

NATIONAL PROSECUTING AUTHORITY

<u>APPLICATIONS</u>	:	Applications must be submitted to the relevant Recruitment Response E-mail or fax as stated Or posted to: Affirmative Portfolios, P.O. Box 785724, Sandton, 2146
<u>CLOSING DATE</u>	:	27 October 2014
<u>NOTE</u>	:	For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in BLOCK LETTERS. Only copies of certified required qualifications, identity document and other listed documents as per the advert, <u>must</u> 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 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. 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.

OTHER POSTS

<u>POST 40/36</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2014/372</u>
<u>SALARY</u>	:	R183 438 per annum (Excluding Benefits) (Level 7)
<u>CENTRE</u>	:	DPP: Kimberley
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Minimum three 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. Good grooming and presentation. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector.
<u>DUTIES</u>	:	Provide secretarial and administration support service to the DDPP. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the DDPP. Type documents for the DDPP. Operates office equipment like fax machines and photocopiers. Provides a clerical support service to the DDPP. Make travel arrangements; make logistical arrangements for meeting and events, process travel and subsistence claims for the DDPP, taking minutes during meetings, draft routine correspondence, develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items such as stationery. Liaise with other offices of the NPA and corporate services with regard to all matters pertaining to the administrative functions of the office.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa-053 807 4539
<u>APPLICATIONS</u>	:	E-mail: npa372@responsehandling.co.za or Fax 0865665046

<u>POST 40/37</u>	:	<u>REGISTRY CLERK (SUPERVISOR) REF NO: RECRUIT 2014/373</u>
<u>SALARY</u>	:	R183 438 per annum (Excluding Benefits) (Level 7)
<u>CENTRE</u>	:	DPP: Mpumalanga (Nelspruit)
<u>REQUIREMENTS</u>	:	An appropriate B Degree, National Diploma or equivalent qualification on NQF level 6. Minimum two years' experience in working in different registries within the Document environment. Electronic Document management experience. Computer literacy skills in MS Word, Ms PowerPoint, MS Outlook and Ms Excel. Report writing skills. Excellent communication and administrative skills. Ability to work as part of a team as well as independently. Ability to work under pressure.
<u>DUTIES</u>	:	Supervise in the registry section Provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Render an effective filing and records management service (manually and electronic). Ensure the operation and operate office machines in relation to the registry section. Ensure the processing and process documents for archiving and / or disposal.
<u>ENQUIRIES</u>	:	Lerato Rakale 012 351 6700
<u>APPLICATIONS</u>	:	E-mail: npa373@responsehandling.co.za or Fax: 086 566 4980
<u>POST 40/38</u>	:	<u>ADMINISTRATION CLERK (SUPERVISOR) REF NO: RECRUIT 2014/374</u>
<u>SALARY</u>	:	R183 438 per annum (Excluding Benefits) (Level 7)
<u>CENTRE</u>	:	DPP: Mpumalanga (Nelspruit)
<u>REQUIREMENTS</u>	:	An appropriate B Degree, National Diploma or equivalent qualification on NQF level 6. Minimum two years' relevant experience. Strong interpersonal skills. Good written and verbal communication skills. Computer literacy (MS packages). Ability to collect and interpret stats. Good planning and organizing skills. Team work. Knowledge and understanding of the legislative framework governing Public Service.
<u>DUTIES</u>	:	Supervise the clerical support section. Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data. Update registers and stats. Render general administrative support such as filing, photocopying, faxing, receiving and dispatching of documents. Keep and maintain the filing system for the component. Draft correspondence, memoranda and reports when required. Keep and maintain the incoming and outgoing registers of the section.
<u>ENQUIRIES</u>	:	Lerato Rakale 012 351 6700
<u>APPLICATIONS</u>	:	E-mail: npa374@responsehandling.co.za or Fax: 086 566 5034
<u>POST 40/39</u>	:	<u>COURT PREPARATION OFFICER REF NO: RECRUIT 2014/370</u>
<u>SALARY</u>	:	R148 584 per annum (Excluding Benefits) (Level 6)
<u>CENTRE</u>	:	CPP: Mmabatho (Ga-Rankuwa)
<u>REQUIREMENTS</u>	:	An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. One year experience in a court environment. Sound co-ordination and counselling experience. Knowledge of the criminal Justice System. Ability to work independently without constant supervision. Excellent administrative skill, good communication skills and problem solving skills and ability to work well with children
<u>DUTIES</u>	:	Provide holistic and integrated care for 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 the investigating officers and social workers. Liaise with and report to the Prosecutor / Manager. Perform all duties in accordance with general accepted court preparation technique.
<u>ENQUIRIES</u>	:	CPP: Mmabatho-Flora Kalakgosi 018 381 9041
<u>APPLICATIONS</u>	:	e-mail: npa370@responsehandling.co.za or fax 086 566 5321
<u>POST 40/40</u>	:	<u>HUMAN RESOURCE CLERK REF NO: RECRUIT 2014/375</u>
<u>SALARY</u>	:	R123 738 per annum (Excluding Benefits) (Level 5)
<u>CENTRE</u>	:	DDPP: Durban
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Minimum of 2 years relevant experience. Knowledge of PERSAL. Knowledge of Human Resource Management in the Public Service. Good communication. Good organizational and people management skills. Computer Literacy. Ability to work under pressure. Ability to lead and guide a team for sub-section in the office.
<u>DUTIES</u>	:	Perform a variety of Human Resource Function and tasks in the region. Assist in formulating, implementing and maintaining HR Policies. Assists in the interview

process. Liaise with corporate services regarding all matters pertaining to HR functions. Assist in the training and development programmes in the office. Assist in the Performance Assessment Process.

ENQUIRIES : Musa Mncwabe – 031 3345092
APPLICATIONS : E-mail: Npa375@responsehandling.co.za or fax 086 566 5040

POST 40/41 : **MESSENGER DRIVER 3 POSTS**

SALARY : R103 494 per annum (Excluding Benefits) (Level 4)
CENTRE : DPP: Cape Town X2 (Recruit 2014/371)
 DPP: Mpumalanga (Nelspruit) (Recruit 2014/376)

REQUIREMENTS : Grade 12 or equivalent qualification. Knowledge of Registry procedures. Experience as a messenger. Valid driver's license. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure.

DUTIES : Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the DPP Cape Town office / DPP Mpumalanga office. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribution of correspondence buy utilizing the approved file plan for the office.

ENQUIRIES : Mzukisi Gcuwa- 021 487 7048
 L Rakale 012 351 6700

APPLICATIONS : E-mail: npa371@responsehandling.co.za or fax 086 566 4983
 E-mail: npa376@responsehandling.co.za or fax 086 566 5265