

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** : 11 August 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. A valid driver's license will be a requirement where applicable. (Attach proof of drivers license). 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 Regional Court Prosecutor with Ref No: Recruit 2020/88 and Deputy Director of Public Prosecutions with Ref No: Recruit 2020/77 with closing date 30 March 2020 advertised in Public Service Vacancy Circular 37 dated 13 March 2020 has been withdrawn.

OTHER POSTS

- POST 18/10** : **SENIOR PUBLIC PROSECUTOR**
National Prosecutions Service
- SALARY CENTRE** : R983 019 - R 1 536 567. per annum (Total Cost Package) (Level CM-1)
: CPP: Ntuzuma - Recruit 2020/112 (02 Posts)
: CPP: Modimolle (Groblersdal) - Recruit 2020/113
: CPP: Johannesburg - Recruit 2020/114 (02 Post)
: CPP: Bloemfontein (Botshabelo) - Recruit 2020/115
: (Thaba Nchu) - Recruit 2020/116
: CPP: Mthatha - Recruit 2020/117 (Re-Advert)
: CPP: Pretoria - Recruit 2020/223 (05 Posts)
- 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. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. 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 of a general and more advanced nature. Prepare cases for court and draft charge sheet and other proceedings of the court. Represent the State in all Courts. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
- ENQUIRIES** : CPP: Ntuzuma Sifiso Ntombela Tel No: (031) 334 5084
: CPP: Modimolle Thuba Thubakgale Tel No: (015) 045 0285

	CPP: Johannesburg Nora Malahlela Tel No: (011) 220 4274
	CPP: Bloemfontein (Botshabelo); (Thaba Nchu) Lemmer Ludwick Tel No: (051) 410 6001
	CPP: Mthatha Linda Mankayi Tel No: (047) 501 2607
	CPP: Pretoria C Mutshinyalo Tel No: (012) 351 6760
<u>APPLICATIONS</u>	CPP: Ntuzuma e mail Recruit2020112@npa.gov.za
	CPP: Modimolle (Groblersdal) e mail Recruit2020113@npa.gov.za
	CPP: Johannesburg e mail Recruit2020114@npa.gov.za
	CPP: Bloemfontein (Botshabelo) e mail Recruit2020115@npa.gov.za
	(Thaba Nchu) e mail Recruit2020116@npa.gov.za
	CPP: Mthatha e mail Recruit2020117@npa.gov.za
	CPP: Pretoria Recruit2020223@npa.gov.za
<u>POST 18/11</u>	<u>SENIOR PUBLIC PROSECUTOR (TUTOR) RECRUIT 2020/118</u>
	National Prosecutions Service
<u>SALARY</u>	R983 019 - R 1 536 567 per annum (Total Cost Package) (Level CM-1)
<u>CENTRE</u>	CPP: Port Elizabeth
<u>REQUIREMENTS</u>	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. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
<u>DUTIES</u>	Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee prosecutor. Train and guide Prosecutors including trainee prosecutors and stakeholders in preparation of Case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance to code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	Andiswa Tengile Tel No: (012) 842 1450
<u>APPLICATIONS</u>	e mail Recruit2020118@npa.gov.za
<u>POST 18/12</u>	<u>SENIOR STATE ADVOCATE</u>
	Specialised Commercial Crime Unit
<u>SALARY</u>	R983 019.- R1 536 567 per annum (Total Cost Package) (Level LP-9)
<u>CENTRE</u>	Cape Town - Recruit 2020/119
	Port Elizabeth - Recruit 2020/312
<u>REQUIREMENTS</u>	A recognized four-year legal qualification. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required.
<u>DUTIES</u>	Conduct prosecution of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. 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. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.
<u>ENQUIRIES</u>	Cape Town Janice September Tel No: (021) 944 6700
	Port Elizabeth Nosiseko Mbaleka Tel No: (012) 842 1465
<u>APPLICATIONS</u>	Cape Town e mail Recruit2020119@npa.gov.za ;
	Port Elizabeth Recruit2020312@npa.gov.za

<u>POST 18/13</u>	:	<u>SENIOR STATE ADVOCATE</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R983 019 - R 1 536 567. per annum (Total Cost Package) (Level LP-9)
<u>CENTRE</u>	:	Port Elizabeth (East London) (Re-Advert) (Recruit 2020/120)
<u>REQUIREMENTS</u>	:	Recognized four-year legal qualification. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. The ability to act independently. Strong computer skills will be required.
<u>DUTIES</u>	:	Conduct prosecution of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. 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. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.
<u>ENQUIRIES</u>	:	Anthony Bean Tel No: (046) 602 3041
<u>APPLICATIONS</u>	:	e mail Recruit2020120@npa.gov.za
<u>POST 18/14</u>	:	<u>SENIOR STATE ADVOCATE</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R983 019 - R1 536 567. per annum (Total cost package) (LP-9)
<u>CENTRE</u>	:	Cape Town (George) - Recruit 2020/121 (Bredasdorp) - Recruit 2020/122 Polokwane - Recruit 2020/123 (Re-Advert) Pretoria - Recruit 2020/124 (Re-Advert) Durban - Recruit 2020/125 Mmabatho - Recruit 2020/126) (Re-Advert) (02 Posts) Johannesburg - Recruit 2020/127 Kimberley - Recruit 2020/128 Nelspruit (Middelburg) Recruit 2020/129 East London (Mthatha) Recruit 2020/130
<u>REQUIREMENTS</u>	:	A recognised four-year legal qualification. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least eight years' post qualification experience in civil and/or criminal litigation. Well-developed skills in advocacy and legal drafting Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage; Good interpersonal, analytical, presentation and communication skills. The ability to act independently. Valid driver's licence recommended.
<u>DUTIES</u>	:	Litigation and supervising litigation. Conduct civil litigation regarding all aspects of the freezing and forfeiture/confiscation of property/assets derived from criminal activity, drafting applications, preparing heads of argument and presenting cases in court Training of NPA staff in the use of asset forfeiture procedures. Legal research and keeping up to date with legal developments. Assist with the general management of the unit, including developing the systems, receiving and analyzing reports and making recommendations to the unit.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel. No: (012) 845 6638
<u>APPLICATIONS</u>	:	Cape Town (George) e mail Recruit2020121@npa.gov.za Bredasdorp e mail Recruit2020122@npa.gov.za Polokwane e mail Recruit2020123@npa.gov.za Pretoria e mail Recruit2020124@npa.gov.za Durban e mail Recruit2020125@npa.gov.za Mmabatho e mail Recruit2020126@npa.gov.za Johannesburg e mail Recruit2020127@npa.gov.za Kimberley e mail Recruit2020128@npa.gov.za Nelspruit (Middelburg) e mail Recruit2020129@npa.gov.za East London (Mthatha) Recruit2020130@npa.gov.za

<u>POST 18/15</u>	:	<u>SENIOR STATE ADVOCATE (OCC) RECRUIT 2020/131</u> National Prosecutions Service
<u>SALARY</u>	:	R983 019 - R1 536 567.per annum (Total Cost Package) (Level LP-9)
<u>CENTRE</u>	:	DPP: Grahamstown (Organised Crime-Port Elizabeth)
<u>REQUIREMENTS</u>	:	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. Five years' experience in legal practice will be an added advantage. Ability to act independently. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. Experience or knowledge in POCA Legislation.
<u>DUTIES</u>	:	Study case dockets, decide on 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. Guide project investigations.
<u>ENQUIRIES</u>	:	Anthony Bean Tel No: (046) 602 3000
<u>APPLICATIONS</u>	:	e mail Recruit2020131@npa.gov.za
<u>POST 18/16</u>	:	<u>SENIOR STATE ADVOCATE RECRUIT 2020/313</u> National Prosecutions Service
<u>SALARY</u>	:	R983 019 - R1 536 567 per annum (Total Cost Package) (Level LP-9)
<u>CENTRE</u>	:	DPP: Grahamstown
<u>REQUIREMENTS</u>	:	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. Five years' experience in legal practice will be an added advantage. Ability to act independently. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.
<u>DUTIES</u>	:	Study case dockets, decide on 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. Guide project investigations.
<u>ENQUIRIES</u>	:	Nomfuneko Ntpane Tel No: (046) 602 3000
<u>APPLICATIONS</u>	:	e mail Recruit2020313@npa.gov.za
<u>POST 18/17</u>	:	<u>SENIOR STATE ADVOCATE RECRUIT 2020/132 (05 POST)</u> National Prosecutions Service
<u>SALARY</u>	:	R983 019 - R1 536 567 per annum (Total Cost Package) (Level LP-9)
<u>CENTRE</u>	:	DDPP: Bhisho
<u>REQUIREMENTS</u>	:	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. Five years' experience in legal practice will be an added advantage. Ability to act independently.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Talita Raga Tel No: (040) 608 6800
<u>APPLICATIONS</u>	:	DDPP: Bhisho e mail Recruit2020132@npa.gov.za
<u>POST 18/18</u>	:	<u>STATE ADVOCATE (ATTORNEY)</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R763 21. - R1 266 156 per annum (Total cost package) (LP-7 to LP-8)
<u>CENTRE</u>	:	Polokwane - Recruit 2020/133 (Thohoyandou) - Recruit 2020/134 Bloemfontein - Recruit 2020/135 Kimberley - Recruit 2020/310
<u>REQUIREMENTS</u>	:	A recognised four-year legal qualification. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least 5 years post qualification legal experience. Admission as an Attorney of the High Court of South Africa. Appropriate knowledge of or experience in the implementation of the Prevention of Organized Crime Act and in dealing with legal matters relating to Asset Forfeiture Unit is

recommended. Excellent interpersonal, analytical, presentation and communication skills. Strong computer skills (Ms Word, Excel, Outlook and PowerPoint is recommended. Professionalism and able to act independently Willingness to travel and work extended hours. Excellent communication and administrative skills are recommended, as well as literacy and numeracy skills in so far as being able to understand profit and loss calculations and basic business finance is recommended. Ability to conduct legal research is recommended. Valid driver's license is recommended.

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, Magistrate Courts as well as appeals from these courts, including appeals to the Supreme Court of Appeal. Deal with constitutional issues, including litigation in the Constitutional Court. Draft and / or settle all types of agreements render legal opinions, draft and move applications. Attend to queries from curators on litigation of Asset Forfeiture matters. Collect all taxed bills of all costs in favour of the state.

ENQUIRIES : Lindie Swanepoel Tel.No: (012) 845 6638
APPLICATIONS : Polokwane e-mail: Recruit2020133@npa.gov.za
 Thohoyandou)e-mail: Recruit2020134@npa.gov.za
 Bloemfontein e-mail: Recruit2020135@npa.gov.za
 Kimberley Recruit2020310@npa.gov.za

POST 18/19 : **STATE ADVOCATE**
 Asset Forfeiture Unit

SALARY : R763 212 - R1 266 156 per annum (Total Cost Package) (LP-7 to LP-8)
CENTRE : Nelspruit - Recruit 2020/136
 Mmabatho - Recruit 2020/137

REQUIREMENTS : A recognised four-year legal qualification. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. At least 5 years post qualification legal experience in civil and/or criminal litigation. Well-developed skills in legal research and legal drafting and advocacy. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, presentation and communication skills. Valid driver's license is recommended. Strong computer skills.

DUTIES : Civil litigation on behalf of the State regarding all aspects of freezing of property and obtaining final forfeiture/ confiscation orders. Draft and present asset forfeiture applications in all courts. Liaise with prosecutors on cases with asset forfeiture potential. Train prosecutors and investigators in the use of Asset Forfeiture Law. Conduct research on identified areas of the law. Draft legal opinions on aspects of asset forfeiture, civil and criminal law. Draft heads of argument and policy documents on behalf of the unit. Write articles for internal newsletter on developing areas of asset forfeiture law. Keep up to date with legal developments.

ENQUIRIES : Lindie Swanepoel Tel.No: (012) 845 6638
APPLICATIONS : Nelspruit e mail Recruit2020136@npa.gov.za
 Mmabatho e mail Recruit2020137@npa.gov.za

POST 18/20 : **STATE ADVOCATE**
 Specialised Commercial Crime Unit

SALARY : R763 212. - R1 266 156. per annum (Total Cost Package) (Level LP- 7 to LP-8)
CENTRE : Cape Town - Recruit 2020/138 (05 Poats)
 Durban - Recruit 2020/139 (02 Posts)

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. Admission as an Attorney and/or Advocate will be an added advantage. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Valid driver's licence.

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 a case 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.
<u>ENQUIRIES</u>	: Cape Town Janice September Tel No: (021) 944 6700; Durban Bongive Mlaba Tel No: (031) 335 6617
<u>APPLICATIONS</u>	: Cape Town e mail Recruit2020138@npa.gov.za Durban e mail Recruit2020139@npa.gov.za
<u>POST 18/21</u>	: <u>HEAD COURT CONTROL PROSECUTOR 3</u> National Prosecutions Service
<u>SALARY CENTRE</u>	: R847 047 - R1 384 479. per annum (Total Cost Package) (Level SU-3) : CPP: Empangeni (Mahlabathini) - Recruit 2020/148 : CPP: Bellville (Malmesbury) - Recruit 2020/149
<u>REQUIREMENTS</u>	: A four-year Legal qualification. At least six years' post qualification legal experience. Good management skills. Proficiency in prosecuting, guiding investigation and giving instructions in complex of more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision. Excellent administrative skills. Valid driver's license is recommended.
<u>DUTIES</u>	: 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.
<u>ENQUIRIERS</u>	: CPP: Empangeni Sifiso Ntombela Tel No: (031) 334 5084 : CPP: Bellville Angelene Jansen Tel No: (021) 487 7123
<u>APPLICATIONS</u>	: CPP: Empangeni e mail Recruit2020148@npa.gov.za ; : CPP: Bellville e mail Recruit2020149@npa.gov.za
<u>POST 18/22</u>	: <u>REGIONAL COURT CONTROL PROSECUTOR</u> National Prosecutions Service
<u>SALARY CENTRE</u>	: R847 047 - R1 384 479. per annum (Total Cost Package) (Level SU-3) : CPP: Welkom - Recruit 2020/150 : CPP: Butterworth - Recruit 2020/151 : CPP: Odi - Recruit 2020/152 : (Bafokeng) - Recruit 2020/153 : CPP: Mmabatho (Vryburg) - Recruit 2020/154
<u>REQUIREMENTS</u>	: A recognized four-year legal qualification. At least six years post qualification legal experience. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills.
<u>DUTIES</u>	: Manage, train and give guidance to and train 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 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 NPA. 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 system.
<u>ENQUIRIES</u>	: CPP: Welkom Lemmer Ludwick Tel No: (051) 410 6001 : CPP: Butterworth Linda Mankayi Tel No: (047) 501 2607 : CPP: Odi & CPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9041

<u>APPLICATIONS</u>	:	CPP: Welkom e mail Recruit2020150@npa.gov.za CPP: Butterworth e mail Recruit2020151@npa.gov.za CPP: Odi e mail Recruit2020152@npa.gov.za (Bafokeng) e mail Recruit2020153@npa.gov.za CPP: Mmabatho (Vryburg) e mail Recruit2020154@npa.gov.za
<u>POST 18/23</u>	:	<u>STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R763 212 - R1 266 156. per annum (Total Cost Package) (Level LP- 7 to LP-8) DPP: Kimberley - Recruit 2020/140 (02 Post) DPP: Mmabatho - Recruit 2020/141 (02 Post) DPP: Johannesburg - Recruit 2020/142 (10 Post) DPP: Bloemfontein - Recruit 2020/143 DDPP: Durban - Recruit 2020/144 (02 Post) DPP: Pietermaritzburg - Recruit 2020/145(02 Post) DPP: Mthatha - Recruit 2020/146 (02 Post) DPP: Grahamstown - Recruit 2020/314
<u>REQUIREMENTS</u>	:	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 civil and/or criminal procedure. Proficiency in prosecuting, guiding investigations, drafting charge sheets, including indictments and court documents, dealing with representations. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently.
<u>DUTIES</u>	:	Study case dockets, make assessments thereof and decide on the institution prosecution. Draft charge sheets and other court documents. Prepare cases for court, including the acquisition of additional evidence. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. 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 related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	DPP: Kimberley: Nicholas Mogongwa Tel No: (053) 807 4539 DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041 DPP: Johannesburg Reuben Palai Tel No: (011) 220 4124 DPP: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001 DDPP: Durban Sifiso Ntombela Tel No: (031) 334 5084 DPP: Mthatha Linda Mankayi Tel No: (047) 501 2607 DPP: Grahamstown Nomfuneko Ntapane Tel No: (046) 0602 3000
<u>APPLICATIONS</u>	:	DPP: Kimberley e-mail Recruit2020140@npa.gov.za DPP: Mmabatho e-mail Recruit2020141@npa.gov.za DPP: Johannesburg e-mail Recruit2020142@npa.gov.za DPP: Bloemfontein e mail Recruit2020143@npa.gov.za DDPP: Durban e mail Recruit2020144@npa.gov.za DPP: Pietermaritzburg e mail Recruit2020145@npa.gov.za DPP: Mthatha e-mail Recruit2020146@npa.gov.za DPP: Grahamstown Recruit2020314@npa.gov.za
<u>POST 18/24</u>	:	<u>STATE ADVOCATE (STU) RECRUIT 2020/147</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R763 212 - R1 266 156 per annum (Total Cost Package) (LP-7 to LP-8) DPP: Pietermaritzburg
<u>REQUIREMENTS</u>	:	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. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasion/avoidance, commercial crimes, fraud and related matters. Knowledge of income Tax Act, Vat Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. Ability to act independently without supervision and manage court and case flow. General computer literacy and knowledge of programs in MS Word; Excel, Outlook

	and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. A valid drivers' license.
<u>DUTIES</u>	: Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Assist SARS in keeping proper records of all the criminal prosecutions and supply them with accurate statistics. Assist Deputy Directors with high profile matters where an increase risk element is present.
<u>ENQUIRIES</u>	: Thabsile Radebe Tel.No: (033) 392 8753
<u>APPLICATIONS</u>	: Nelspruit e-mail Recruit2020147@npa.gov.za
<u>POST 18/25</u>	: <u>DEPUTY DIRECTOR: HR PLANNING AND EQUITY RECRUIT 2020/201</u> HRM & D (HR Transformation)
<u>SALARY</u>	: R733 257 per annum (Level 11) (Total Cost Package) (MMS)
<u>CENTRE</u>	: Pretoria Head Office
<u>REQUIREMENTS</u>	: An appropriate B Degree (NQF 7)/Three (3) year Diploma (NQF 6). Minimum five years' experience working in Human Resources of which three must be specific experience in the Human Resources Strategies, Employment Equity and Diversity Management Programs. Working knowledge of Human Resources Planning within the Public Sector environment. Understanding of the public service generally and Human Resource Practices in particular. Knowledge of the applicable legislation and prescripts in the public service. Research, presentation and facilitation skills. Good managerial, report writing and communication skills. Analysis and problem-solving skills. Project management. Advanced computer skills. Valid driver's license is a requirement.
<u>DUTIES</u>	: Facilitate the process of development and implementation of the Human Resources Plan/Strategy. Conduct research and surveys on labour matters. Develop and review Human Resources Policies and strategies. Analyse human resource information and provide advise and support to management on human resources matters. Guide and lead the process of the development and implementation of the Employment Equity Plan which also include management of disability, gender and diversity in the workplace. Coordinate the implementation of Regional Employment Equity Plans. Promote advocacy on EE programmes including disability in the workplace. Develop strategies to promote and enhance Employment Equity programmes. Facilitate, monitor and report on EE plans and strategy. Participate in the implementation of diversity management interventions. Participate in the implementation of programmes that highlight gender issues and ensure reporting on gender mainstreaming. Manage a team of practitioners responsible for the Human Resources Plan, Employment Equity and other related programmes.
<u>ENQUIRIES</u>	: GB Dladla Tel No: (012) 845 6533
<u>APPLICATIONS</u>	: e mail Recruit2020201@npa.gov.za
<u>POST 18/26</u>	: <u>HEAD COURT CONTROL PROSECUTOR 2</u> National Prosecutions Service
<u>SALARY</u>	: R510 432 - R1 192 947.00 per annum (Total Cost Package) (Level SU-1 TO SU-2)
<u>CENTRE</u>	: CPP: Empangeni (Inkanyezi) - Recruit 2020/155 CPP: Thohoyandou (Tshilwavhusiku) - Recruit 2020/156 CPP: East London (Stutterheim) - Recruit 2020/311
<u>REQUIREMENTS</u>	: 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.
<u>DUTIES</u>	: 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's case in court, to lead witnesses, cross examine and address the court on inter alia, 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>	: CPP: Empangeni Sifiso Ntombela Tel No: (031) 334 5084 CPP: Thohoyandou Thuba Thubakgale Tel No: (015) 045 0285

<u>APPLICATIONS</u>	:	CPP: East London Talita Raga Tel No: (040) 608 6800 CPP: Empangeni (Inkanyezi) e-mail Recruit2020155@npa.gov.za CPP: Thohoyandou (Tshilavhusiku) e-mail Recruit2020156@npa.gov.za CPP: East London (Stutterheim) Recruit2020311@npa.gov.za
<u>POST 18/27</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R510 432 – R1 192 947.per annum (Total Cost Package) (Level LP-5 to LP-6) CPP: Bloemfontein Recruit 2020/157 (04 Posts) (Phuthaditjhaba) - Recruit 2020/158 (Botshabelo) - Recruit 2020/159 CPP: Welkom - Recruit 2020/160 (Sasolburg) - Recruit 2020/161 CPP: Odi (Bafokeng) (Recruit 2020/162 CPP: Mmabatho (Molopo) - Recruit 2020/163 (Taung) - Recruit 2020/164 CPP: Kimberley - Recruit 2020/165 (De-Aar) - Recruit 2020/166 CPP: Witbank (Siyabuswa) (Recruit 2020/167 CPP:Johannesburg - Recruit 2020/168 (03Posts) CPP: West Rand - Recruit 2020/169 (05 Posts) CPP: East Rand - Recruit 2020/170 (08 Posts) CPP: Cape Town - Recruit 2020/171 (Goodwood) - Recruit 2020/172 (17 Posts) CPP: Bellville (Vredenburg) - Recruit 2020/173 CPP: George - Recruit 2020/174 CPP: Wynberg - Recruit 2020/175 (Ceres) - Recruit 2020/176 (Worcester) (Recruit 2020/177 (Paarl) - Recruit 2020/315 CPP: Durban - Recruit 2020/178 (04 Posts) CPP: Ntuzuma - Recruit 2020/180 (Pinetown) - Recruit 2020/179 CPP: Nelspruit (Lydenburg) - Recruit 2020/181 CPP: Vaal Triangle (Vereeniging) - Recruit 2020/182 (Sebokeng) - Recruit 2020/183 CPP: Pretoria - Recruit 2020/184 (17 Posts) CPP: Butterworth - Recruit 2020/185 CPP: Mthatha (Bityi) - Recruit 2020/186 CPP: Queenstown - Recruit 2020/187 (02 Posts)
<u>REQUIREMENTS</u>	:	A recognized four-year legal qualification. At least four years post qualification legal experience. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Litigation in the regional court and management experience will be an added advantage.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	CPP: Bloemfontein & CPP: Welkom Lemmer Ludwick Tel No: (051) 410 6001 CPP: Mmabatho & CPP: Odi Flora Kalakgosi Tel No: (018) 381 9041 CPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539 CPP: Witbank Khensani Lumphondo Tel No: (013) 045 0635 CPP: Johannesburg Nora Malahlela Tel No: (011) 220 4274 CPP: West Rand & CPP East Rand Sydwell Namuhuchu Tel No: (011) 220 4005 CPP: Cape Town; CPP: Wynberg; CPP: Bellville & CPP: George Angelene Jansen Tel No: (021) 487 7123 CPP: Pretoria Confidence Mutshinyalo Tel No: (012) 351 6760 CPP: Vaal Triangle Godfrey Ramakuela Tel No: (012) 351 6808 CPP: Durban & CPP: Ntuzuma Sifiso Ntombela Tel No: (031) 334 5084 CPP: Nelspruit Gift Chiloane Tel No: (013) 045 0623

<u>APPLICATIONS</u>	<p>CPP: Butterworth & CPP: Mthatha Linda Mankayi Tel No: (047) 501 2607 CPP: Queenstown Nomfuneko Ntapane Tel No: (046) 602 3000 CPP: Bloemfontein e mail Recruit2020157@npa.gov.za (Phuthaditjhaba) e mail Recruit2020158@npa.gov.za (Botshabelo) e mail Recruit2020159@npa.gov.za CPP: Welkom e mail Recruit2020160@npa.gov.za (Sasolburg) e mail Recruit2020161@npa.gov.za CPP: Odi (Bafokeng) e mail Recruit2020162@npa.gov.za CPP: Mmabatho (Molopo) e mail Recruit2020163@npa.gov.za (Taung) e mail Recruit2020164@npa.gov.za CPP: Kimberley e mail Recruit2020165@npa.gov.za (De-Aar) e mail Recruit2020166@npa.gov.za CPP: Witbank (Siyabuswa) e mail Recruit2020167@npa.gov.za CPP: Johannesburg e mail Recruit2020168@npa.gov.za CPP: West Rand e mail Recruit2020169@npa.gov.za CPP: East Rand e mail Recruit2020170@npa.gov.za CPP: Cape Town e mail Recruit2020171@npa.gov.za (Goodwood) e mail Recruit2020172@npa.gov.za CPP: Bellville (Vredenburg) e mail Recruit2020173@npa.gov.za CPP: George e mail Recruit2020174@npa.gov.za CPP: Wynberg e mail Recruit2020175@npa.gov.za (Ceres) e mail Recruit2020176@npa.gov.za (Worcester) Recruit2020177@npa.gov.za (Paarl) Recruit2020315@npa.gov.za CPP: Durban e mail Recruit2020178@npa.gov.za (Pinetown) e mail Recruit2020179@npa.gov.za CPP: Ntuzuma Recruit2020180@npa.gov.za CPP: Nelspruit (Lydenburg) Recruit2020181@npa.gov.za CPP: Vaal Triangle (Vereeniging) e mail Recruit2020182@npa.gov.za (Sebokeng) e mail Recruit2020183@npa.gov.za CPP: Pretoria e mail Recruit2020184@npa.gov.za CPP: Butterworth e mail Recruit2020185@npa.gov.za CPP: Mthatha (Bityi) Recruit2020186@npa.gov.za CPP: Queenstown e mail Recruit2020187@npa.gov.za</p>
<u>POST 18/28</u>	<p><u>DISTRICT COURT CONTROL PROSECUTOR</u> National Prosecutions Service</p>
<u>SALARY CENTRE</u>	<p>R510 432 - R1 192 947 per annum (Total Cost Package) (Level SU-1 to SU-2) CPP: Bloemfontein (Botshabelo) - Recruit 2020/188 CPP: Cape Town - Recruit 2020/189 (02 Posts) CPP: Modimolle (Phalala) - Recruit 2020/190 CPP: Mitchells Plain (Khayelitsha) - Recruit 2020/191 CPP: Uptington - Recruit 2020/192 CPP: Ntuzuma - Recruit 2020/193 CPP: Pretoria - Recruit 2020/194 CPP: Mthatha (Mt Frere) - Recruit 2020/195 (Bityi) - Recruit 2020/196 CPP: Butterworth (Sterkspruit) Recruit 2020/197 CPP: Johannesburg - Recruit 2020/198 (14 Post) CPP: Odi (Ga-Rankuwa) - Recruit 2020/199 CPP: Mmabatho (Molopo) - Recruit 2020/200 CPP: Kimberley (Recruit 2020/316)</p>
<u>REQUIREMENTS</u>	<p>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.</p>
<u>DUTIES</u>	<p>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</p>

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: Bloemfontein Lemmer Ludwick Tel No: (051) 410 6001
 CPP: Cape Town; CPP: Mitchells Plain Angelene Jansen Tel No: (021) 487 7123
 CPP: Upington & CPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539
 CPP: Ntuzuma Sifiso Ntombela Tel No: (031) 334 5084
 CPP: Pretoria Lena Tlase Tel No: (012) 351 6806
 CPP: Modimolle Thuba Thubakgale Tel No: (015) 045 0285
 CPP: Mthatha & CPP: Butterworth Linda Mankayi Tel No: (047) 501 2607
 DPP: Johannesburg Reuben Palai Tel No: (011) 220 4124

APPLICATIONS

: CPP: Odi & CPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041
 CPP: Bloemfontein (Botshabelo) e mail Recruit2020188@npa.gov.za
 CPP: Cape Town e mail Recruit2020189@npa.gov.za
 CPP: Modimolle (Phalala) e mail Recruit2020190@npa.gov.za
 CPP: Mitchells Plain (Khayelitsha) e mail Recruit2020191@npa.gov.za
 CPP: Upington e mail Recruit2020192@npa.gov.za
 CPP: Ntuzuma Recruit2020193@npa.gov.za
 CPP: Pretoria e mail Recruit2020194@npa.gov.za
 CPP: Mthatha (Mt Frere) e mail Recruit2020195@npa.gov.za
 (Bityi) e mail Recruit2020196@npa.gov.za
 CPP: Butterworth (Sterkspruit) e mail Recruit2020197@npa.gov.za
 CPP: Johannesburg Recruit2020198@npa.gov.za
 CPP: Odi (Ga-Rankuwa) e mail Recruit2020199@npa.gov.za
 CPP: Mmabatho (Molopo) e mail Recruit2020200@npa.gov.za
 CPP: Kimberley Recruit2020316@npa.gov.za

POST 18/29

: **ASSISTANT DIRECTOR: LABOUR RELATIONS**
 (Re-Advert)
 HRM & D (Labour Relations)

SALARY CENTRE

: R470 040. per annum (Level 10) (excluding benefits)
 : Cape Town - Recruit 2020/202
 : Durban - Recruit 2020/203

REQUIREMENTS

: An appropriate B Degree (NQF 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 license.

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 advice the NPA on the relevant legislative framework.

ENQUIRIES

APPLICATIONS

: Ronnie Pather Tel.No: (012) 845 6186
 : Cape Town e mail Recruit2020202@npa.gov.za
 : Durban e mail Recruit2020203@npa.gov.za

POST 18/30

: **ASSISTANT DIRECTOR: DIVERSITY AND GENDER MANAGEMENT RECRUIT 2020/283**
 HRM & D (HR Transformation)

SALARY CENTRE

REQUIREMENTS

: R376 596. per annum (Level 9) (Excluding Benefits)
 : Pretoria
 : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum five years' working experience in human resources of which minimum of two years must be specific experience in the management or coordination of Diversity Management Programmes (Gender, Disability, Transformation, etc). Understanding of the public service generally and

		Human Resource Practices in particular. Knowledge of the applicable legislation and prescripts in the Public Service. Research, presentation and facilitation skills. Good report writing, basic management and communication skills. Analysis and problem-solving skills. Project management. Advanced computer skills. Valid driver's license.
<u>DUTIES</u>	:	Facilitate the implementation of Gender Mainstreaming Programme. Forge relationship with relevant stakeholders for the effective integration of Gender and Disability into mainstream programmes in the organisation. Develop and maintain institutional diversity policies. Coordinate the implementation of disability programmes. Advice management on applicable legislation and monitor adherence to the employment policies and procedures. Facilitate/coordinate awareness sessions on Diversity Management Programme. Promote advocacy on Gender, Disability and all Diversity Programmes in the workplace. Manage reporting on all Diversity Management related programmes.
<u>ENQUIRIES</u>	:	GB Dladla Tel No: (012) 845 6533
<u>APPLICATIONS</u>	:	e mail Recruit2020283@npa.gov.za
<u>POST 18/31</u>	:	<u>ICT ADMINISTRATOR RECRUIT 2020/284</u> National Prosecutions Service
<u>SALARY</u>	:	R376 596 per annum (Level 9) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Kimberley
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Industry related qualification such as MCSE, MS SQL will be an added advantage. Three years working experience in an IT environment. Knowledge of Microsoft Windows server 2012, Wide Area Network and User Administration, Active Directory 2012, Exchange 2010, Information Technology Infrastructure Library. LAN Administration. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able to work in a team and independently. Knowledge of Microsoft Office. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Reliable, tolerant and determined. Valid driver's license required.
<u>DUTIES</u>	:	Manage and monitor network connectivity and servers. Provide support on Window Operating Systems and servers 2012 and MS Exchange client 2010. Ensure data is backed up on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT problems and resolution. Keep website and intranet updated. Keep abreast of ICT and maintain library of information. Provide general end-user and VIP support. Liaise with third parties towards resolution of technical issues. Manage network security and performance. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Oversee file management on centralized resource or on individual workstations. Monitor network and system performance. Provide administrative support to all ICT related issues. Prepare technical reports on the operation of systems. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: (053) 807 4539
<u>APPLICATIONS</u>	:	e mail Recruit2020284@npa.gov.za
<u>POST 18/32</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL RECRUIT 2020/285</u> Financial Management: internal Control
<u>SALARY</u>	:	R376 596. per annum (Level 9) (Excluding Benefits)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate B degree (NQF 7)/Three (3) year Diploma (NQF 6) in Financial Management, Accounting, Auditing or equivalent. A minimum of three years relevant working experience in accounting field. Technical Competencies: Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Generally Accepted Accounting Principles (GAAP), Generally Recognised Accounting Practices (GRAP), Division of Revenue Act, Loss control functions and internal control activities. Working knowledge of BAS, LOGIS and PERSAL. Generic Competencies: Planning and organizing, reliable, tolerant, determined, people management and empowerment communication (verbal and written). Able to act independently. Willing to travel, able to work extended hours. Excellent communication and administrative skills. Valid driver's license. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point. Valid driver's license.
<u>DUTIES</u>	:	The incumbent will perform the following duties: Monitor performance of internal control activities in compliance with the relevant legislation, policies, regulations, frameworks, standards, guidelines, departmental policies and procedures. Conduct interim

investigation into Irregular Expenditure, Fruitless and Wasteful Expenditure, Theft and Loss of NPA assets. Draft and submit reports in terms of Irregular Expenditure, Fruitless and Wasteful Expenditure, Theft and losses. Present cases to the Expenditure Control Committee (ECC) and the Loss Control Committee (LCC). Ensure the provision of secretariat function to the ECC and LCC. Prepare/review condonation requests to Head of Administration and the National Treasury. Prepare monthly reports on Irregular Expenditure, Fruitless and wasteful expenditure for reporting to the National Treasury. Ensure the maintenance and updating of registers relating to Irregular, Fruitless and Wasteful Expenditure, Theft and Losses. Manage/review compliance check on processed payment batches. Monitor the implementation of action plans and prepare the necessary reports for internal and external audit. Report on the effectiveness internal control systems and make recommendations for improvements. Manage and conduct awareness sessions for Irregular, Fruitless and Wasteful Expenditure as well as Theft and losses.

ENQUIRIES : Mashane Sebesebe Tel No: (012) 845 6595
APPLICATIONS : e mail Recruit2020285@npa.gov.za

POST 18/33 : **ASSISTANT DIRECTOR: HR**
National Prosecutions Service

SALARY : R376 596. per annum (Level 9) (Excluding Benefits)
CENTRE : DPP: Cape Town - Recruit 2020/286 (Re-Advert)
DPP: Grahamstown - Recruit 2020/287

REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum of three years relevant experience as an HR generalist. Extensive knowledge of the recruitment process and procedure; performance management system. Extensive 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 : DPP: Cape Town Angelene Jansen Tel No: (021) 487 7123
DPP: Grahamstown Mzikayise Toni Tel No: (046) 602 3000
APPLICATIONS : DPP: Cape Town e mail: Recruit2020286@npa.gov.za
DPP: Grahamstown e mail Recruit2020287@npa.gov.za

POST 18/34 : **ENFORCEMENT OFFICER**
Asset Forfeiture Unit

SALARY : R376 596. per annum (Level 9) (Excluding Benefits)
CENTRE : Polokwane - Recruit 2020/288
East London - Recruit 2020/289
Mmabatho (Recruit 2020/290)
Nelspruit - Recruit 2020/291

REQUIREMENTS : An appropriate B degree (NQF 7)/Three (3) year Diploma (NQF 6) in Finance or equivalent. Three years relevant working experience. Good interpersonal, analytical, presentation and communication skills. The ability to work independently. Strong computer skills is required such as MS Word, Excel, Outlook and PowerPoint. Willing to work extended hours. Reliable, tolerant and determined. Able to act independently. Willing to travel, able to work extended hours. Problem solving and decision making skills. Planning and prioritizing skills.

DUTIES : Enforcement Orders. Account reconciliation and disposal of assets. Stakeholder relations. Curator, Master's office and CARU relationships. Case strategy and curator monitoring. Asset management. Inventory of assets according to curator reports. Maintaining of

		inventory register. Determine discrepancies and queries thereof. Compile reports. Performance information and report on business improvement. Statistical support. Provisions and contingent liabilities. Continuous business improvement.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel. No: (012) 845 6638
<u>APPLICATIONS</u>	:	Polokwane e mail Recruit2020288@npa.gov.za
		East London e mail Recruit2020289@npa.gov.za
		Mmabatho e mail Recruit2020290@npa.gov.za
		Nelspruit e mail Recruit2020291@npa.gov.za
<u>POST 18/35</u>	:	<u>DISTRICT COURT PROSECUTOR</u>
		National Prosecutions Service
<u>SALARY</u>	:	R301 452 - R847 047 per annum (Total Cost Package) (Level LP-3 to LP-4)
<u>CENTRE</u>	:	CPP: Bloemfontein - Recruit 2020/204 (09 Posts)
		(Harrismith) - Recruit 2020/206
		(Ficksburg) - Recruit 2020/207
		CPP: Welkom - Recruit 2020/208
		(Bethlehem - Recruit 2020/209 (03 Posts)
		(Reitz) - Recruit 2020/211
		(Parys) - Recruit 2020/216
		(Bothaville) - Recruit 2020/217
		(Kroonstad) (Recruit 2020/218);
		CPP: Port Elizabeth - Recruit 2020/219 (02 Posts)
		(Uitenhage) - (Recruit 2020/220 (02 Posts)
		(Grahamstown) - Recruit2020/221
		(Port Alfred) - Recruit 2020/222
		CPP: Queenstown - Recruit 2020/224
		(Maclear) - Recruit 2020/225
		(Cradock) - Recruit 2020/226
		(Burgersdorp) - Recruit 2020/227
		CPP: Cape Town - Recruit 2020/228
		(Goodwood) - Recruit 2020/229
		CPP: George (Beaufort West) - Recruit 2020/230
		(Prince Albert) - Recruit 2020/231 (02 Posts)
		(Swellendam) - Recruit 2020/232
		CPP: Modimolle (Sekhukhune) - Recruit 2020/233
		(Groblersdal) - Recruit 2020/234
		(Nebo) - Recruit 2020/235
		(Lephalale) Recruit 2020/236 -
		CPP: Polokwane (Phalaborwa) - Recruit 2020/237
		Kgapane) - Recruit 2020/238
		CPP: Thohoyandou (Giyani) - Recruit 2020/239
		(Waterval) - Recruit 2020/240
		(Tshitale) - Recruit 2020/241
		CPP: Port Shepstone - Recruit 2020/242 (04 Posts)
		CPP: Empangeni (Mahlabathini) - Recruit 2020/243
		CPP: Durban - Recruit 2020/244
		CPP: Ntuzuma - Recruit 2020/245 (02 Posts)
		(Stanger) - Recruit 2020/246
		(Verulam) - Recruit 2020/247
		CPP: Vaal Triangle - Sebokeng) (Recruit 2020/248
		(Oberholzer) - Recruit 2020/249
		(Springs) - Recruit 2020/250
		(Nigel) - Recruit 2020/251
		(Heidelberg) - Recruit 2020/252
		(Benoni) - Recruit 2020/253
		CPP: Pretoria Recruit 2020/254 (06 Posts)
		CPP: East Rand Recruit 2020/255 (10 Posts)
		CPP: Mthatha (Mt Frere) - Recruit 2020/256 (02 Posts)
		(Mqanduli) - Recruit 2020/257
		(Bityi) - Recruit 2020/258
		(Qumbu) - Recruit 2020/259
		(Elliotdale) - Recruit 2020/260
		(Flagstaff) - Recruit 2020/261
		(Libode) - Recruit 2020/262

(Mt Ayliff) - Recruit 2020/263
 (Ngeleni) - Recruit 2020/317
 CPP: Klerksdorp - Recruit 2020/264 (02 Posts)
 (Potchefstroom) - Recruit 2020/265
 CPP: Odi (Ga-Rankuwa) - Recruit 2020/266
 CPP: Mmabatho (Molopo) - Recruit 2020/267
 CPP: Wynberg - Recruit 2020/268 (09 Posts)
 (Montagu) - Recruit 2020/269 (02 Posts)
 (Paarl) - Recruit 2020/270
 CPP: Pietermaritzburg Recruit 2020/27 (04 Posts)

REQUIREMENTS : 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.

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 : CPP: Klerksdorp & CPP: Mmabatho Flora Kalagosi Tel No: (018) 381 9041
 CPP: Bloemfontein & CPP: Welkom Lemmer Ludwick Tel No: (051) 6001
 CPP: Port Elizabeth Andiswa Tengile Tel No: (012) 842 1450
 CPP: Queenstown Mzikayise Toni Tel No: (046) 602 3050
 CPP: Cape Town; CPP: Wynberg & CPP: George Angelene Jansen Tel No: (021) 487 7123
 CPP: Modimolle; CPP: Polokwane & CPP: Thohoyandou Thuba Thubakgale Tel No: (015) 045 0285
 CPP: Durban; CPP: Ntuzuma; CPP: Empangeni & CPP: Port Shepstone Sifiso Ntombela Tel No: (031) 334 5084
 CPP: East Rand Sydwell Namuhuchu Tel No: (011) 220 4005
 CPP: Vaal Triangle Bongane Msimanga Tel No: (012) 351 6860
 CPP: Pretoria Tumisang Basiretsi Tel No: (012) 351 6821
 CPP: Klerksdorp; CPP: Odi & CPP: Mmabatho Flora Kalagosi Tel No: (018) 381 9041
 CPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
 CPP: Mthatha Linda Mankayi Tel No: (047) 501 2607

APPLICATIONS : CPP: Bloemfontein e mail Recruit2020204@npa.gov.za
 (Harrismith) e mail Recruit2020206@npa.gov.za
 (Ficksburg) e mail Recruit2020207@npa.gov.za
 CPP: Welkom e mail Recruit2020208@npa.gov.za
 (Bethlehem) e mail Recruit2020209@npa.gov.za
 (Reitz) e mail Recruit2020211@npa.gov.za
 (Parys) e mail Recruit2020216@npa.gov.za
 (Bothaville) e mail Recruit2020217@npa.gov.za
 (Kroonstad) e mail Recruit2020218@npa.gov.za
 CPP: Port Elizabeth e mail Recruit2020219@npa.gov.za
 (Uitenhage) e mail Recruit2020220@npa.gov.za
 (Grahamstown) e mail Recruit2020221@npa.gov.za
 (Port Alfred) e mail Recruit2020222@npa.gov.za
 CPP: Queenstown e mail Recruit2020224@npa.gov.za
 (Maclear) e mail Recruit2020225@npa.gov.za
 (Cradock) e mail Recruit2020226@npa.gov.za
 (Burgersdorp) e mail Recruit2020227@npa.gov.za
 CPP: Cape Town e mail Recruit2020228@npa.gov.za
 (Goodwood) e mail Recruit2020229@npa.gov.za
 CPP: George (Beaufort West) e mail Recruit2020230@npa.gov.za
 (Prince Albert) e mail Recruit2020231@npa.gov.za
 (Swellendam) e mail Recruit2020232@npa.gov.za
 CPP: Modimolle (Sekhukhune) e mail Recruit2020233@npa.gov.za
 (Groblersdal) e mail Recruit2020234@npa.gov.za
 (Nebo) e mail Recruit2020235@npa.gov.za
 (Lephalale) e mail Recruit2020236@npa.gov.za
 CPP: Polokwane (Phalaborwa) e mail Recruit2020237@npa.gov.za
 (Kgapane) e mail Recruit2020238@npa.gov.za
 CPP: Thohoyandou (Giyani) e mail Recruit2020239@npa.gov.za
 (Waterval) e mail Recruit2020240@npa.gov.za
 (Tshitale) e mail Recruit2020241@npa.gov.za
 CPP: Port Shepstone e mail Recruit2020242@npa.gov.za
 CPP: Empangeni (Mahlabathini) e mail Recruit2020243@npa.gov.za

CPP: Durban e mail Recruit2020244@npa.gov.za
 CPP: Ntuzuma e mail Recruit2020245@npa.gov.za
 (Stanger) e mail Recruit2020246@npa.gov.za
 (Verulam) e mail Recruit2020247@npa.gov.za
 CPP: Vaal Triangle (Sebokeng) e mail Recruit2020248@npa.gov.za
 (Oberholzer) e mail Recruit2020249@npa.gov.za
 (Springs) e mail Recruit2020250@npa.gov.za
 (Nigel) e mail Recruit2020251@npa.gov.za
 (Heidelberg) e mail Recruit2020252@npa.gov.za
 (Benoni) e mail Recruit2020253@npa.gov.za
 CPP: Pretoria e mail Recruit2020254@npa.gov.za
 CPP: East Rand e mail Recruit2020255@npa.gov.za
 CPP: Mthatha (Mt Frere) e mail Recruit2020256@npa.gov.za
 (Mqanduli) e mail Recruit2020257@npa.gov.za
 (Bityi) e mail Recruit2020258@npa.gov.za
 (Qumbu) e mail Recruit2020259@npa.gov.za
 (Elliotdale) e mail Recruit2020260@npa.gov.za
 (Flagstaff) e mail Recruit2020261@npa.gov.za
 (Libode) e mail Recruit2020262@npa.gov.za
 (Mt Ayliff) e mail Recruit2020263@npa.gov.za
 (Ngeleni) Recruit2020317@npa.gov.za
 CPP: Klerksdorp e mail Recruit2020264@npa.gov.za
 (Potchefstroom) e mail Recruit2020265@npa.gov.za
 CPP: Odi (Ga-Rankuwa) e mail Recruit2020266@npa.gov.za
 CPP: Mmabatho (Molopo) e mail Recruit2020267@npa.gov.za
 CPP: Wynberg e mail Recruit2020268@npa.gov.za
 (Montagu) e mail Recruit2020269@npa.gov.za
 (Paarl) e mail Recruit2020270@npa.gov.za
 CPP: Pietermaritzburg e mail Recruit2020271@npa.gov.za
 NB: Relevant Service Certificates Must Accompany The Application.

NOTE

POST 18/36

DISTRICT COURT PROSECUTOR (ONE MAN STATION)
 National Prosecutions Service

SALARY CENTRE

R301 452 - R 847 047.00 per annum (Total Cost Package) (Level LP-3 to LP-4)
 CPP: Bloemfontein (Tseki) - Recruit 2020/272
 (Koffiefontein) (Recruit 2020/273
 (Excelsior) - Recruit 2020/274
 (Edenburg) - Recruit 2020/275
 (Brandfort) - Recruit 2020/276
 (Petrusburg) - Recruit 2020/277 (Re-Advert)
 (Zastron) - Recruit 2020/278
 CPP: Odi (Swartruggens) - Recruit 2020/279 (Re- Advert)
 CPP: Upington (Poffader) - Recruit 2020/280
 CPP: Kimberley (Colesberg) - Recruit 2020/281
 CPP: Welkom (Winburg) - Recruit 2020/282
 (Marquard) - Recruit 2020/205
 (Theunissen) - Recruit 2020/210
 (Wesselsbron) - Recruit 2020/212
 (Senekal) - Recruit 2020/213
 (Viljoenskroon) - Recruit 2020/214
 (Koppies) - Recruit 2020/215

REQUIREMENTS

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.

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

CPP: Bloemfontein & CPP: Welkom Lemmer Ludwick Tel No: (051) 410 6001
 CPP: Odi Flora Kalakgosi Tel No: (018) 381 9041
 CPP: Upington CPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539
 CPP: Bloemfontein (Tseki) e mail Recruit2020272@npa.gov.za

APPLICATIONS

Koffiefontein e mail Recruit2020273@npa.gov.za
 (Excelsior) e mail Recruit2020274@npa.gov.za
 (Edenburg) e mail Recruit2020275@npa.gov.za

(Brandfort) e mail Recruit2020276@npa.gov.za
(Petrusburg) e mail Recruit2020277@npa.gov.za
(Zastron) e mail Recruit2020278@npa.gov.za
CPP: Odi e mail Recruit2020279@npa.gov.za
CPP: Upington (Poffader) e mail Recruit2020280@npa.gov.za
CPP: Kimberley (Colesberg) e mail Recruit2020281@npa.gov.za
CPP: Welkom (Winburg) e mail Recruit2020282@npa.gov.za
(Marquard) e mail Recruit2020205@npa.gov.za
(Theunissen) e mail Recruit2020210@npa.gov.za
(Wesselsbron) e mail Recruit2020212@npa.gov.za
(Senekal) e mail Recruit2020213@npa.gov.za
(Viljoenskroon) e mail Recruit2020214@npa.gov.za
(Koppies) e mail Recruit2020215@npa.gov.za

NOTE : NB: relevant service certificates must accompany the application.

POST 18/37 : **STATE ACCOUNTANT: INTERNAL CONTROL RECRUIT 2020/292 (X 20 POSTS)**
Financial Management: Internal Control

SALARY : R257 508. per annum (Level 7) (Excluding Benefits)
CENTRE : Pretoria
REQUIREMENTS : An appropriate B degree (NQF 7)/Three (3) year Diploma (NQF 6) in Financial Management, Accounting, Auditing or equivalent. Two years working experience. Technical Competencies: Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Generally Accepted Accounting Principles (GAAP), Generally Recognised Accounting Practices (GRAP), Division of Revenue Act, Loss control functions and internal control activities. Working knowledge of BAS, LOGIS and PERSAL. Generic Competencies: Planning and organizing, reliable, tolerant, determined, people management and empowerment communication (verbal and written). Able to act independently. Willing to travel, able to work extended hours. Excellent communication and administrative skills. Valid driver's license. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point.

DUTIES : Perform compliance check on processed payment batches and identify instances of Irregular, Fruitless and Wasteful Expenditure and Losses. Conduct interim investigation into Fruitless and Wasteful Expenditure and losses cases. Maintain an updated register for Irregular, Fruitless and Wasteful Expenditure, and Losses. Prepare/draft reports on Fruitless and Wasteful Expenditure, and Losses. Provide secretariat support to the Expenditure Control Committee (ECC) and Loss Control Committee (LCC). Report on Internal Controls within the Finance Component. Prepare appointment letters for Expenditure Control Committee and Loss Control Committee Members. Attend to audit queries. Provide support with regards to awareness Workshops for Losses within the NPA.

ENQUIRIES : Mashane Sebesebe Tel No: (012) 845 6595
APPLICATIONS : e mail Recruit2020292@npa.gov.za

POST 18/38 : **FINANCE CLERK: (SUPERVISOR) RECRUIT 2020/293**
National Prosecutions Service

SALARY : R257 508. per annum (Level 7) (Excluding Benefits)
CENTRE : DPP: Bloemfontein
REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 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.

DUTIES : 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.

ENQUIRIES : Lemmer Ludwick Tel No: (051) 410 6001

<u>APPLICATIONS</u>	:	e mail Recruit2020293@npa.gov.za
<u>POST 18/39</u>	:	<u>HUMAN RESOURCES CLERK: SUPERVISOR RECRUIT 2020/294</u> National Prosecutions Service
<u>SALARY</u>	:	R257 508. per annum (Level 7) (Excluding Benefits)
<u>CENTRE</u>	:	DDPP: Durban
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least two years relevant experience. In depth knowledge of legislation and regulations pertaining to Public Service administration specifically the Public Service Act, Labour Relations Act, EEA and Skills Development Act. Knowledge of Human Resources in general and Information management. Strong organizational and management skills. Excellent written and verbal communication skills, innovative and proactive. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint. Experience in working on PERSAL.
<u>DUTIES</u>	:	Provide HR Administration services in the region. Capture personal information on the payroll system. Facilitate the recruitment process. Advise National office on HR applications and the processing thereof. Process applications for service benefits and exits within the region. Compile and submit HR reports and statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Provide HR advice to management and staff in the region. 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 benefits, staff exits and transfers.
<u>ENQUIRIES</u>	:	Sifiso Ntombela Tel No: (031) 334 5084
<u>APPLICATIONS</u>	:	e mail Recruit2020294@npa.gov.za
<u>POST 18/40</u>	:	<u>ADMINISTRATIVE CLERK: SUPERVISOR RECRUIT 2020/295</u>
<u>SALARY</u>	:	R257 508. per annum (Level 7) (Excluding Benefits)
<u>CENTRE</u>	:	DDPP: Thohoyandou ()
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Administrative Management. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.
<u>DUTIES</u>	:	Manage and/or supervise the Legal Admin and Document Management Sections. Manage court rolls. Check and sign off closed files. Check and sign off electronic registers (Appeals, Police dockets, e.t.c). Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Manage and/or supervise human resource functions of staff in the Legal Admin and Document Management Sections. Perform any other duties as deemed necessary by the supervisor. Draw up and manage the court roll. Draw up performance management contracts of staff and be responsible for performance assessment of staff.
<u>ENQUIRIES</u>	:	Thuba Thubakgale Tel No: (015) 045 0285
<u>APPLICATIONS</u>	:	e mail Recruit2020295@npa.gov.za
<u>POST 18/41</u>	:	<u>ADMINISTRATIVE CLERK: SUPERVISOR</u>
<u>SALARY</u>	:	R257 508. per annum (Level 7) (Excluding Benefits)
<u>CENTRE</u>	:	DDPP: Bhisho (Recruit 2020/296); DDPP: Middelburg (Recruit 2020/297)
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Administrative Management. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.
<u>DUTIES</u>	:	Supervise the clerical support service. Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data. Update registers and data. 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>	:	DDPP: Bhisho Talita Raga Tel No: (040) 608 6800;
		DDPP: Middelburg Khensani Lufhondo Tel No: (013) 045 0635
<u>APPLICATIONS</u>	:	DDPP: Bhisho e mail Recruit2020296@npa.gov.za
		DDPP: Middelburg e mail Recruit2020297@npa.gov.za
<u>POST 18/42</u>	:	<u>SUPPLY CHAIN CLERK (SUPERVISOR) RECRUIT 2020/298</u>
		National Prosecutions Service
<u>SALARY</u>	:	R257 508.per annum (Level 7) (Excluding Benefits)
<u>CENTRE</u>	:	DDPP: Middelburg (
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/Three (3) year Diploma (NQF 6). Minimum two years' experience in fleet, travel and facilities environment. Good written and verbal communication skills. Ability to organize and prioritize work. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint. Knowledge of PFMA and Treasury Regulations. Willing to travel. Excellent communication and administrative skills.
<u>DUTIES</u>	:	Ensure that NPA buildings are fully utilized and are properly maintained. Perform site visits and act as liaison person with the DPW and other stakeholders. Ensure that fleet vehicles are properly utilized and maintained. Compile daily invoice payments to service providers. Perform reconciliation of invoice statements and payments made to the service providers. Provide assistance to regional staff when needed. Compile and submit monthly reports. Assist the manager in ensuring compliance. Assist and advice the Assistant Director: Administration.
<u>ENQUIRIES</u>	:	Gift Chiloane Tel No: (013) 045 0623
<u>APPLICATIONS</u>	:	e mail Recruit2020298@npa.gov.za
<u>POST 18/43</u>	:	<u>LIBRARIAN RECRUIT 2020/299</u>
		National Prosecutions Service
<u>SALARY</u>	:	R257 508. per annum (Level 7) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Mpumalanga
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Gift Chiloane Tel No: (013) 045 0623
<u>APPLICATIONS</u>	:	e mail Recruit2020299@npa.gov.za
<u>POST 18/44</u>	:	<u>PERSONAL ASSISTANT RECRUIT 2020/309</u>
		Asset Forfeiture Unit
<u>SALARY</u>	:	R257 508. per annum (Level 7) (Excluding Benefits)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	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.

<u>DUTIES</u>	:	Provide secretarial, administration support and personal assistant service to the Deputy National Director of Public Prosecutions. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the DNDPP. Draft routine correspondences and reports. Operates office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings for international travel for all AFU staff. Take minutes during meetings and prepare same for signature in advance. Develop and maintain an accessible and user friendly filing system. Handle procurement of standard items such as stationary and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative functions. Set up schedules for meetings and events. Provide general administration support to the manager and operation staff..
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail Recruit2020309@npa.gov.za
<u>POST 18/45</u>	:	<u>ADMINISTRATIVE CLERK</u> National Prosecutions Service
<u>SALARY</u>	:	R173 703 per annum(Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	CPP: Thohoyandou (Giyani) - Recruit 2020/300
	:	CPP: Modimolle - Mokerong) (Recruit 2020/301
	:	DPP: Mthatha - Recruit 2020/302
	:	PP: Witbank - Recruit 2020/303
<u>REQUIREMENTS</u>	:	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.
<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>	:	CPP: Thohoyandou & CPP: Modimolle Thuba Thubakgale Tel No: (015) 045 0285; DPP: Mthatha Linda Mankayi Tel No: (047) 501 2607;
	:	CPP: Witbank Khensani Lumphondo Tel No: (013) 045 0635
<u>APPLICATIONS</u>	:	CPP: Thohoyandou e mail Recruit2020300@npa.gov.za CPP: Modimolle_e mail Recruit2020301@npa.gov.za DPP: Mthatha e mail Recruit2020302@npa.gov.za CPP: Witbank e mail Recruit2020303@npa.gov.za
<u>POST 18/46</u>	:	<u>ADMINISTRATIVE CLERK RECRUIT 2020/304 (02 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R173 703. per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Johannesburg
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Communication support internal and external. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Administrative support to the manager and advocates. Ensure incoming correspondence iro case types assigned to the Tax unit are processed, and relevant case files are opened and cross referenced. Operational support. Ensure that document production is done-making photocopies and the binding of documents. Ensure the sending, receipt, recording and processing of facsimiles and e-mails iro case administered. Document management. Ensure implementation of case registers. Ensure efficient case data capturing, onto ECMS software when I place. List of court cases to be updated and provided to the roll planner and work allocator.
<u>ENQUIRIES</u>	:	Khensane Manganye Tel No: (011) 220 4266
<u>APPLICATIONS</u>	:	e mail Recruit2020304@npa.gov.za

<u>POST 18/47</u>	:	<u>ADMINISTRATIVE CLERK RECRUIT 2020/318</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R173 703.per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	Port Elizabeth (East London)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Provide administrative support. Record incoming documents. Check documents for correct referencing before filing. Facilitate leave management and performance management. Coordinate application for access to electronic register. Receive dockets from relevant stakeholders. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Administrative support to the manager and advocates. Ensure incoming correspondence are processed, and relevant case files are opened and cross referenced. Operational support. Ensure that document production is done-making photocopies and the binding of documents. Ensure the sending, receipt, recording and processing of facsimiles and e-mails iro case administered. Document management. Ensure implementation of case registers. Ensure efficient case data capturing.
<u>ENQUIRIES</u>	:	Nosiseko Mabaleka Tel No: (012) 842 1465
<u>APPLICATIONS</u>	:	e mail Recruit2020318@npa.gov.za ;
<u>POST 18/48</u>	:	<u>FINANCE CLERK RECRUIT 2020/305 (02 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R173 703. per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Johannesburg
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Render financial accounting transactions. Perform salary administration support services. Capture all financial transactions. Clear suspense accounts. Record debtors and compile journals. Render a budget support service. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents with regard to budget. File all documents. Receive and capture cash payments.
<u>ENQUIRIES</u>	:	Khensane Manganye Tel No: (011) 220 4266
<u>APPLICATIONS</u>	:	e mail Recruit2020305@npa.gov.za
<u>POST 18/49</u>	:	<u>SENIOR MESSENGER DRIVER RECRUIT 2020/306</u> National Prosecutions Service
<u>SALARY</u>	:	R173 703 per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Mmabatho
<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 the DPP office. Delivery and collection of mail at the post office. Mailing service, photocopying and binding of documents. Document administration. Distribution of daily court roll and other information as required. General office administration.
<u>ENQUIRIES</u>	:	Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	e mail Recruit2020306@npa.gov.za
<u>POST 18/50</u>	:	<u>LIBRARY ASSISTANT RECRUIT 2020/307</u> National Prosecutions Service
<u>SALARY</u>	:	R173 703.per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Mthatha
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Knowledge of Library processes. Computer literacy in MS Office. Reliable and able to think independently. Willing to travel and able to work extended hours when need arise. Reliable. Excellent communication and administration skills. Valid driver's license.
<u>DUTIES</u>	:	excellent organizational an.

<u>ENQUIRIES</u>	:	Linda Mankayi Tel No: (047) 501 2607
<u>APPLICATIONS</u>	:	e mail Recruit2020307@npa.gov.za
<u>POST 18/51</u>	:	<u>MESSENGER DRIVER RECRUIT 2020/308</u>
		National Prosecutions Service
<u>SALARY</u>	:	R145 281 per annum (Level 4) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Pretoria
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Knowledge of Registry procedures. 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 the DPP office. 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>	:	Bongane Msimanga Tel No: (012) 351 6860
<u>APPLICATIONS</u>	:	e mail Recruit2020308@npa.gov.za