**NATIONAL PROSECUTING AUTHORITY**

**CLOSING DATE: 12 October 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 ADMINISTRATIVE OFFICER (Ref no: 2015/267)**

National Prosecutions Service

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

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

**REQUIREMENTS:** An Appropriate B Degree, National Diploma or equivalent qualification on NQF level 6. Minimum three years’ working experience in the Public Service. Excellent written and verbal communication skills. Innovative, proactive and decisive under pressure and solution orientated. Negotiating and supervisory skills. Problem solving skills and ability to meet strict deadlines. Computer Literacy in programmes such as MS Word, Excel, PowerPoint, Outlook. Knowledge of legislations pertaining to public service administration, specifically: the SA Archives Act, The NPA Act, Access to information Act.

**DUTIES:** to provide supervisory and administration support services to the Assistant Director Administration. To ensure compliance with policies and prescripts governing Human Resources, docket and document management. Supervise the effective functioning of the administration .dissemination of incoming mail, documents and dockets. Ensure the maintenance and compliance to the NPA filing plan. Monitor correct referencing of all correspondence and dockets. Ensure timeous allocation of incoming documents and dockets to relevant staff. Monitor workflow and distribution of cases to staff. Supervise the archiving and pending system and conduct regular inspections.Timously attend to queries from various stakeholders, clients and customers.

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

**APPLICATIONS: E-mail:** **Recruitdppcpt267@npa.gov.za or Fax:** **012 843 3909**

**POST:** **PROJECT ADMINISTRATOR-ITC PROJECTS (Ref no: 2015/268)**

Information and Systems Management

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

**CENTRE:** Pretoria: Head Office

**REQUIREMENTS:** An appropriate Bachelor Degree, National Diploma or equivalent qualification on NQF level 6 in Information Technology, Business administration, Business Management or Public Administration. Minimum three years’ experience in project management co-ordination and administration environment. An overall understanding of the knowledge areas specified in PMBOK Guide and Methodology. Capable of functioning in a high confidential environment. Knowledge of diplomacy protocol. Good time management skills in order to manage and plan own work as well as that of the project/projects and related tasks. Proven budgetary and financial management experience and skills. Proactive, be able to think on your feet, reliable, tolerant and determined. Able to act independently as well as in a team. Willing to effectively manage change. Willing to travel to outside own geographical area, able to extended hours. Excellent project co-ordination. Excellent communication and admninistrative skills. Valid driver’s license.

**DUTIES:** Responsible for assisting IJS Programme Manager and /or ISM Project Managers in monitoring and tracking the performance of all projects. Assist Project Managers with continuous liaison between NPA and both internal and external stakeholders, institutions, other government departments and structures. Manage resources assigned to the project on behalf of project manager. Maintain accounting records and report variance between budget and expenditure. Follow up on project procurement requests. Management of equipment. Maintenance of project schedules, report on project status. Develop and maintain documentation and documentation repository (SharePoint). Make bookings and preparations for meetings, workshops and minute taking. Keep accurate records of the project activities (both clerical and technical). Any ad-hoc project related tasks and request as and when required by the project managers.

**ENQUIRIES:** **Jacques du Toit 012 845 6263**

**APPLICATIONS: E-mail:Recruitdpphq268@npa.gov.za or Fax: 012 843 3910**

# **POST:** **PERSONAL ASSISTANT (Ref no: 2015/269)**

Asset Forfeiture Unit

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

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

**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 to the DNDPP. 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. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and co-ordinate bookings for international travel for AFU staff. Take minutes during meeting and prepare same for signature in advance. Develop and maintain an accessible and user friendly filling 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.

**ENQUIRIES:** **Peggy Manaka 012 845 6196**

# **APPLICATIONS: Email:Recruithqafu269@npa.gov.za or Fax: 012 843 3911**

# **POST:** **ADMINISTRATIVE OFFICER X1 (GENERAL) (Ref no 2015/270)**

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 three years relevant experience preferable in the Public Service. 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 administrative support within Corporate Services of the Regional Office. Deal with matter related to finance, procurement, Asset Management and human resources matters. Coordinate all travelling and accommodation arrangements for all staff in the region. Render general administrative support such as filing and dispatching of documents. Management of Inventory and assets in the Region. Prepare submissions for procurement of goods and services for approval or recommendation by the Director of Administration. Supervise Clerical Administrative Support staff. Update Inventory registers, statics and submit quarterly inventory reports. Liaise with relevant corporate service staff at National Office.

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

**Applications: E-mail: Recruitdppdbn270@npa.gov.za or Fax (012) 843 3912**

# **POST:** **ADMINISTRATIVE OFFICER X1 (COURT SUPPORT) (Ref no 2015/271)**

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 three years relevant experience within the Criminal Justice system. Knowledge and understanding of the Public Service Prescripts. Strong interpersonal and presentation skills. Strong administrative, decision making, organizational and general office management 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 and logistical support to the Regional Office. Keep a well-organized administrative system of the office. Responsible for work flow and document tracking in the office. Supervise work of the subordinates in Court Support and Document Centre and allocate the incoming work amongst administrative clerical staff. Draft correspondence to members of the public, other organizations and state departments. Draw up and manage court rolls. Compile daily, weekly and monthly court statistics. Responsible for document management of the office. Perform other functions as and when requested by the office.

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

**Applications: E-mail: Recruit dppdbn271@npa.gov.za or Fax: (012) 843 3913**

# **POST:** **HR PRACTITIONER (Ref no 2015/272)**

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

**CENTRE:** **DPP: Pietermaritzburg**

**REQUIREMENTS:** An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. At least three 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:** **Amber Stevens 033 392 8771**

# **APPLICATIONS: E-mail: Recruitdpppmb272@npa.gov.za or Fax: (012) 843 3914**

**POST:** **ADMINISTRATIVE OFFICER X2: (Ref no 2015/289) (RE-ADVERTISEMENT))**

Sexual Offences and Community Affairs Unit

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

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

**REQUIREMENTS:** An appropriate B Degree, National Diploma or equivalent qualification on NQF level 6. Two years relevant experience performing general administrative functions. Good planning and organising skills, written and verbal communication skills.  Proven Supervisory experience. Problem solving skills, knowledge and skill of administrative and secretarial services. General computer literacy skills and

knowledge in programs such as MS Word, Excel, PowerPoint, etc. Strong interpersonal and communication skills.

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**DUTIES:** Provide high quality administrative support to the Corporate Manager, logistical support fleet management and

human resources administration. Keep a well-organized administrative system for the office. Manage communication

with internal and external stakeholders.  Manage petty cash. Liaise with Corporate Service on all matters pertaining to

administrative function of the office. Draft correspondence to members of the public, other organizations and state

departments. Manage sub-ordinates. Any other duties as requested by the Corporate Manager or a delegated official.

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

**APPLICATIONS: E-mail:Recruitdpphq289@npa.gov.za or Fax: or Fax: 012 843 3932**

# **POST:** **HUMAN RESOURCE CLERK X2**

National Prosecutions Service

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

**CENTRE:** **DPP: Kimberley: (Ref no: 2015/273**

**DPP: South Gauteng (Ref no: 2015/274)**

**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:** **DPP: Kimberley: Nicholas Mogongwa – 053 807 4539**

**DPP: South Gauteng: Reuben Palai – 011 220 4124**

**APPLICATIONS: Email: Recruitdppkim273@npa.gov.za or Fax: (012) 843 3915**

**Email: Recruitdppjhb274@npa.gov.za or Fax: (012) 843 3916**

# **POST:** **FINANCE CLERK X2 (Ref no: 2015/275)**

National Prosecuting Service

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

**CENTRE:** **DPP: Pretoria**

**REQUIREMENTS:** Grade 12. 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 payslips.

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**ENQUIRIES:**  **Lerato Rakale 012 351 6700**

**APPLICATIONS: Email: Recruitdpppta275@npa.gov.za or Fax (012)843 3917**

# **POST:** **SECRETARY (Ref no 2015/276)**

Financial Management Unit

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

**CENTRE:** **Pretoria Head Office**

**REQUIREMENTS:** Grade 12 plus Secretarial Diploma or other relevant qualification. At least 1 year relevant experience will be an added advantage. Reliable, integrity, tolerant and determined. Able to act independently and under pressure. Willing to travel, able to work extended hours. Good organizational and interpersonal skills Excellent communication and administrative skills. Valid driver’s license. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Able to do basic calculations, understanding of financial documents i.e. invoices, delivery notes and orders.

**DUTIES:** Provide secretarial and administration support. Receive and screen telephone calls and refer to the correct role players. Record all incoming and outgoing mail in the Directorate SCM. Manage the Directors diary. Coordinate and prepare for management meeting including taking minutes. Coordinate SCM training requirements in line with individual development plans. Organize travel and accommodation arrangement for the Director. Asset controller for the directorate. Provide logistical support to the Directorate (stationery requirements etc.). Design and keep a proper filing system.

**ENQUIRIES:** **Tebogo Sethabela 012 845 6014**

**APPLICATIONS: E-mail: Recruitdpphq276@npa.gov.za** **or Fax: (012) 843 3918**

**POST:** **FINANCE CLERK: FLEET AND FACILITIES MANAGEMENT**

Corporate Services

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

**CENTRE:** **Pretoria: Head Office (Ref no: 2015/277)**

**REQUIREMENTS:** Grade 12. One year experience in the field of fleet/transport and or travel management. Valid drivers’ license (PdP will be an advantage).

**DUTIES:** Ensuring that NPA Fleet vehicles are properly utilized and maintained. Management of pool vehicles. Assist in travel bookings. Driver/messenger services and transporting.

**ENQUIRIES:** **Errence Sikhosana 012 845 6091**

**Applications: E-mail: Recruithq277@npa.gov.za or Fax: (012) 843 3919**