

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** : 09 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 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 ICT Administrator with Ref No: Recruit 2019/431 with the closing date of 24 December 2019 advertised in Public Service Vacancy Circular 44 dated 06 December 2019 has been withdrawn.

MANAGEMENT ECHELON

- POST 07/15** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2020/29**
National Prosecutions Services
(1 Re-advertisement)
- SALARY** : R1 308 345 per annum (Level 14) (Total Cost Package)
- CENTRE** : DPP: Mmabatho (X2 Posts)
- 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 : Flora Kalakgosi Tel No: (018) 381 9041
APPLICATIONS : e-mail Recruit202029@npa.gov.za
NOTE : Candidates who previously applied are encouraged to apply

OTHER POSTS

POST 07/16 : **PROGRAMME MANAGER REF NO: RECRUIT 2020/30**
Sexual Offences and Community Affairs

SALARY : R869 007 per annum (Level 12) (Total Cost Package)
CENTRE : Head Office: Pretoria
REQUIREMENTS : A recognized legal degree/an appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Social Science. Project management qualification. Minimum six years' experience in the field of sexual offences and/or domestic violence. Knowledge of PFMA and management of gender based violence. Good planning skills. Good administrative and organizational skills. Financial management skills. Good verbal and written communication skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Knowledge of Project Management software. Valid driver's license is required. Candidate must be prepared to travel.

DUTIES : Setting up of Thuthuzela Care Centres. Liaison with stakeholders. Monitoring and evaluation of current Thuthuzela Care Centres. Effective and efficient implementation of the Thuthuzela project. Day to day administration and management of the project. Coordination of training on sexual offences. Coordination of public education in sexual offences. Manage dissemination process. Setting standards and quality control. Assist in budget planning including donor funding, drawing up a detailed work plan for the project. Compile reports for submission to the Special Director of the Sexual Offence and Community affairs unit and Director Administration. Any other task the special Director deems necessary.

ENQUIRIES : George Maphutuma Tel No: (012) 845 6171
APPLICATIONS : e-mail: Recruit202030@npa.gov.za

POST 07/17 : **HEAD COURT CONTROL PROSECUTOR 2 REF NO: RECRUIT 2020/31**
National Prosecutions Services

SALARY : R510 432 - R1 192 947 per annum (Level SU-1 to SU-2) (Excluding Benefits) (Total Cost Package)
CENTRE : CPP: Queenstown (Aliwal North)
REQUIREMENTS : A recognized four-year legal qualification. At least four years post qualification legal experience. Proficiency in prosecuting, guiding investigations and giving instructions in complex and more difficult common law and statutory offences in the lower courts, drafting charge sheets and complex court documents. Management skills. Must be able to work independently. Must have good administrative skills.

DUTIES : Manage, train and give guidance to Prosecutors. Study case dockets and decide on the institution and conduct criminal proceedings. Maintenance of matters and inquest of a general and more advanced nature in the Lower

		courts. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist Prosecutors to present the State case in court, to lead witnesses, cross examine and address the court on inter alia, or conviction and sentence in general conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, policy and directive of the National Prosecuting Authority. Assist the Senior Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Nomfuneko Ntapane Tel No: (046) 602 3046
<u>APPLICATIONS</u>	:	e-mail Recruit202031@npa.gov.za
<u>POST 07/18</u>	:	<u>DISTRICT COURT PROSECUTOR</u> National Prosecutions Services
<u>SALARY</u>	:	R301 452 - R847 047 per annum (Level LP-3 to LP-4) (Excluding Benefits) (Total Cost Package)
<u>CENTRE</u>	:	CPP: Odi (Bafokeng) Ref No: Recruit 2020/32 CPP: Port Elizabeth (Humansdorp) Ref No: Recruit 2020/33
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents. Represent the State in court.
<u>ENQUIRIES</u>	:	CPP: Odi Flora Kalakgosi Tel No: (018) 381 9041 CPP: Port Elizabeth Andiswa Tengile Tel No: (012) 842 1450
<u>APPLICATIONS</u>	:	CPP: Odi (Bafokeng) e-mail: Recruit202032@npa.gov.za CPP: Port Elizabeth (Humansdorp) e-mail: Recruit202033@npa.gov.za
<u>NOTE</u>	:	Relevant service certificate must accompany the application
<u>POST 07/19</u>	:	<u>COURT PREPARATION OFFICER</u> National Prosecutions Services
<u>SALARY</u>	:	R257 508 per annum (Level 07) (Excluding Benefits)
<u>CENTRE</u>	:	CPP: Modimolle Ref No: Recruit 2020/34 CPP: Port Shepstone (Scottburgh) Ref No: Recruit 2020/35 CPP: Witbank (eMalahleni) Ref No: Recruit 2020/36 (Kwa-Mhlanga) Ref No: Recruit 2020/37 CPP: Klerksdorp (Potchefstroom) Ref No: Recruit 2020/38
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Social Science/Behavioral 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	CPP: Modimolle: Thuba Thubakgale Tel No: (015) 045 0285 CPP: Witbank Gift Chiloane Tel No: (013) 045 0623 CPP: Port Shepstone Sifiso Ntombela Ref No: (031) 334 5084 CPP: Klerksdorp (Potchefstroom) Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	CPP: Modimolle e-mail: Recruit202034@npa.gov.za CPP: Port Shepstone (Scottburgh) e-mail: Recruit202035@npa.gov.za CPP: Witbank (eMalahleni) e-mail: Recruit202036@npa.gov.za Kwa- Mhlanga e-mail: Recruit202037@npa.gov.za CPP: Klerksdorp (Potchefstroom) e-mail: Recruit202038@npa.gov.za

<u>POST 07/20</u>	:	<u>LIBRARY ASSISTANT REF NO: RECRUIT 2020/39</u> National Prosecutions Services
<u>SALARY</u>	:	R173 703 per annum (Level 05) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Limpopo
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. 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.
<u>DUTIES</u>	:	Provide administrative support services. Assist with information requests. Circulation management. Lending and returns. Audit of cluster books and stock reports. Stock taking.
<u>ENQUIRIES</u>	:	Thuba Thubakgale Tel No: (015) 045 0285
<u>APPLICATIONS</u>	:	e-mail: Recruit202039@npa.gov.za
<u>POST 07/21</u>	:	<u>HUMAN RESOURCES CLERK</u> National Prosecutions Services
<u>SALARY</u>	:	R173 703 per annum (Level 05) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Mmabatho Ref No: Recruit 2020/40 DPP: Limpopo Ref No: Recruit 2020/41
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Knowledge of Human Resources Management in the Public Service. Sound Knowledge of PERSAL. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Provide high level human resources duties to the region. Facilitate the recruitment process. Process applications for service benefits and exit in the region. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Liaise with customers and stakeholders regarding all HR Functions. Assist in the training and development programs in the region. Assist in the performance assessment process.
<u>ENQUIRIES</u>	:	DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	DPP: Limpopo Thuba Thubakgale Tel No: (015) 045 0265 DPP: Mmabatho e-mail: Recruit_202040@npa.gov.za DPP: Limpopo e-mail: Recruit202041@npa.gov.za
<u>POST 07/22</u>	:	<u>HUMAN RESOURCES CLERK REF NO: RECRUIT 2020/42</u> National Prosecutions Services
<u>SALARY</u>	:	R173 703 per annum (Level 05) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Johannesburg
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Knowledge of Human Resources Management in the Public Service. Sound Knowledge of PERSAL. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Provide secretariat function during interviews. Recruitment and selection: advertisements; appointments; transfers; qualification verification. Implement conditions of service: leave; housing; injury on duty; long service recognition; overtime; relocation and PILLIR. Performance management. Service terminations.
<u>ENQUIRIES</u>	:	Khensani Manganye Tel No: (011) 220 4266
<u>APPLICATIONS</u>	:	e-mail: Recruit202042@npa.gov.za
<u>POST 07/23</u>	:	<u>REGISTRY CLERK</u> National Prosecutions Services
<u>SALARY</u>	:	R173 703 per annum (Level 05) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Limpopo Ref No: Recruit 2020/43 DDPP: Durban Ref No: Recruit 2020/44

<u>REQUIREMENTS</u>	:	DDPP: Port Elizabeth Ref No: Recruit 2020/45
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	DPP: Limpopo: Thuba Thubakgale Tel No: (015) 045 0265
	:	DDPP: Durban Sifiso Ntombela Tel No: (031) 334 5084
	:	DDPP: Port Elizabeth Andiswa Tengile Tel No: (012) 842 1450
<u>APPLICATIONS</u>	:	DPP: Limpopo e-mail: Recruit202043@npa.gov.za
	:	DDPP: Durban e-mail: Recruit202044@npa.gov.za
	:	DDPP: Port Elizabeth e-mail Recruit202045@npa.gov.za
<u>POST 07/24</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2020/46</u>
	:	National Prosecutions Services
<u>SALARY</u>	:	R173 703 per annum (Level 05) (Excluding Benefits)
<u>CENTRE</u>	:	Head Office Pretoria
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Secretarial related qualification will be an added advantage. Experience in performing general administrative functions will be an added advantage. 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.
<u>DUTIES</u>	:	Ensure compliance with NPA policies and guidelines and all relevant prescripts. Administrative support to the Director Administration operate office equipment like fax machines and photocopiers. Making copies and binding documents.
<u>ENQUIRIES</u>	:	Gija Maswanganyi Tel No: (012) 845 6944
<u>APPLICATIONS</u>	:	e-mail: Recruit202046@npa.gov.za
<u>POST 07/25</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2020/47</u>
	:	National Prosecutions Services
<u>SALARY</u>	:	R173 703 per annum (Level 05) (Excluding Benefits)
<u>CENTRE</u>	:	DDPP: Durban
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Experience in performing general administrative functions will be an added advantage. 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.
<u>DUTIES</u>	:	Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. 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 the 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 documents.
<u>ENQUIRIES</u>	:	Sifiso Ntombela Tel No: (031) 334 5084.
<u>APPLICATIONS</u>	:	e-mail: Recruit202047@npa.gov.za .
<u>POST 07/26</u>	:	<u>MESSENGER DRIVER REF NO: RECRUIT 2020/48</u>
	:	National Prosecutions Services
<u>SALARY</u>	:	R145 281 per annum (Level 04) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Mpumalanga
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Knowledge of Registry procedures will be an added advantage. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver's license.

<u>DUTIES</u>	:	Maintain an effective and efficient messenger service. Delivery and collection of documents in and around Gauteng. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribute correspondence using the approved file plan for the office.
<u>ENQUIRIES</u>	:	Gift Chiloane Tel No: (013) 045 0623
<u>APPLICATIONS</u>	:	e-mail: Recruit202048@npa.gov.za .
<u>POST 07/27</u>	:	<u>SWITCHBOARD OPERATOR REF NO: RECRUIT 2020/49</u> National Prosecutions Services
<u>SALARY</u>	:	R145 281 per annum (Level 04) Excluding Benefits)
<u>CENTRE</u>	:	DDPP: Middelburg
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Experience in switchboard and administrative function will be an added advantage. Knowledge of public service legislation. Good written and verbal communication skills. Knowledge in programs MS Word; Excel; PowerPoint and Outlook. Planning and organizing skills. Client orientation and customer focus.
<u>DUTIES</u>	:	Answer incoming calls. Keep staff extension number register up-to-date and change register when staff changes offices. Registration of daily incoming enquiries in the section. Report faulty machines when out of order. Attend to public reception. Sort out incoming faxes and distribute to relevant officials. Assist with registration of daily incoming work when requested. Maintain register of outgoing mail. Maintain telephone list.
<u>ENQUIRIES</u>	:	Gift Chiloane Tel No: (013) 045 0623
<u>APPLICATIONS</u>	:	e-mail: Recruit202049@npa.gov.za