in analysis and evaluation of the NPA incidents of security breaches. Assist with implementation of security program in the NPA Regional Divisions. Assist in implementation of the NPA approved Information security policies and procedures. Promote and facilitates the integration of ISC Program into all areas of operations. Undertake workplace inspections, identify, assess and control workplace hazards and risks. Facilitates and coordinate the Threat Risk Assessment conducted in the NPA buildings. Maintain effective classification of sensitive information to prevent unauthorized access into NPA sensitive information. Ensure that the implementation of information security controls is coordinated across the organization.

**ENQUIRIES  
APPLICATIONS**

: Mokhine Makobe Tel No: (012) 845 7044  
: e-mail [Recruit2020109@npa.gov.za](mailto:Recruit2020109@npa.gov.za)

**POST 10/61**

: **DISTRICT COURT PROSECUTOR**  
National Prosecutions Services

**SALARY  
CENTRE  
REQUIREMENTS**

: R301 452 - R847 047 per annum (Level LP-3 to LP-4) (Total Cost Package) ((Excluding Benefits)  
: CPP: Mthatha (Lusikisiki) Ref No: Recruit 2020/91  
: CPP: Butterworth (Idutywa) Ref No: Recruit 2020/92  
: 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.

**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  
APPLICATIONS**

: CPP: Mthatha & CPP: Butterworth Linda Mankayi Tel No: (047) 501 2607  
: CPP: Mthatha (Lusikisiki) e-mail [Recruit202091@npa.gov.za](mailto:Recruit202091@npa.gov.za)  
: CPP: Butterworth (Idutywa) e-mail [Recruit202092@npa.gov.za](mailto:Recruit202092@npa.gov.za)

**NOTE**

: Relevant service certificate must accompany the application.

<b><u>POST 10/62</u></b>	:	<b><u>DISTRICT COURT PROSECUTOR (ONE MAN STATION) REF NO: RECRUIT 2020/93</u></b> (Re-Advert) National Prosecutions Services
<b><u>SALARY</u></b>	:	R301 452 - R847 047 per annum (Level LP-3 to LP-4) (Total Cost Package) (Excluding Benefits)
<b><u>CENTRE</u></b>	:	CPP: Odi (Mankwe)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court.
<b><u>ENQUIRIES</u></b>	:	Flora Kalakgosi Tel No: (018) 381 9041
<b><u>APPLICATIONS</u></b>	:	e-mail Recruit202093@npa.gov.za
<b><u>NOTE</u></b>	:	Relevant service certificate must accompany the application
<b><u>POST 10/63</u></b>	:	<b><u>CONTROL ROOM SUPERVISOR REF NO: RECRUIT 2020/110 (X2 POSTS)</u></b> Security Management Service
<b><u>SALARY</u></b>	:	R257 508 per annum (Level 07) (Excluding Benefits)
<b><u>CENTRE</u></b>	:	Head Office: Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Security and Risk Management. CCTV training will be an added advantage. At least two year's in-house security control room duties. Registration with PSIRA-Grade B compulsory. Knowledge of advanced Electronic Close Circuit Television (CCTV) security systems and fire protection systems. The ability to operate CCTV systems efficiently, effectively and error free to provide records of activities/deliverables. Must be able to work under pressure and be able to meet deadlines. Must be able to manage staff and have knowledge of conflict resolution. Good presentation and communication skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point. Willing to work shifts and over weekends. A valid driver's license.
<b><u>DUTIES</u></b>	:	Provide CCTV supervision to enhance secure work environment through electronic systems in the NPA Head Office. Monitor NPA security systems, assets and security barriers to protect environment. Record and investigate security incidents that has occurred in the NPA as a result of ineffective electronic systems. Report incidents of security breaches to the immediate supervisor in writing and provide solution thereof. Assist in the production access cards, administration and auditing. Ensure integrity of the security systems, effective key control and data. Initiate emergency response to fire alarms and liaise with external Emergency Services in case of an emergency. Handle incident reports and ensure proper record keeping.
<b><u>ENQUIRIES</u></b>	:	Ndabezinhle Msweli Tel No: (012) 845 6895
<b><u>APPLICATIONS</u></b>	:	e-mail Recruit2020110@npa.gov.za
<b><u>POST 10/64</u></b>	:	<b><u>COURT PREPARATION OFFICER REF NO: RECRUIT 2020/100</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R257 508 per annum (Level 07) (Excluding Benefits)
<b><u>CENTRE</u></b>	:	CPP: Pietermaritzburg (Pinetown)
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Social Science/Behavioural Studies. At least one year working experience in a court environment. Sound co-ordination and counselling experience.

		Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.
<b><u>DUTIES</u></b>	:	Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Thabsile Radebe Tel No: (033) 392 8753
	:	e-mail Recruit2020100@npa.gov.za
<b><u>POST 10/65</u></b>	:	<b><u>FINANCE CLERK: (SUPERVISOR) REF NO: RECRUIT 2020/101</u></b> National Prosecutions Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum (Level 07) (Excluding Benefits)
	:	DPP: Limpopo
	:	An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6. Minimum of two years relevant experience. 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.
<b><u>DUTIES</u></b>	:	Receiving, recording and processing of all financial transactions in the region. Develop a 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 the PERSAL and BAS systems. Draw a weekly, monthly and quarterly report for budget and expenditure monitoring and reporting purposes. Manage use of petty cash in the region. Report all discrepancies and irregularities to the Deputy Director: Finance. Develop systems and mechanisms to ensure and maintain a clean audit in the region.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Thuba Thubakgale Tel No: (015) 045 0265
	:	e-mail Recruit2020101@npa.gov.za
<b><u>POST 10/66</u></b>	:	<b><u>LIBRARIAN REF NO: RECRUIT 2020/102</u></b> National Prosecutions Services Re-Advert
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum (Level 07) (Excluding Benefits)
	:	DPP: Mmabatho
	:	An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6. At least two years relevant experience. Knowledge of AACR2 and Dewey decimal classification Systems. Ability to work on an electronic library management system. Experience in utilization of search tools such as internet, LexisNexis, Jutastat and Sabinet online. Experience in information services. Library and information management skills. General computer literacy in MS Word, Excel, and PowerPoint. Willingness to travel. Good verbal and written communication and administrative skills. Report writing skills. Ability to work independently with minimum supervision.
<b><u>DUTIES</u></b>	:	Conduct information searches and monitor information. Cataloguing and classification of library material. Loose-leaf administration including updating. Responsible for library stock taking and keeping of statistics.

Training of users on online databases. Procure new material. Shelving and shelf-reading of library material. Assist with the information projects of the NPA.

**ENQUIRIES** : Flora Kalakgosi Tel No: (018) 981 9041  
**APPLICATIONS** : e-mail Recruit2020102@npa.gov.za

**POST 10/67** : **PERSONAL ASSISTANT REF NO: RECRUIT 2020/103**  
National Prosecutions Service

**SALARY** : R257 508 per annum (Level 07) (Excluding Benefits)  
**CENTRE** : DDPP: Thohoyandou  
**REQUIREMENTS** : At least Grade 12 or equivalent qualification. Minimum two 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, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license will be an added advantage.

**DUTIES** : Provide secretarial, administration support and personal assistant service to the Deputy Director of Public Prosecutions. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the office. Type documents for and provides a clerical support service to the Deputy Director of Public Prosecutions. Operates office equipment like fax machines and photocopiers. Make travel arrangements; make logistical arrangements for meeting and events, process travel and subsistence claims for the Deputy Director of Public Prosecutions, taking minutes during meetings, draft routine correspondence, develop and maintain an accessible and user-friendly filing system in the office of the Deputy Director of Public Prosecutions. Handle procurement of standard items such as stationery for the Deputy Director of Public Prosecutions. Liaise with other offices of the NPA and external stakeholders and partners with regard to all matters pertaining to the administrative functions of the office of the Director of Public Prosecutions.

**ENQUIRIES** : Thuba Thubakgale Tel No: (015) 0285  
**APPLICATIONS** : e-mail Recruit2020103@npa.gov.za

**POST 10/68** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2020/104**  
National Prosecutions Service

**SALARY** : R173 703 per annum (Level 05) (Excluding Benefits)  
**CENTRE** : Head Office Pretoria  
**REQUIREMENTS** : Grade twelve (12) or equivalent qualification. Administration related qualification will be an added advantage. Knowledge of Public Sector Legislation. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

**DUTIES** : Ensure compliance with NPA policies and guidelines and all relevant prescripts. Liaise and communicate with senior managers within the NPA and other relevant stake holders. Plan, organize and coordinate events, meetings or other engagements as required by the Director: Administration or delegated official. Manage information and ensure easy reference filing system for the unit. Prepare correspondence, documents, reports, presentations, etc. as required and instructed by the Director. Prepare minutes of meetings and follow up on decisions made where necessary. Make travel and accommodation arrangements. Any other

		duties as requested by the Director or delegated official. Assist with all case flow related matters; provide general administrative support.
<b><u>ENQUIRIES</u></b>	:	Gija Maswanganyi Tel No: (012) 845 6944
<b><u>APPLICATIONS</u></b>	:	e-mail Recruit2020104@npa.gov.za
<b><u>POST 10/69</u></b>	:	<b><u>ADMINISTRATIVE CLERK</u></b> Sexual Offences and Community Affairs
<b><u>SALARY</u></b>	:	R173 703 per annum (Level 05) (Excluding Benefits)
<b><u>CENTRE</u></b>	:	Head Office Pretoria Ref No: Recruit 2020/105 Polokwane Ref No: Recruit 2020/106 Bloemfontein Ref No: Recruit 2020/107
<b><u>REQUIREMENTS</u></b>	:	Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<b><u>DUTIES</u></b>	:	Provide administrative and secretarial support to the Director: Administration and delegated officials of the SOCA unit. Manage and prioritize matters. Liaise and communicate with senior managers within the NPA and other relevant stake holders. Plan, organize and coordinate events, meetings or other engagements as required by the Director: Administration or delegated official. Manage information and ensure easy reference filing system for the unit. Prepare correspondence, documents, reports, presentations, etc. as required and instructed by the Director. Prepare minutes of meetings and follow up on decisions made where necessary. Make travel and accommodation arrangements. Any other duties as requested by the Director or delegated official. Assist with all case flow related matters; provide general administrative support. Provide logistical support services. Ensure administration of financial management. Administration operate office equipment like fax machines and photocopiers. Making copies and binding documents.
<b><u>ENQUIRIES</u></b>	:	Sonnyboy Manzini Tel No: (012) 845 1478
<b><u>APPLICATIONS</u></b>	:	Head Office e-mail Recruit2020105@npa.gov.za Polokwane e-mail Recruit2020106@npa.gov.za Bloemfontein e-mail Recruit2020107@npa.gov.za
<b><u>POST 10/70</u></b>	:	<b><u>REGISTRY CLERK REF NO: RECRUIT 2020/108</u></b> National Prosecutions Services
<b><u>SALARY</u></b>	:	R173 703 per annum (Level 05) (Excluding Benefits)
<b><u>CENTRE</u></b>	:	DDPP: Thohoyandou
<b><u>REQUIREMENTS</u></b>	:	Grade twelve (12) or equivalent qualification. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Sound planning and organizing skills. Good administrative skills.
<b><u>DUTIES</u></b>	:	Provide registry counter service. Handle incoming and outgoing correspondence. Render an effective record management service. Operate office machines in relation to registry functions. Process documents for archiving and/or disposal.
<b><u>ENQUIRIES</u></b>	:	Thuba Thubakgale Tel No: (015) 045 0285
<b><u>APPLICATIONS</u></b>	:	e-mail Recruit2020108@npa.gov.za