**NATIONAL PROSECUTING AUTHORITY**

**CLOSING DATE: 21 September 2015**

**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](http://www.npa.gov.za) which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in **BLOCK LETTERS.**

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

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

All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays The Applicant’s attention is drawn to the fact that 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.

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

**POST: SENIOR HUMAN RESOURCES PRACTITIONER (Ref no 2015/208)**

National Prosecutions Service

**SALARY:** **R 243 747.00 per annum (Excluding Benefits) (Level 8)**

**CENTRE:** **DPP: Kimberley**

**REQUIREMENTS:** An appropriate B Degree, National Diploma or equivalent qualification on NQF level 6. Minimum of three years relevant experience. Experience in working on PERSAL. In-depth knowledge of Public Service Act and Regulations and its application. Knowledge of legislation and regulations pertaining to Public Service administration specifically the Public Service Act, Labour Relations Act, EEA, Skills Development Act. Knowledge of Human Resources in general and information management. Excellent written and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong organisational and management skills. Computer skills in MS Word, Excel, Outlook.

**DUTIES:** Provide HR administration services to the region. Capture personal information on the payroll system. Facilitate the recruitment process. Advise National Office on HR application 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 advise 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 conditions, staff exits and transfers.

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

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

**POST:** **HR PRACTITIONER (Ref no 2015/247)**

**SALARY:** **R 196 278.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE:** **DPP: Cape Town**

**REQUIREMENTS:** An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. At least two years relevant experience. Computer literacy especially MS Office Suite – Word, Excel and Outlook. Sound knowledge of PERSAL. Good communication verbal and written skills. Technical skills. Quality of work. Initiative. Interpersonal Relations. HR Administration skills.

**DUTIES:** Provide HR Administration services in the division. Administer specific HR functions in the HR value chain as allocated (Staff procurement, maintenance & Exits) mainly recruitment, probations, leave, post establishment, transfers. Process state guarantees, housing allowances, long service recognition, acting allowances, pay progression, performance rewards, resettlement etc. Compile and submit monthly statistics. Liaise with customers and stakeholders.

**ENQUIRIES:** **Mzukisi Gcuwa 021 487 7048**

**APPLICATIONS: E-mail:** [**recruitdppcpt@npa.gov.za**](mailto:recruitdppcpt@npa.gov.za) **or Fax: 012 843 34 35**

# **POST:** **ADMINISTRATIVE CLERK: SUPPLY CHAIN (SUPERVISOR) (Ref no 2015/209)**

National Prosecutions Service

**SALARY:** **R 196 278.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE:** **DPP: Limpopo (Polokwane)**

**REQUIREMENTS:** An appropriate B Degree, National Diploma or equivalent qualification on NQF level 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.

**DUTIES:** Ensuring that NPA buildings are fully utilized and are properly maintained. Perform site visits and act as liason 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.

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

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

# **POST:** **ADMINISTRATIVE OFFICER X2 (Ref no 2015/210)**

National Prosecutions Service

**SALARY:** **R 196 278.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE:** **DDPP: Durban**

**REQUIREMENTS:** An appropriate B Degree, National Diploma or equivalent qualification on NQF level 6. Minimum two years relevant experience. Knowledge and understanding of the Public Service Prescripts. Strong interpersonal and presentation skills. Ability to think independently and innovatively. Good written and verbal communication skills. Good planning skills. Computer skills in programmes such as MS Word and MS Excel.

**DUTIES:** Provide a high level of administration support to the head of office and other staff. Deal with all finance, procurement, travel and human resources matters. Render general administrative support such as filing; photocopying; faxing; receiving and dispatching of documents. Liaise with Head Office in respect of all matters pertaining to the functioning of the office. Draft correspondence, memoranda and reports to management. Perform other functions as and when requested by the office.

**ENQUIRIES:** **Musa Mncwabe 031 334 5092**

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

# **POST:** **ADMINISTRATIVE OFFICER X2: (Ref no 2015/211)**

# Sexual Offences and Community Affairs Unit

**SALARY:** **R 196 278.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE:** **Pretoria (Head Office)**

**REQUIREMENTS:** An appropriate Bachelor Degree, National Diploma or equivalent qualification on NQF level 6 in Social Science. Minimum two years relevant experience. Sound Co-ordination, Administrative skills and counseling experience. Knowledge of Rape Management.Good Verbal and written communication skills of court and police processes. Supevisory skills will be an added advantage. Ability to work under pressure. Reliable, organized and be able to work in a team and independently. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point. Language skill and the ability to communicate well with all people at different levels and from different background and written communication skills will be essential. Report writing skills.

**DUTIES:** Liaise with medical officers and nurses to ensure that medical examination take place. Liaise with prosecutor and police for statement taking. Render advice, give support and arrange transport for survivor. Arrange and co-ordinate meeting between role players. Keep database, submit monthly report and host a range of donor, government personnel etc. Manage assets and inventory within the Thuthuzela Care Centre. Decision making powers in terms own work and team member. The ability to plan own work and, in some cases, that of the section, the ability to provide execution. Coordinate awareness campaigns and other services within the centre. Statutory provisions administered by the office. Minotor and evaluate the efficiency of the administrative service provided by the office. Perform any other duties as and when required by SOCA management.

**ENQUIRIES:** **Nnana Motaung 012 845 6142**

**APPLICATIONS: E-mail: or Fax:**

# **POST:** **FINANCE CLERK: (SUPERVISOR) X3**

National Prosecutions Service

**SALARY:** **R 196 278.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE:** **DPP: Kimberley (Ref no 2015/212), DPP: Polokwane (Ref no 2015/213), DPP: Mpumalanga (Ref no 2015/214)**

**REQUIREMENTS:** An appropriate B Degree, National Diploma or equivalent qualification on NQF level 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, processing of all financial transactions in the region. Develop 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 PERSAL and BAS system. Draw a weekly, monthly and quarterly reports for budget and expenditure monitoring and reporting purposes. Manage use of Petty cash in the region. Report all discrepancies and irregularities to Deputy Director: Finance. Develop systems and mechanisms to ensure and maintain a clean audit in the region..

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

**DPP: Polokwane: Joseph Thubakgale - 015 960 9917**

**DPP: Mpumalanga: KP Luphondo - 013 752 6953**

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

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

**E-mail:** [recruitafunel@npa.gov.za](mailto:recruitafunel@npa.gov.za) **or fax: 012 843 3472**

**POST:** **ADMINISTRATION OFFICER (Ref no: 2015/215)**

Specialized Commercial Crime Unit

**SALARY:** **R 196 278.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE:**  **SCCU: Cape Town**

**REQUIREMENTS:** An appropriate B Degree, National Diploma or equivalent qualification on NQF level 6. Minimum two years’ relevant experience. Strong interpersonal skills. Good written and verbal communication skills. Computer literacy (MS packages). Ability to collect and interpret stats. Good planning and organizing skills. Team work. Knowledge and understanding of the legislative framework governing Public Service.

**DUTIES:** Processing of S&T claims, payment advances and advices. Inventory and Asset administration. Assist in monitoring of the Regional Office budget and expenditure. Handle logistical arrangement for the Regional Office. Handle procurement requests for the Regional office.

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

**APPLICATIONS: E-mail:** [**recruitsccupta@npa.gov.za**](mailto:recruitsccupta@npa.gov.za) **or Fax: 012 8433470**

**POST:** **ADMINISTRATIVE CLERK: HR (SUPERVISOR) X2**

National Prosecutions Service

**SALARY:** **R 196 278.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE:** **DPP: Mpumalanga (Ref no 2015/216), DPP: Limpopo (Polokwane) (Ref no 2015/217)**

**REQUIREMENTS:** An appropriate B Degree, National Diploma or equivalent qualification on NQF level 6. Minimum two years’ relevant experience in the field of Human Resources Management. Strong interpersonal skills. Good written and verbal communication skills. Computer literacy (MS packages).

**DUTIES:** Provide HR Administration service in the division. Administer specific HR functions in the HR value chain as allocated (Staff procurement, maintenance & Exits) mainly recruitment, probations, leave, post establishment, transfers. Process state guarantees, housing allowances, long service recognition, acting allowances, pay progression, performance rewards, resettlement. Compile and submit monthly statistics. Liaise with customers and stakeholders..

**ENQUIRIES:** **DPP: Mpumalanga: KP Luphondo 013 752 6953**

**DPP: Limpopo: Joseph Thubakgale 015 960 9917**

**Applications: E-mail:** [**recruitafunel@npa.gov.za**](mailto:recruitafunel@npa.gov.za) **or Fax: 012 843 3472**

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

**POST:** **ADMINISTRATION CLERK (SUPERVISOR) X2**

National Prosecutions Service

**SALARY:** **R 196 278.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE:**  **DPP: Limpopo (Polokwane) (Ref no: 2015/218), DPP: Mpumalanga (Ref no: 2015/219)**

**REQUIREMENTS:** An appropriate B Degree, National Diploma or equivalent qualification on NQF level 6. Minimum two years’ relevant experience. Strong interpersonal skills. Good written and verbal communication skills. Computer literacy (MS packages). Ability to collect and interpret stats. Good planning and organizing skills. Team work. Knowledge and understanding of the legislative framework governing Public Service.

**DUTIES:** Supervise the clerical support section. Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data. Update registers and stats. Render general administrative support such as filing, photocopying, faxing, receiving and dispatching of documents. Keep and maintain the filing system for the component. Draft correspondence, memoranda and reports when required. Keep and maintain the incoming and outgoing registers of the section. .

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

**DPP: Mpumalanga: KP Luphondo 012 7526953**

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

**E-mail:** [**recruitafunel@npa.gov.za**](mailto:recruitafunel@npa.gov.za) **or Fax 012 843 3472**

# **POST:** **ASSISTANT LIBRARIAN (Ref no 2015/220)**

National Prosecutions Service

**SALARY:** **R 196 278.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE:** **DPP: South Gauteng**

**REQUIREMENTS:** An appropriate B. Degree, National Diploma or equivalent qualification on NQF level 6. Minimum of two years relevant experience. Knowledge of the Electronic Library Management System. Knowledge of Dewey Decimal Classification System. Ability to work on an electronic library management system. Ability to work independently. Open and approachable person with good communication skills. Willingness to travel. Administrative skills. Experience in the utilisation of search tools including LexisNexis , Jutastat and Sabinet Online. General computer literacy and knowledge of MS Word, Excel, Outlook and PowerPoint. Report writing skills. Conflict management skills.

**DUTIES:** Receive and process all requests in terms of law reports, statutes and reference material. Assist with information searches using online databases. Conduct awareness sessions and provide training on databases and systems used. Manage and maintain circulation and shelving of library material. Catalogue and classify new material utilising the available databases. Renew standing orders. Assist with loose leaf administration including updating. Periodically conduct information needs analysis. Maintain asset register of library material including disposals. Procure and process new material for Head office library and regions. Manage collection development. Act as library supplier co-ordinator. Conduct periodic stock take on library material. Keep statistics and records of library activities. Assist with information projects of the NPA. Submit reports as required.

**ENQUIRIES:**  **DPP: South Gauteng:Sydwell Namachuchu: 011 220 4005**

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

# **POST:** **PERSONAL ASSISTANT X2**

National Prosecutions Service

**SALARY:** **R 196 278.00 per annum (Excluding Benefits) (Level 7)**

# **CENTRE:** **CPP: Upington (Ref no 2015/221), DPP: Cape Town (Ref 2015/223)**

**REQUIREMENTS:** 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. Good grooming and presentation. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector.

**DUTIES:** Provide secretarial and administration support service in the office. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the office. Type documents for the office. Operates office equipment like fax machines and photocopiers. Provides a clerical support service to the office. Make travel arrangements; make logistical arrangements for meeting and events, process travel and subsistence claims for the office, taking minutes during meetings, draft routine correspondence, develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items such as stationery. Liaise with other offices of the NPA and corporate services with regard to all matters pertaining to the administrative functions of the office.

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

**DPP: Cape Town Mzukisi Gcuwa 021 487 7408**

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

**Email:** [**recruitdppcpt@npa.gov.za**](mailto:recruitdppcpt@npa.gov.za) **or Fax: 012 843 3435**

# **POST:** **PERSONAL ASSISTANT X2**

Specialised Commercial Crime Unit

**SALARY:** **R 196 278.00 per annum (Excluding Benefits) (Level 7)**

# **CENTRE:** **SCCU: Cape Town (Ref no 2014/225), SCCU: Head Office (Ref no 2015/226)**

**REQUIREMENTS:** 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. Good grooming and presentation. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector.

**DUTIES:** Rendering a secretarial support (including answering telephone and handling of diary to the senior managers. General administrative functions including filling, photocopying and faxing of documents. Making travel arrangements, arranging meetings and booking accommodation. Typing letters, memorandums, and presentations. Receiving and transmitting messages. Taking minutes during meetings. Performing secretarial and other related administration tasks. Case administration.

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

# **APPLICATIONS: Email:** [**recruitsccupta@npa.gov.za**](mailto:recruitsccupta@npa.gov.za) **or Fax 012  843 3470**

# **POST:** **COURT PREPARATION OFFICER X 9**

National Prosecuting Service

**SALARY:** **R 196 278.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE:**  **CPP: Mmabatho (Vryburg) (Ref no 2015/228), CPP: Durban (Ref no 2015/229), CPP: Ladysmith (Ref 2015/230) ,Mitchell’s PlainX2 (Recruit 2015/231), CPP: Kimberley X2 (De Aar) (Ref no 2015/222), (Galeshewe) (Ref no 2015/248), CPP: Upington X2 (Port Nolloth) (Ref no 2015/249), (Springbok) (Ref no 2015/250)**

**REQUIREMENTS:** An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. One year experience in a court environment will be an advantage. Sound co-ordination and counselling experience. Knowledge of the criminal Justice System. Ability to work independently without constant supervision. Excellent administrative skill, good communication skills and problem solving skills and ability to work well with children

**DUTIES:** Provide holistic and integrated care for victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with the investigating officers and social workers. Liaise with and report to the Prosecutor / Manager. Perform all duties in accordance with general accepted court preparation technique.

**ENQUIRIES:** **Ref no 2015/229 – 2015/230-Musa Mncwabe 031 334 5092**

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

**Mitchell’s Plain- Mzukisi Gcuwa 021 487 7408**

**Ref no 2015/222 &2015/248-2015/250 NK Mogongwa 053 807 4539**

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

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

**E-mail:** [**recruitdppcpt@npa.gov.za**](mailto:recruitdppcpt@npa.gov.za) **or fax 012 843 3435**

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

# **POST:** **HUMAN RESOURCE CLERK :( Ref no 2015/231)**

National Prosecuting Service

**SALARY:** **R 132 399.00 per annum (Excluding Benefits) (Level 5)**

**CENTRE:** **DPP: Mpumalanga**

**REQUIREMENTS:** Grade 12 or equivalent. Knowledge of PERSAL. Knowledge of Human Resource Management in the Public Service. Good communication. Good Organizational and people management skills. Computer Literacy. Ability to work under pressure. Ability to lead and guide a team for sub-section in the office.

**DUTIES:** Perform a variety of Human Resource Function and tasks in the region. Assist in formulating, implementing and maintaining HR Policies. Assists in the interview process. Liaise with corporate services regarding all matters pertaining to HR functions. Assist in the training and development programmes in the office. Assist in the Performance Assessment Process.

**ENQUIRIES:** **KP Luphondo 013 752 6953**

**Applications: E-mail:** [**recruitafunel@npa.gov.za**](mailto:recruitafunel@npa.gov.za) **or fax 012 843 4372**

# **POST:** **FINANCE CLERK X4**

National Prosecuting Service

**SALARY:** **R 132 399.00 per annum (Excluding Benefits) (Level 5)**

**CENTRE:** **DPP: Mmabatho: (Ref no 2015/232), DPP: Mpumalanga (Ref no 2015/233), DPP: Limpopo (Polokwane) (Ref no 2015/234), DPP: Cape Town (Ref no 2015/251)**

**REQUIREMENTS:** Grade 12 or equivalent. Knowledge of finance and procurement management systems. Basic knowledge of PFMA and Treasury Regulations. Good communication skills. Good Organizational and people management skills. Computer Literacy in MS Word, MS Excel, MS PowerPoint. Strong organizational ability. Good Interpersonal skill. Good Office administration skills and good administration practice skills. Ability to maintain high level of professionalism, confidentiality and reliability.

**DUTIES:** Record all incoming and outgoing mail in the finance operations unit. Assist with the capturing of subsistence and travel claims on PERSAL and on BAS when needed. Internal and external delivery of documents for the Financial Operations unit. Sort and distribute pay slips.

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

**DPP: Mpumalanga: KP Luphondo 013 752 6953**

**DPP: Limpopo: Joseph Thubakgale 015 960 9917**

**DPP: Cape Town: Mzukisi Gcuwa 021 487 7048**

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

**E-mail:** [**recruitafunel@npa.gov.za**](mailto:recruitafunel@npa.gov.za) **or Fax 012 843 3472**

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

**E-mail:** [**recruitdppcpt@npa.gov.za**](mailto:recruitdppcpt@npa.gov.za) **or Fax 012 843 3435**

# **POST:** **ADMINISTRATIVE CLERK X5**

National Prosecutions Service

**SALARY:** **R 132 399.00 per annum (Excluding Benefits) (Level 5)**

**CENTRE:** **CPP: Empangeni: (Ref no: 2015/235), CPP: Durban (Ref no 2015/236), DPP: Pietermaritzburg (Ref no 2015/237), DPP: Kimberley (Ref no 2015/238), CPP: Mthatha (Ref no 2015/252)**

**REQUIREMENTS:** Grade 12 or equivalent qualification. Experience in performing general administrative functions. Sound planning and organizing skills, written and verbal communication. General Computer literacy skills and knowledge in programs such as MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act with tact and discreet.

**DUTIES:** Provide administrative support to the office. Design and keep a well organised administrative system for the office. Provide administrative advice to all components of the office. 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 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 of documents.

**ENQUIRIES:** **Ref no 2015/235 - 2015/237: Musa Mncwabe – 031 334 5092**

**DPP: Kimberley: NK Mogongwa 053 807 45 39**

**CPP: Mthatha: Tlita Raga 047 501 2629**

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

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

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

# **POST:** **ADMINISTRATIVE CLERK: PROCUREMENT (Ref no 2015/238)**

National Prosecutions Service

**SALARY:** **R 132 399.00 per annum (Excluding Benefits) (Level 5)**

**CENTRE:** **DPP: Cape Town**

**REQUIREMENTS:** Grade 12 or equivalent qualification. Experience in performing general administrative functions. Sound planning and organizing skills, written and verbal communication. General Computer literacy skills and knowledge in programs such as MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act with tact and discreet.

**DUTIES:** Maintain departmental service contract. Manage and coordinate all travelling and accommodation arrangements and bookings for all staff in the region. Ensure that accommodation and travel arrangements are made, when the correct documentation has been received. Source the correct signatures for travel and accommodation requests as per delegations. Forward all documentation timeously to procurement for bookings. Follow up on a regular basis on the status of bookings and give regular feedback to staff on the status. Ensure that confirmation for all travel and accommodation are received and issued at least 2 days in advance to the staff. Receive invoices from travel agent, verify them for correctness and send them to head office for payment. Prepare documentation for processing of orders and payments. Follow up on outstanding orders. Perform other procurement related tasks

**ENQUIRIES:** **Mzukisi Gcuwa- 021 487 7048**

**APPLICATIONS: E-mail:** [**recruitdppcpt@npa.gov.za**](mailto:recruitdppcpt@npa.gov.za) **or Fax: 012 843 3435**

# **POST:** **ADMINISTRATIVE CLERK: SUPPLY CHAIN (Ref no 2015/227)**

National Prosecutions Service

**SALARY:** **R 132 399.00 per annum (Excluding Benefits) (Level 5)**

**CENTRE:** **DPP: Cape Town**

**REQUIREMENTS:** Grade 12 or equivalent qualification. Experience in performing general administrative functions. Sound planning and organizing skills, written and verbal communication. General Computer literacy skills and knowledge in programs such as MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act with tact and discreet.

**DUTIES:** Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services. Compile and maintain records (asset records/databases).check and issue furniture, equipment and accessories to components and individuals. Update and maintain a supplier database.

**ENQUIRIES:** **Mzukisi Gcuwa- 021 487 7048**

**APPLICATIONS: E-mail:** [**recruitdppcpt@npa.gov.za**](mailto:recruitdppcpt@npa.gov.za) **or Fax: 012 843 3435**

# **POST:** **ADMINISTRATIVE CLERK: GENERAL X2**

SOCA

**SALARY:** **R 132 399.00 per annum (Excluding Benefits) (Level 5)**

**CENTRE:** **DPP: Limpopo (Ref no 2015/239), Pretoria (Head Office) (Ref no 2015/240)**

**REQUIREMENTS:** Grade 12 or equivalent qualification. Experience in performing general administrative functions. Sound planning and organizing skills, written and verbal communication. General Computer literacy skills and knowledge in programs such as MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act with tact and discreet.

**DUTIES:** Provide administrative support to the Senior Public Prosecutors and delegated officials of the SOCA Unit. Manage and prioritize matters. Perform any other related functions as required by the Senior Public Prosecutor from time to time. Manage information and ensure an easy reference filing system for the office. Prepare correspondence, documents, reports, presentations, ect as required and instructed by the Senior Public Prosecutor. Make travel and accommodation arrangements. Design and keep a well-organized administrative system for the office. Provide support and administrative advice to all components of the office. Liaise with the corporative services with regard to all matters pertaining to the administrative functioning of the office.

**ENQUIRIES:** **Nnana Motaung 012 845 6142**

**APPLICATIONS: E-mail:** [Recruitmentsoca@npa.gov.za](mailto:Recruitmentsoca@npa.gov.za) **or Fax:**  **012 843 3473**

**POST: ADMINISTRATIVE CLERK: LIBRARY (Ref no 2015/241)**

National Prosecuting Service

**SALARY:** **R 132 399.00 per annum (Excluding Benefits) (Level 5)**

**CENTRE:** **DPP: Kimberly**

**REQUIREMENTS:** Grade 12. Must be able to type. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills.

**DUTIES:** Provide administrative support services. Assist with information request. Circulation management: lending and returns. Audit of cluster books and stock reports. Stock taking.

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

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

**POST: REGISTRY CLERK (Ref no 215/242)**

National Prosecuting Service

**SALARY:** **R 132 399.00 per annum (Excluding Benefits) (Level 5)**

**CENTRE:** **CPP: East London**

**REQUIREMENTS:** Grade 12 or equivalent. Computer Literacy in MS Word, MS Excel and MS Outlook. Good administrative skills. Good planning and organizing skills

**DUTIES:** Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective and record management service. Operate office machines in relation to the registry function. Process documents for archiving and or disposal.

**ENQUIRIES:** **Viola Arends- 040 608 6800**

**APPLICATIONS E-mail:** [**recruitdppel@npa.gov.za**](mailto:recruitdppel@npa.gov.za) **or Fax: 012 843 3436**

**POST: DATA CAPTURER (Ref no 2015/253)(Three year contract)**

National Prosecutions Service

**SALARY:** **R 132 399.00 per annum (Plus37% in lieu of benefits) (Level 5)**

**CENTRE:** **CPP: Empangeni**

**REQUIREMENTS:** Grade 12 plus one year relevant administration experience. Computer literacy especially MS Office Suite – Word, Excel and Outlook. Administrative technical skills. Data capturing. Interpersonal relations. Good communication (verbal and written) skills. Reliability.

**DUTIES:** Provide efficient data capturing and data administration services in the DPP South Gauteng. Perform general administrative tasks in the Information Management Section. Provide data reports. Liaise with customers and stakeholders.

**ENQUIRIES:** **Musa Mncwabe 031 334 5092**

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

**POST: SWITCHBOARD OPERATOR X3**

National Prosecuting Service

**SALARY:** **R 110 739.00 per annum (Excluding Benefits) (Level 4)**

**CENTRE:** **DPP: Limpopo (Polokwane) (Ref no 2015/243), DPP: South Gauteng (Ref no 2015/244), DPP: Mpumalanga (Ref no 2015/245)**

**REQUIREMENTS:** Grade 12 or equivalent. Plus experience in Switchboard and administrative functions. Knowledge of public service legislation. Good written and verbal communication skills. MS Office package. Planning and Organizing skills. Client orientation and customer focus.

**DUTIES:** Answer all incoming calls. Keep staff extensions numbers register up to date and change register when staff changes offices. Registration of daily incoming inquest in section. Report faulty machines when out of order. Attend to public t reception. Sort out incoming faxes and distribute to relevant officials. Assist with registration of daily incoming work when requested to do so. Maintain register of outgoing mail. Maintain telephone lists.

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

**DPP: South Gauteng: S Phillips 011 220 4017**

**DPP: Mpumalanga: KP Luphondo 013 752 6953**

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

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

**E-mail:** [**recruitafunel@npa.gov.za**](mailto:recruitafunel@npa.gov.za) **or Fax 012 843 3472**

**POST:** **MESSENGER DRIVER (Ref no 2015/246)**

National Prosecuting Service

**SALARY:** **R 110 739.00 per annum (Excluding Benefits) (Level 4)**

**CENTRE:** **DDPP: Durban**

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

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

**ENQUIRIES:** **Musa Mncwabe 031 334 5092**

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