

NATIONAL PROSECUTING SERVICES

POST:

REGIONAL COURT CONTROL PROSECUTOR

SALARY:

**R614 883 per annum (Total Cost Package) to R 1 005 009.00 per annum
(Total Cost Package) (Level SU-3)**

CENTRE:

CPP: Thohoyandou (Recruit 2014/200); CPP: Kimberley (Recruit 2014/201); CPP: Bloemfontein (Thaba-Nchu) (Recruit 2014/202)

REQUIREMENTS:

A four-year Legal qualification. At least six 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. Good management skills. Must manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigation and giving instructions in complex of more difficult common law and statutory offences in the Regional and District Court. Drafting complex charge sheets and complex court documents. Ability to act independently without constant supervision. Excellent administrative skills. Valid driver's license is recommended.

DUTIES:

Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for 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 to conduct prosecutions on behalf of the State. Perform all duties related thereto 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 criminal justice.

ENQUIRIES:

CPP: Thohoyandou Khakhathi Phaswana 015 960 9924

CPP: Kimberley Nicholas Mogongwa 053 807 4500

CPP: Bloemfontein Lemmer Ludwick 051 410 6001

APPLICATIONS:

npa200@responsehandling.co.za or fax: 086 566 4945
npa201@responsehandling.co.za or fax: 086 566 4966
npa202@responsehandling.co.za or fax: 086 566 4970

POST:

HEAD CONTROL PROSECUTOR 3

SALARY:

R 614 883.00 per annum to R 1 005 009.00 per annum (Total Cost Package) (Level SU 3)

CENTRE:

CPP: Nelspruit (Recruit 2014/203)

REQUIREMENTS:

A four-year legal qualification. At least six years post qualification 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, competency in guiding investigation drafting charge sheets, indictments and court documents and dealing with representations.

DUTIES:

Manage, train and give guidance to prosecutors, study case dockets, decide on the institution of and conduct criminal proceedings, maintenance matters and inquest of a general and more advanced nature in lower courts. Prepare case 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 appeals and reviews, attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application 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 National Prosecuting authority. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES:

Lerato Rakale 012 351 6700

APPLICATIONS:

npa203@responsehandling.co.za or fax: 086 566 4911

POST:

DISTRICT COURT CONTROL PROSECUTOR

SALARY:

R 367 047.00 per annum (Excluding Benefits) to R 865 968.00 per annum (Total Cost Package) (Level SU 1 to SU 2)

CENTRE:

CPP: Mthatha (Recruit 2014/204)

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. Must have a driver's licence.

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:

Talita Raga 047 501 2629

APPLICATIONS:

npa204@responsehandling.co.za or fax: 086 566 4961

<u>POST:</u>	REGIONAL COURT PROSECUTOR
<u>SALARY:</u>	R 367 047.00 per annum (excluding benefits) to R 865 968.00 per annum (Total Cost Package) (Level LP-5 to LP-6)
<u>CENTRE:</u>	CPP: Bloemfontein: Phuthaditjhaba (Recruit 2014/205); Bloemfontein (Recruit 2014/206); CPP: Vaal (Benoni) X2 (Recruit 2014/207); CPP: Witbank (Evander) X2 (Recruit 2014/208); CPP: Upington (Recruit 2014/209); CPP: Kimberley (Recruit 2014/210); CPP: Durban (Recruit 2014/211);
<u>REQUIREMENTS:</u>	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. Ability to act independently or with minimum supervision; proficiency in prosecuting. Experience in guiding investigations and giving instructions in common law and statutory offences in Regional Court. Excellent communication and administrative skills. Valid driver's license. Knowledge of case flow management.
<u>DUTIES:</u>	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.
<u>ENQUIRIES:</u>	CPP: Bloemfontein Lemmer Ludwick – 051 410 6001 CPP: Vaal & CPP: Witbank Lerato Rakale 012 351 6700 CPP: Durban Mluleki Chagi 031 334 5001 CPP: Kimberley & CPP: Upington Nicholas Mogongwa 053 807 4500
<u>APPLICATIONS:</u>	npa205@responsehandling.co.za or fax: 086 566 5015 npa206@responsehandling.co.za or fax: 086 566 5022 npa207@responsehandling.co.za or fax: 086 566 4953 npa208@responsehandling.co.za or fax: 086 566 5237 npa209@responsehandling.co.za or fax: 086 566 5330 npa210@responsehandling.co.za or fax: 086 566 5321 npa211@responsehandling.co.za or fax: 086 566 4983

POST:

HEAD CONTROL PROSECUTOR 2

SALARY:

R 367 047.00 per annum (Excluding Benefits) to R 865 968.00 (Total cost Package) (Level SU-1 TO SU-2)

CENTRE:

CPP: Thohoyandou (Recruit 2014/212)

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 to manage and give guidance to and train prosecutors. Proficiency in Prosecuting, guiding investigations and giving instructions in complex of more difficult common law and statutory offences in the Lower Court, drafting sheets and complex court documents. Must be able to act independently and must have good administration skills.

DUTIES:

Manage, train and give guidance to prosecutors, study case dockets. Decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced mature in 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, and in general conduct prosecution on behalf of state. Perform all duties related thereto in accordance with the code of conduct, Policy and Directives 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 Prosecution 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.

ENQUIRIES:

Khakhathi Phaswana 015 960 9924

APPLICATIONS:

npa212@responsehandling.co.za or fax: 086 566 5046

SPECIALISED COMMERCIAL CRIME UNIT

<u>POST:</u>	SENIOR STATE ADVOCATE
<u>SALARY:</u>	R 713 583.00 per annum (Total Cost Package) to R 1 115 409.00 per annum (Total Cost Package) (Level LP 9)
<u>CENTRE:</u>	Mthatha (Recruit 2014/213)
<u>REQUIREMENTS:</u>	A 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 No 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. Well developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Good interpersonal, analytical, presentation and communication skills.
<u>DUTIES:</u>	Conduct prosecution of commercial crime cases. Advise the police on the investigation of complex commercial crime cases. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses; cross examine and address the court on conviction and sentence. Generally conduct Prosecution on behalf of the State.
<u>ENQUIRIES: APPLICATIONS</u>	Kgomotso Thamage-012 845 6918 npa213@responsehandling.co.za or fax: 086 566 4980

ASSET FORFEITURE UNIT

<u>POST:</u>	STATE ADVOCATE
<u>SALARY:</u>	R 554 025.00 per annum (Total Cost Package) to R 919 116.00 per annum (Total Cost Package) (Level LP-7 to LP 8)
<u>CENTRE:</u>	Cape Town (Recruit 2014/214)

REQUIREMENTS:

A four-year legal qualification. 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. Admitted as an Attorney (in terms of the Attorney Act 53 of 1979). Professional and able to act independently. Willing to travel, able to work extended hours. Excellent communication and administrative skills. Valid driver's licence. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point. Able to understand profit and loss calculations and basic business finance.

DUTIES:

Act as attorney for the Asset Forfeiture Unit. Execute tasks that by law must be performed by attorneys. Attend to diverse types of civil litigation in the High Court, Magistrates Courts as well as appeals from these courts, including appeals to the Supreme Court of Appeal. Dealing with constitutional issues including litigation in the Constitutional Court. Drafting and/ or settling of all types of agreements, rendering of legal opinions, drafting and moving applications. Attending to queries from curators on litigation of Asset Forfeiture matters. Collection of all taxed bills of all costs in favour of the State.

ENQUIRIES:

Lindie Swanepoel 012 845 6638

APPLICATIONS:

npa214@responsehandling.co.za or fax: 086 566 5034

**CORPORATE SERVICES
COMMUNICATIONS UNIT**

POST:

DEPUTY DIRECTOR: INTERNAL COMMUNICATIONS

SALARY:

R 532 278.00 per annum (Total Cost Package) (Level 11)

CENTRE:

Head Office (Recruit 2014/215)

REQUIREMENTS:

Bachelor's degree or National Diploma in Communications, Public Relations and Journalism. Five years' practical experience in internal communications environment. Project management skills. Practical experience in employee

engagement projects. Ability and confidence to work on own initiative. Highly organised and able to function effectively under pressure. Ability to work flexibly and outside working hours when necessary. Ability to function and interact at all levels. Working knowledge of the various platforms of communications, especially in internal communication. Excellent written and verbal communication skills. General knowledge of the principles of reputation management.

DUTIES:

Project manage the production of the NPA newsletter, Khasho. Manage content update and ensure quality and accuracy of information on the internet and intranet. Assist in the implementation of internal communications plan. Provide communications support to key NPA events, business unit strategic projects and leadership. Co-ordinate the production of annual report. Identify and provide appropriate internal communication tools and channels, and monitor the effectiveness of these channels. Assistance with ad-hoc assignments within Internal Communications. Champion internal awareness campaigns. Champion reputation management for Corporate Service.

ENQUIRIES:

Nomilo Mpondo 012 845 6524

APPLICATIONS:

npa215@responsehandling.co.za or fax: 086 566 5040

POST:

REGIONAL COMMUNICATIONS MANAGER

SALARY:

R 337 998.00 per annum (Excluding Benefits) (Level 10)

CENTRE:

DPP: North Gauteng (Recruit 2014/216)

REQUIREMENTS:

An appropriate Bachelor's degree, National Diploma or equivalent qualification on a minimum NQF level 6. Minimum of three years' experience in communications and media environment. Excellent understanding of public relations principles. Excellent communication (oral and written) skills. Project Management Skills. Good understanding of branding and event management. Organisational skills. Ability to work well under pressure. Must be prepared to travel extensively on a regular basis.

DUTIES:

Co-ordinate all communications activities and responsibilities for the office of the Director of Public Prosecutions (DPP): North Gauteng (this region includes

Limpopo and Mpumalanga DDPP offices, until new jurisdictional demarcations are fully implemented), in liaison with Head Office in Pretoria. Responsibilities include media liaison and media relationship management in the region, community outreach event management, branding and promotions, photography, internal communications, etc.

ENQUIRIES:

John Solomon: 012 845 6770

APPLICATIONS:

npa216@responsehandling.co.za or fax: 086 566 5265

FINANCE AND PROCUREMENT

POST:

DEPUTY DIRECTOR: INTERNAL CONTROL

SALARY:

R 532 278.00 per annum (Total Cost Package) (Level 11)

CENTRE:

Head Office (Recruit 2014/217)

REQUIREMENTS:

An appropriate Bachelor's degree, National Diploma or equivalent qualification on a minimum NQF level 6. Five years' experience in Financial Management of which three years should be at supervisory level. Able to act independently. Willing to travel and work extended hours. Excellent communication skills, administrative and writing skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Able to understand finance information, legal terminology, calculations and basic business finance. Managing a staff component and responsible for the performance management of staff. Valid driver's license.

DUTIES:

Manage validity of financial data and monitor the effectiveness of internal controls within NPA Business Units and Regional Offices. Draft and submit monthly reports in terms of irregular, fruitless and wasteful expenditure theft and losses. Monitor LOGIS, BAS and PERSAL systems controller functions and exception reports to ensure that effective segregation of duties is maintained. Manage the maintenance and updating of registers relating to irregular and fruitless/wasteful expenditure. Manage and enforce compliance with applicable laws, rules and regulations. Review compliance with SCM procedures and policies, internal policies, PFMA, National Treasury and Public Service Act. Review all scanned and uploaded payment batches against prescripts to ensure compliance. Prepare necessary reports for internal and

external audit. Provide reports in terms of irregular expenditure prior years. Report on effectiveness of internal control systems across the NPA offices and provide recommendations. Participate in the development of financial policies and procedures. Manage compliance with existing policies in terms of Business units and regional Offices. Provide training and awareness sessions. Develop, review and ensure proper financial delegations are in place. Manage and investigate cases of irregular, fruitless, fruitless and wasteful expenditure, thefts and losses. Present comprehensive reports in terms of cases related to irregular, unauthorized and wasteful to the Expenditure Control Committee. Manage the referral of cases of specific units and condonation requests as determined by the Expenditure Control Committee. Manage staff and other resources within the sub directorate.

ENQUIRIES:

Adellé Jankowitz 012 845 6000

APPLICATIONS:

npa217@responsehandling.co.za or fax: 086 566 5302

POST:

ASSISTANT DIRECTOR: INTERNAL CONTROL

SALARY:

R 270 804.00 per annum (Excluding Benefits) (Level 9)

CENTRE:

Head Office (Recruit 2014/218)

REQUIREMENTS:

An appropriate Bachelor's degree, National Diploma or equivalent qualification on a minimum NQF level 6. Minimum of three years' experience in Financial Management. Able to act independently. Willing to travel and work extended hours. Excellent communication skills, administrative and writing skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Able to understand finance information, legal terminology, calculations and basic business finance. Valid driver's license.

DUTIES:

Detect validity of financial data and monitor the effectiveness of internal controls within NPA Business Units and Regional Offices. Review all scanned and uploaded payment batches against policies, processes, Acts and /regulations. Compile and submit possible irregular, fruitless and wasteful expenditure cases monthly. Prepare inputs for financial statements as and when required. Enforce compliance with applicable laws, rules and regulations. Conduct analysis and prepare comprehensive report in terms of compliance on

policies and processes pertaining to irregular expenditure of prior years. Implement, monitor and review SCM procedures and policies, internal policies, Public Finance Management Act, National Treasury and Public Service Act. Respond to auditors (internal and external) queries. Participate in the development of financial policies and procedures. Monitor compliance with existing policies and procedures. Identify potential risks and update risk register. Investigate cases in terms of irregular, fruitless and wasteful expenditure, thefts and losses. Investigate all noted cases of prior years. Supervise staff.

ENQUIRIES:

Adellé Jankowitz 012 845 6000

APPLICATIONS:

npa218@responsehandling.co.za or fax: 086 566 5194

CLOSING DATE:

21 July 2014

NOTE:

For full view of vacancy specifications, applicants may visit the NPA's website at 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 and must be completed in full i.e. **both pages of the Z83 must be completed**. 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**.

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. Section B of the application form requiring personal information must be completed as the NPA uses the information for Employment Equity and other reporting purposes. 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 Affirmative Portfolios on/or before the closing date. No late applications will be accepted/processed. The NPA /Affirmative Portfolios cannot be held responsible for postal or server delays. Applicant's attention is drawn to the fact that Affirmative Portfolios uses an Electronic Response Handling System in terms of e-mailed applications. Please **DO NOT** contact Affirmative Portfolios 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 Affirmative Portfolios. **Only** copies of required

qualifications and other listed documents as per the advert, preferably certified, must be included with your application. 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 security clearance up to a level of Top Secret. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview.

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

Or posted to:
Affirmative Portfolios
P.O. Box 785724
Sandton
2146