**NATIONAL PROSECUTIONS SERVICE**

# **POST:** **SENIOR DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS X2**

**SALARY:** **R 1 090 131.00 per annum (Total Cost Package) (SMS Level 14)**

**CENTRE:** **DPP: Bloemfontein (Recruit: 2015/150), DPP: PMB (STU-Durban) (Recruit 2015/151)**

**REQUIREMENTS:** A 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. The right to appear in a high Court as contemplated in section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act 62 of 1995) or ability to obtain the right of appearance in terms of the said Act.. 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. Study case dockets and other documents relating to 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 witness 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:**  **DPP: Bloemfontein- Lemmer Ludwick – 051 410 6001**

**DPP: PMB (STU-Durban): Musa Mncwabe – 031 334 5092**

**APPLICATIONS: E-mail:** [**recruitdppblm@npa.gov.za**](mailto:recruitdppblm@npa.gov.za) **or Fax 012 843 3434**

**E-mail:**[**recruitdppdbn@npa.gov.za**](mailto:recruitdppdbn@npa.gov.za) **or fax: 012 843 3467**

# **POST:** **CHIEF PROSECUTOR**

**SALARY:** **R 1 090 131.00 per annum (Total Cost Package) (SMS Level 14)**

**CENTRE:** **CPP: Port Shepstone (Recruit 2015/152)**

**REQUIREMENTS:** A four-year legal qualification. At least ten years post qualification legal experience. The right to appear in a High Court as contemplated in Section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act No 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. 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.

**DUTIES:** Manage the work flow and the effective functioning of courts / operations management, manage the implementation and maintenance of the case flow management system. Manage cases including: sound application of the law principles and most recent case law and facts, collaboration with stakeholders to reduce the number of awaiting trial prisoners, ensure utilisation of alternative sentencing options other than imprisonment, ensure the drafting of charge sheets, further particulars and provision of dockets are consistently monitored. Guide and direct the development and execution of internal strategies. Ensure that all strategies contribute towards the accomplishments of the vision and mission of NPA. Manage the resources within the CPP’s office to ensure optimum service delivery.

**ENQUIRIES:** **CPP: Port Shepstone: Musa Mncwabe 031 344 5092**

**Applications: E-mail:**[**recruitdppdbn@npa.gov.za**](mailto:recruitdppdbn@npa.gov.za) **or fax: 012 843 3467**

**POST:** **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**

**SALARY:** **R 944 940.00 per annum (Total Cost Package) (SMS Level 13)**

**CENTRE:** **DPP: Mmabatho (Recruit 2015/153)**

**REQUIREMENTS:** A 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. The right to appear in a High Court as contemplated in section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. Good interpersonal, analytical, presentation and communication skills. Computer skills.

**DUTIES:** Manage portfolio assigned by the Director. Manage, coach, mentor 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. Study case dockets and other documents relating to criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including acquisition of additional evidence and drafting of charge sheets, indictments and other court documents. Present all state’s cases 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 appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for own Unit and participate in the division’s planning process. Lead staff members towards achieving the strategic objectives. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.

**ENQUIRIES:**  **DPP: Mmabatho- Flora Kalakgosi 018 381 9041**

**APPLICATIONS: E-mail:** [**recruitdppmmb@npa.gov.za**](mailto:recruitdppmmb@npa.gov.za) **or fax 012 843 3440**

**POST:** **SENIOR PUBLIC PROSECUTOR X10**

**SALARY:** **R 763 533.00 per annum (Total Cost Package) to R 1 193 487.00 per annum (Total Cost Package) (Level CM-1)**

**CENTRE:** **CPP: Johannesburg (Recruit 2015/154), CPP: Mthatha (Recruit 2015/155), CPP: Butterworth (Recruit 2015/156), CPP: Mmabatho (Recruit 2015/157) CPP: Pretoria X3 (Recruit 215/158), CPP: Upington (Kuruman) (Recruit 2015/159), CPP: Kimberley (De Aar) (Recruit 2015/160) CPP: Upington (Recruit 2015/161)**

**REQUIREMENTS:** A recognised four-year legal qualification. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. The right to appear in a High Court as contemplated in Section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act No 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. Management skills. Must be able to work independently. Must have good administrative skills.

**DUTIES:** Manage and supervise lower level prosecutors including the allocation of work and management of performance. Study case dockets and decide on the institution and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all Courts. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice

**ENQUIRIES:** **CPP: Johannesburg: Sydwell Namahuchu - 011 220 4005**

**CPP: Mthatha & CPP: Butterworth: Talita Raga - 047 501 2629**

**CPP: Mmabatho : Flora Kalakgosi - 018 381 9041**

**Recruit 2015/159 – Recruit 2015/161: Nicholas Mogongwa - 053 807 4500**

**CPP: Pretoria Lerato Rakale 012 351 6802**

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**E-mail:** [**recruitdppmmb@npa.gov.za**](mailto:recruitdppmmb@npa.gov.za) **or fax: 012 843 3440**

**E-mail:** [**recruitdppmthata@npa.gov.za**](mailto:recruitdppmthata@npa.gov.za) **or fax: 012 843 3466**

**E-mail:** [**recruitdppkim@npa.gov.za**](mailto:recruitdppkim@npa.gov.za) **or fax: 012 843 3439**

**E-mail:** [**recruitdpppta@npa.gov.za**](mailto:recruitdpppta@npa.gov.za) **or fax: 012 843 3444**

**POST:** **SENIOR STATE ADVOCATE X7**

**SALARY:** **R 763 533.00 per annum (Total Cost Package) to R 1 193 487.00 per annum (Total Cost Package) (Level LP- 9)**

**CENTRE:**  **DDPP: Thohoyandou (Recruit 2015/162), DDPP: Durban (Recruit 2015/163), DPP: Grahamstown (Organised Crime) (Recruit 2015/164),**

**DPP: Pietermaritzburg (Recruit 2015/206)**

**REQUIREMENTS:** A recognized four-year legal qualification. At least eight years’ post qualification legal experience. The right to appear in a high Court as contemplated in section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. Five years’ experience in legal practice will be an added advantage. Ability to act independently.

**DUTIES:** Study case dockets, decide in the institution of and conduct criminal proceedings. Draft charge sheets and other courts documents. Represent the state in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

**ENQUIRIES: DDPP: Thohoyandou: Joseph Thubakgale 015 960 9917**

**DDPP: Durban: Musa Mncwabe 031 334 5092**

**DPP: Grahamstown: Anthony Bean 046 602 3000**

**DPP: Pietermaritzburg: Zinhle Dludlu 033 392 8700**

**APPLICATIONS: E-mail:** [**recruitdppthy@npa.gov.za**](mailto:recruitdppthy@npa.gov.za) **or fax: 012 843 3445**

**E-mail:** [**recruitdppdbn@npa.gov.za**](mailto:recruitdppdbn@npa.gov.za) **or fax: 012 843 3467**

**E-mail:** [**recruitdppghmt@npa.gov.za**](mailto:recruitdppghmt@npa.gov.za) **or fax: 012 843 3437**

**E-mail:** [**recruitdpppmb1@npa.gov.za**](mailto:recruitdpppmb1@npa.gov.za) **or fax: 012 843 3442**

**POST:** **STATE ADVOCATE X10**

**SALARY:** **R 592 806.00 per annum (Total Cost Package) to R 983 454.00 per annum (Total Cost Package) (Level LP -7 to LP- 8)**

**CENTRE:** **DPP: Bloemfontein (Recruit 2015/166), DDPP: Durban X5 (Recruit 2015/167), DPP: Pietermaritzburg X3 (Recruit 2015/207), DPP: PMB (STU-Durban): (Recruit 2015/204)**

**REQUIREMENTS:** A recognised four-year legal qualification. At least five years post qualification legal experience. The right to appear in a high Court as contemplated in section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. Ability to act independently or with minimum supervision. Proficiency in prosecuting. Competency in guiding investigations, drafting charge sheet, indictments and court documents and dealing with presentations.

**DUTIES:** Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents and represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the state’s case in court, lead and cross-examine witnesses, address the court on inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and head of argument and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all duties including administrative duties, related thereto in accordance with the code of Conduct, policy and directives of the National Prosecuting Authority. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.

**ENQUIRIES:** **DPP: Bloemfontein: Victor Mabetlela 051 410 6145**

**DDPP: Durban: Musa Mncwabe 031 3345092**

**DPP: PMB (STU-Durban): Musa Mncwabe – 031 334 5092**

**DPP: Pietermaritzburg: Zinhle Dludlu 033 392 87 00**

**Applications: E-mail:** [**recruitdppblm@npa.gov.za**](mailto:recruitdppblm@npa.gov.za) **or fax: 012 843 3434**

**E-mail:** [**recruitdppdbn@npa.gov.za**](mailto:recruitdppdbn@npa.gov.za) **or fax: 012 843 3467**

**E-mail:** [**recruitdpppmb2@npa.gov.za**](mailto:recruitdpppmb2@npa.gov.za) **or fax: 012 843 3443**

**POST:** **REGIONAL COURT PROSECUTOR X20**

**SALARY:** **R 392 739.00 per annum (Excluding Benefits) to R 926 586.00 per annum (Total Cost Package) (Level LP-5 to LP-6)**

**CENTRE:** **CPP: Bloemfontein X2 (Recruit 2015/168)**

**CPP: Modimolle X3 (Sekhukhune) (Recruit 2015/169); (Mokopane) (Recruit 2015/170); (Lephalale) (Recruit 2015/171); CPP: (Thohoyandou) X2 (Recruit 2015/172); CPP: Thohoyandou (Malamulele) (Recruit 2015/173), CPP: Polokwane x 2 (Ritavi) (Recruit 2015/174) (Musina) (Recruit 2015/175); CPP: Witbank (Evander) (Recruit 2015/176); CPP: Middelburg (Ermelo) (Recruit 2015/177); CPP: Mmabatho X2 (Vryburg) (Recruit 2015/178) (Molopo) (Recruit 2015/179); CPP: Odi (Bafokeng) (Recruit 2015/180); CPP: Queenstown X2 (Cradock) (Recruit 2015/181); (Aliwal North) (Recruit 2015/182), CPP: Ladysmith (Recruit 2015/183), CPP: Pietermaritzburg (Recruit 2015/184), CPP: Upington (Kuruman) (Recruit 2015/185)**

**REQUIREMENTS:** A recognized four-year legal qualification. At least four years post qualification legal experience. The right to appear in a High Court as contemplated in Section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act No 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting.

**DUTIES:** 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: Bloemfontein: Victor Mabetlela 051 410 6145**

**Recruit 2015/169 – Recruit 2015/175: Joseph Thubakgale 015 960 9917**

**Recruit 2015/176 – Recruit 2015/177: Khensani Luphpndo 013 752 6953**

**Recruit 2015/178 – 2015/180: Flora Kalakgosi 018 381 9041**

**Recruit 2015/181 – 2015/182: Anthony Bean 046 602 3000**

**CPP: Upington: Nicholas Mogongwa 053 807 4500**

**CPP: Welkom: V Mabetlela 051 410 6145**

**CPP: Empangeni: Musa Mncwabe 031 334 5092**

**CPP: Pietermaritzburg: Veronica Zuma 033 392 8767**

**CPP: Ladysmith : Gugulethu Bhengu 033 392 8766**

**APPLICATIONS: E-mail:** [**recruitdppblm@npa.gov.za**](mailto:recruitdppblm@npa.gov.za) **or fax: 012 843 3434**

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**E-mail:** [**recruitdppdbn@npa.gov.za**](mailto:recruitdppdbn@npa.gov.za) **or fax: 012 843 3467**

**POST:** **DISTRICT COURT CONTROL PROSECUTOR X9**

**SALARY:** **R 392 739.00 per annum (Excluding Benefits) to R 926 586.00 per annum (Total Cost Package) (Level SU-1 to SU-2)**

**CENTRE:** **CPP: Mthatha X2 (Tsolo) (Recruit 2015/186) (Libonele) (Recruit 2015/187); CPP: Bloemfontein (Recruit 2015/188), CPP: Pretoria (Recruit 2015/189), CPP: Durban (Recruit 2015/190), CPP: Ladysmith (Recruit 2015/191), CPP: Modimolle (Northam) (Recruit 2015/192), CPP: Modimolle (Lephalale) (Recruit 2015/193), CPP: Thohoyandou (Sibasa) (Recruit 2015/194)**

**REQUIREMENTS:** A four-year legal qualification. At least four years post qualification legal experience. The right to appear in a high Court as contemplated in section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. 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. Ability to work independently without constant supervision and manage court case flow independently. Relieve in the Regional Court and mentor and/train and check the quality of work from prosecutors. Good administration skills.

**DUTIES:** 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 the 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 witness, 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.

**ENQUIRIES:** **CPP: Mthatha: Talita Raga 047 501 2629**

**CPP: Bloemfontein: Victor Mabetlela: 051 410 6145**

**CPP: Pretoria: Matric Luphondo 012 319 4223**

**CPP: Durban: Musa Mncwabe 031 334 5092**

**CPP: Ladysmith: Gugulethu Bhengu 033 392 8766**

**Recruit 2015/201 – 2015/203: Joseph Thubakgale 015 960 9913**

**APPLICATIONS: E-mail:** [**recruitdppmthatha@npa.gov.za**](mailto:recruitdppmthatha@npa.gov.za) **or fax: 012 843 3466**

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**E-mail:** [**recruitdpppmb1@npa.gov.za**](mailto:recruitdpppmb1@npa.gov.za) **or fax: 012 843 3442**

**E-mail:** [**recruitdppthy@npa.gov.za**](mailto:recruitdppthy@npa.gov.za) **or fax: 012 843 3445**

**POST:** **HEAD CONTROL PROSECUTOR 2 X6**

**SALARY:** **R 392 739.00 per annum (Excluding Benefits) to R 926 586.00 per annum (Total Cost Package) (Level SU-1 to SU-2)**

**CENTRE:**  **CPP: Witbank X2 (Standerton) (Recruit 2015/205); (Kriel) (Recruit 2015/195),CPP:Bellville (Recruit 2015/196), CPP: Thohoyandou (Tiyani) (Recruit 2015/197), CPP: Pietermaritzburg X2 (Hlanganani) (Recruit 2015/198), (New Hanover) (Recruit 2015/199)**

**REQUIREMENTS:** A recognized four-year legal qualification. At least four years post qualification legal experience. The right to appear in a High Court as contemplated in Section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act No 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. 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 Chief Prosecutor with the performance assessment of staff. Give account to the Chief Prosecutor and the Director of Public Prosecutions as Head of the Prosecutorial office of the District. 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.

**ENQUIRIES:**

**CPP: Witbank: Khensani Luphondo 013 752 6953**

**CPP: Bellville: Mzukisi Gcuwa 021 487 7048**

**CPP: Thohoyandou: Joseph Thubakgale 015 960 9913**

**CPP: Pietermaritzburg: Veronica Zumba 033 392 8767**

**Applications:**

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**E-mail:**[**recruitdpppmb2@npa.gov.za**](mailto:recruitdpppmb2@npa.gov.za) **or fax: 012 843 3443**

**POST: ASSISTANT DIRECTOR: ASSET, FLEET & FACILITIES**

**SALARY:** **R 361 659.00 per annum (Excluding Benefits) (Level 10)**

**CENTRE:** **DPP: Kimberley (Recruit 2015/200)**

**REQUIREMENTS:** An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. Minimum of 3 years’ experience in the field of Assets, Fleet and/or Facilities Management. Thorough knowledge of Supply Chain Management prescripts, UAMP, PFMA, NT Regulations, Property Management Principles and GIAMA. Ability to compile and manage Service Level Agreements (SLAs). Above average computer skills (MS Office). Good report-writing skills. Project management skills will be an advantage. Excellent organisational skills. Ability to multi-task and work under pressure. Reliable, tolerant and determined. Ability to act independently. Excellent communication and administrative skills. Ability to do manage performance of staff. Valid driver’s licence.

**DUTIES:** Report directly to the Director: Administration on all relevant issues pertaining to fleet, assets and facilities. Ensure compliance with national fleet and asset strategy and systems. Adhere and /or ensure adherence to delegations of authority, policies and procedures in respect of assets, fleet and facilities. Reconcile and process rental and other related payments to the service provider. Facilitate training of transport officers and asset controllers within the Region. Manage contracts and SLA’s between the NPA and the service providers within the region. Ensure fleet is properly maintained in terms of accidents, claims, services, utilisation of vehicles and minimise the possibility of wasteful and fruitless expenditure. Ensure asset verification, and disposals are in line with Asset Management Regulations. Ensure full utilisation of buildings and that buildings are properly maintained. Carry out inspections of vehicles and buildings and identify redundant assets. Be responsible for project management on new buildings, renovations and tenant installations.

**ENQUIRIES:** **NK Mogongwa – 053 807 4539**

**APPLICATIONS:** **E-mail:** [**recruitdppkim@npa.gov.za**](mailto:recruitdppkim@npa.gov.za) **or Fax: 012 843 3439**

**POST: ASSISTANT DIRECTOR: HR X2**

**SALARY:** **R 289 761.00 per annum (Excluding Benefits) (Level 9)**

**CENTRE:** **DPP: Limpopo (Polokwane) (Recruit 2015/210), DPP: Kimberley (Recruit 2015/201)**

**REQUIREMENTS:** An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. Minimum of three years relevant experience as an HR generalist of which one year should be at supervisory level. 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, 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:** **DPP: Limpopo-Joseph Thubakgale 015 960 9917**

**DPP: Kimberley- NK Mogongwa – 053 807 4539**

**APPLICATIONS: E-mail:** [**recruitdppthy@npa.gov.za**](mailto:recruitdppthy@npa.gov.za) **or Fax: 012 843 3445**

**Email:** [**recruitdppkim@npa.gov.za**](mailto:recruitdppkim@npa.gov.za) **or Fax: 012 843 3439**

# **POST: ASSISTANT DIRECTOR: FINANCE**

**SALARY:** **R 289 761.00 per annum (Excluding Benefits) (Level 9)**

**CENTRE:** **DPP: Limpopo (Polokwane) (Recruit 2015/202)**

**REQUIREMENTS:** An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. Minimum of three years relevant experience. Knowledge of the PFMA and treasury regulations. Understanding of the transversal Systems (BAS, LOGIS & PERSAL). Knowledge and understanding of Basic Microsoft Programs ( Word, Excel, Outlook and PowerPoint). Leadership skills. Delegation and empowerment skills. Good interpersonal relations. Good communication skills. Planning and execution skills.

**DUTIES:** Manage and supervise the finance team in the division. Ensure that the Finance and Logistics Section complies with NPA policies and guidelines and other relevant legislative prescripts. Monitor the execution of finance and Supply Chain administrative deliverables. Ensure efficient financial systems. Ensure budget management and PFMA compliance. Plan for infrastructure requirements and ensure that the division is resourced with the required infrastructure. Ensure compilation and submission of finance statistics.

**ENQUIRIES:** **Joseph Thubakgale 015 960 9917**

**APPLICATIONS: E-mail:** [**recruitdppthy@npa.gov.za**](mailto:recruitdppthy@npa.gov.za) **or Fax: 012 843 3445**

# **POST: ASSISTANT DIRECTOR: FINANCE AND LOGISTICS**

**SALARY:** **R 289 761.00 per annum (Excluding Benefits)(Level 9)**

**CENTRE:** **DPP: South Gauteng (Recruit 2015/203)**

**REQUIREMENTS:** An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. Minimum of three years relevant experience. Knowledge of the PFMA and treasury regulations. Understanding of the transversal Systems (BAS, LOGIS & PERSAL). Knowledge and understanding of Basic Microsoft Programs ( Word, Excel, Outlook and PowerPoint). Leadership skills. Delegation and empowerment skills. Good interpersonal relations. Good communication skills. Planning and execution skills.

**DUTIES:** Manage and supervise the finance team in the division. Ensure that the Finance and Logistics Section complies with NPA policies and guidelines and other relevant legislative prescripts. Monitor the execution of finance and Supply Chain administrative deliverables. Ensure efficient financial systems. Ensure budget management and PFMA compliance. Plan for infrastructure requirements and ensure that the division is resourced with the required infrastructure. Ensure compilation and submission of finance statistics. Ensure expenditure management.

**ENQUIRIES:** **Judith Mackay 011 220 4026**

**APPLICATIONS: E-mail:** [**recruitdppjhb@npa.gov.za**](mailto:recruitdppjhb@npa.gov.za) **or Fax: 012 843 3438**

**SPECIALISED COMMERCIAL CRIME UNIT**

# **POST: ASSISTANT DIRECTOR: ADMINISTRATION**

**SALARY:** **R 289 761.00 per annum (Excluding Benefits) (Level 9)**

**CENTRE:** **SCCU: Johannesburg (Recruit 2015/205)**

**REQUIREMENTS:** An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. Minimum of three years relevant experience. Knowledge of the PFMA and treasury regulations. General office management. Knowledge and understanding of Basic Microsoft Programs ( Word, Excel, Outlook and PowerPoint). Leadership skills. Delegation and empowerment skills. Good interpersonal relations. Good communication skills. Planning and execution skills.

**DUTIES:** Provide financial administration services. Provide supply chain management services. Provide fleet and facilities management services. Manage building maintenance and security services. Provide human resource administration services. Manage office administration and document management. Manage staff and other resources.

**ENQUIRIES:** **Kgomotso Thamage-012 845 6918**

**APPLICATIONS: E-mail:** [**recruitsccupta@npa.gov.za**](mailto:recruitsccupta@npa.gov.za) **or fax 012 843 3437**

**CLOSING DATE: 14 September 2015**

**NOTE: For full view of vacancy specifications, applicants may visit the NPA’s website at** [***www.npa.gov.za***](http://www.npa.gov.za)**click on *the Careers@NPA* and ensure that you follow the correct link to the positions.**

For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on [www.npa.gov.za](http://www.npa.gov.za) which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in **BLOCK LETTERS.**

**Only** copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application.

Each post has a different recruitment number and it must be completed on the application form. Applications without the correct or without a recruit number will not be processed. Should you apply for more than one post, a separate application for each post must be submitted. Applications with multiple posts and recruitment numbers will not be accepted. The NPA is an equal opportunity employer. People with disabilities will be given preference and encouraged to apply. 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.

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. 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.

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