

NATIONAL PROSECUTING SERVICE

POST:

SENIOR PUBLIC PROSECUTOR X2

SALARY:

**R 713 583.00 per annum (Total Cost Package) to R 1 115 409.00
per annum (Total Cost Package) (Level CM-1)**

CENTRE:

CPP: Empangeni (Recruit 2014/386), CPP: Modimolle (Recruit 2014/387)

REQUIREMENTS:

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

DUTIES:

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

ENQUIRIES:

CPP: Empangeni Musa Mncwabe 031 334 5092

CPP: Modimolle Joseph Thubakgale 015 960 9917

Applications:

E-mail: npa386@responsehandling.co.za or fax: 0866080459

E-mail: npa387@responsehandling.co.za or fax: 0866080522

POST:

HEAD CONTROL PROSECUTOR 2 X4

SALARY:

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

CENTRE:

CPP: Empangeni (Nkandla) (Recruit 2014/388), CPP: Empangeni (Ubombo) (Recruit 2014/389), CPP: Empangeni (Emanguzi) (Recruit 2014/390), CPP: Empangeni (Ingwavuma) (Recruit 2014/391)

REQUIREMENTS:

A recognized four-year legal qualification. At least four years post qualification legal experience. The right to appear in a High Court as contemplated in Section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act No 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. Proficiency in prosecuting, guiding investigations and giving instructions in complex and more difficult common law and statutory offences in the lower courts, drafting charge sheets and complex court documents. Management skills. Must be able to work independently. Must have good administrative skills.

DUTIES:

Manage, train and give guidance to Prosecutors. Study case dockets and decide on the institution and conduct criminal proceedings. Maintenance of matters and inquest of a general and more advanced nature in the Lower courts. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist Prosecutors to present the State case in court, to lead witnesses, cross examine and address the court on inter alia, or conviction and sentence in general conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, policy and directive of the National Prosecuting Authority. Assist the Chief Prosecutor with the performance assessment of staff. Give account to the Chief Prosecutor and the Director of Public Prosecutions as Head of the Prosecutorial office of the District. Manage, control and attend to

the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES:
Applications:

Musa Mncwabe 031 334 5092
E-mail: npa388@responsehandling.co.za or fax: 0866080501
E-mail: npa389@responsehandling.co.za or fax: 0866080759
E-mail: npa390@responsehandling.co.za or fax: 0866080028
E-mail: npa391@responsehandling.co.za or fax: 0866080041

POST:

REGIONAL COURT CONTROL PROSECUTOR

SALARY:

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

CENTRE:

CPP: Durban (Recruit 2014/392)

REQUIREMENTS:

A four-year Legal qualification. At least six years post qualification legal experience. The right to appear in a High Court as contemplated in Section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act No 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. Good management skills. Must manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in the Regional and District Court. Drafting complex charge sheets and complex court documents. Ability to act independently without constant supervision. Excellent administrative skills.

DUTIES:

Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead

witnesses, cross examine and address the court on inter-alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES:

Musa Mncwabe 031 334 5092

APPLICATIONS:

E-mail: npa392@responsehandling.co.za or fax: 0866080102

POST:

DISTRICT COURT CONTROL PROSECUTOR X3

SALARY:

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

CENTRE:

CPP: Port Shepstone (Recruit 2014/393); CPP: Durban X2 (Umbumbulu) (Recruit 2014/394)

REQUIREMENTS:

A four-year legal qualification. At least four years post qualification legal experience. The right to appear in a high Court as contemplated in section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Ability to work independently without constant supervision and manage court case flow independently. Relieve in the Regional Court and mentor

and/train and check the quality of work from prosecutors. Good administration skills.

DUTIES:

Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal; proceedings of a general and more advanced nature in the both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.

ENQUIRIES:

Musa Mncwabe 031 334 5092

APPLICATIONS:

E-mail: npa393@responsehandling.co.za or fax 0866080125

E-mail: npa394@responsehandling.co.za or fax 0866080539

POST:

REGIONAL COURT PROSECUTOR X4

SALARY:

R 367 047.00 per annum (Excluding Benefits) to R 865 968.00 per annum (Total Cost Package) (Level LP-5 to LP-6)

CENTRE:

CPP: Empangeni X3 (Recruit 2014/395); CPP: Port Shepstone (Recruit 2014/396)

REQUIREMENTS:

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

appearance in terms of the said Act. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in common laws and statutory offences in Regional Court.

DUTIES:

Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessments of staff.

ENQUIRIES:

Musa Mncwabe 031 334 5092

APPLICATIONS:

E-mail: npa395@responsehandling.co.za or fax 0867680089

E-mail: npa396@responsehandling.co.za or fax 0867680152

CORPORATE SERVICES

PERFORMANCE INFORMATION MANAGEMENT

POST:

**SENIOR SPECIALIST: PERFORMANCE INFORMATION
MANAGEMENT**

SALARY:

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

CENTRE:

Pretoria: Head Office (Recruit 2014/397)

REQUIREMENTS:

An appropriate Bachelor's degree, National Diploma or equivalent qualification on a minimum NQF level 6. Certificate in Strategic Management or Operations Management from an accredited institution will be an added advantage. Minimum five years' experience in the strategic, business and performance monitoring. An ability to effectively and timely coordinate the submission of all organisational programme performance reports. The ability to develop processes with the knowledge and skills in the following areas: Collation, analysis and interpretation of organisational performance information, performance information management, data-gathering tools and systems, statistical analysis and monitoring and evaluation theory, methodology, processes and systems. Knowledge of the prosecutorial environment will be an added advantage or sound knowledge on Criminal Justice System (CJS). Sound understanding of government policy and regulation on strategic planning and monitoring and evaluation. Excellent report-writing skills and ability to write high-level reports to management. Capability to present and facilitate strategic planning sessions and regional review sessions. Thorough knowledge of performance information management practices and prescripts in the Government sector. Ability to monitor and evaluate performance in line with strategic plans organisational annual performance plans, and business unit plans. Strategic Management and Operational experience. Advanced computer literacy skills in MS Word, Excel and PowerPoint. Good knowledge on compliance requirements for the performance information management field. Excellent interpersonal communication skills. Ability to work independently and well under pressure. Analytical and strategic thinking skills. Problem solving skills. Ability to work well in a team. Good interpersonal and customer relations skills. Accuracy and attention to detail. Project management skills. Good knowledge of the functioning of the Criminal Justice System (CJS), especially the NPA. Legal knowledge, knowledge on court information and knowledge on service delivery improvement will be an advantage.

DUTIES:

Assist the Director: Performance Information Management in the overall management of the Performance Information Management Component. Managing business unit and regional performance information. Active participation in the strategic and operational planning processes of the

business units and regional offices. Assist all business units in the development of annual performance plans. Development of KPA and KPI for business units. Monitoring and evaluation of the business unit and regional performance in line with their annual performance plans. Assist in the monitoring of the execution of the NPA Strategic Plan and NPA annual performance plans. Monitoring and analysis of performance information for business units, national and regional. Assist in coordinating the development and maintenance of appropriate management information systems pertaining to Performance Information Management. Keep up to date with compliance requirements and best practice in the field of Performance Information Management. Assist with other tasks as instructed by the CEO and senior management.

ENQUIRIES:

Salome Tau 012 845 6270

E-mail: npa397@responsehandling.co.za or Fax: 0867680211

STRATEGY MANAGEMENT

POST:

RESEARCHER

SALARY:

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

CENTRE:

Pretoria: Head Office (Recruit 2014/398)

REQUIREMENTS:

An appropriate Bachelor's degree, National Diploma or equivalent qualification on a minimum NQF level 6. Minimum three years' experience in conducting research and /or monitoring and evaluation. Working knowledge of the public sector in general and criminal justice system. Excellent report-writing skills and ability to write high-level reports to management. Sound analytical and interpretive skills. Sound project management skills. Good Communication, liaison and presentation skills. Advanced computer literacy skills in MS Word, Excel and PowerPoint. Willingness to travel and work away from home.

DUTIES:

Develop research, and evaluation proposals. Design research and /or evaluation methodologies (including sampling). Design research and evaluation plans. Develop data collection instruments. Manage and conduct data collection process. Analyse and interpret data. Compile research and evaluation reports. Manage and coordinate research projects.

ENQUIRIES:

Thomas Tshilowa 012 845 6273

E-mail: npa398@responsehandling.co.za or Fax: 0867680109

CLOSING DATE:

10 November 2014

NOTE:

For full view of vacancy specifications, applicants may visit the NPA's website at www.npa.gov.za click on *the Careers@NPA* and ensure that you follow the correct link to the positions.

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

Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. Each post has a different recruitment number and it must be completed on the application form. Applications without the correct or without a recruit number will not be processed. Should you apply for more than one post, a separate application for each post must be submitted. Applications with multiple posts and recruitment numbers will not be accepted. The NPA is an equal opportunity employer. People with disabilities will be given preference and encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2016, will take highest preference in selection of suitable candidates.

All applications must reach 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.

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