

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 2022-2026, will take highest preference in selection of suitable candidates.

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 28 June 2022
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Handwritten Z83 must be completed in BLOCK LETTERS. 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 (6) six 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 as part of the verification process. A valid driver's license will be a requirement where applicable. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.

OTHER POSTS

- POST 21/116** : **SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2022/240**
National Prosecutions Service
- SALARY** : R997 764 per annum (total cost package) to R1 559 616 per annum (total cost package) (Level CM-1)
- CENTRE** : Head Office: Pretoria
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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** : Assist with the coordination of training and related duties in the NPS; provide strategic advice to the Co-ordinator for training, assist with the implementation of training initiatives in the NPS, tutor, train, mentor and manage Aspirant Prosecutors. Institute and conduct criminal proceedings on behalf of the state.

Perform any act incident thereto and carry out the duties and functions assigned to the prosecution under any Act and/or the policy manual and/or directives. Study case dockets. Decide on the institution of and conduct criminal proceedings. Attend to maintenance matters and inquest in the lower courts. Oversee the preparation of cases for court. Guide investigations. Consult with witnesses where applicable. Oversee the drafting of charge sheets or present State's case in court. Present evidence, cross examine and address the court inter alia, conviction and sentence. Perform all duties including administrative duties assigned by the Deputy Director of Public Prosecutions: Training sub-unit and/or the Deputy National Director: NPS in accordance with the code of conduct, policy and directives of the NPA. Manage performance of Aspirant Prosecutors. Guide and assist trainers of Aspirant Prosecutors towards achieving strategic objectives of the NPA. Deal with representations and complaints. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.

ENQUIRIES : Gija Maswanganyi Tel No: 012 845 6944
APPLICATIONS : e mail Recruit2022240@npa.gov.za

POST 21/117 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/241**
Specialised Commercial Crime Unit
(Re-advert)

SALARY : R997 764 per annum (total cost package) to R1 559 616 per annum (total cost package) (Level LP-9)

CENTRE : Mpumalanga
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation, of which 5 years must be as prosecutor/attorney in the Regional court/High court. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. 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, money laundering and corruption/bribery including the relevant legislations. The ability to act independently. Strong computer skills will be required.

DUTIES : 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. Ensure that accurate stats and governance is complied with at all times. Building and maintaining relationship with stakeholders.

ENQUIRIES : Tebogo Mashile Tel No: 013 045 0686
APPLICATIONS : e mail Recruit2022241@npa.gov.za

POST 21/118 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/242**
National Prosecutions Service

SALARY : R997 764 per annum (total cost package) – R1 559 616 per annum (total cost package) (LP-9)

CENTRE : DPP: Mmabatho (OCC)
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. 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 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. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES APPLICATIONS</u>	:	Flora Kalakgosi Tel No: 018 381 9041
	:	e mail Recruit2022242@npa.gov.za
<u>POST 21/119</u>	:	<u>DEPUTY DIRECTOR: COURT PREPARATION REF NO: RECRUIT 2022/244</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R882 042 per annum (MMS Level 12), (total cost package)
	:	Pretoria: Head Office
	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science/ Behavioural Studies or equivalent. At least five years working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
<u>DUTIES</u>	:	Oversee the Ke Bona Lesedi Court Preparation programme provided by Court Preparation Managers/Coordinators and Court preparation officers within the NPA. To mentor, coach, ensure effective transfer of skills to the Court Preparation Component. Give guidance to the DPP/Governance Coordinators/DPP/Chief Prosecutors/SPP/Court Preparation Managers and Court Preparation Officers where required. Ensure compliance with legislation, case law, standards and guidelines for the establishment, roll out and management of court preparation services for the prevention of secondary traumatisisation and enhanced prosecution. Ensure policy and guidelines are implemented for good governance and quality assurance of the component. Oversee implementation of the PEACE model and Victim Impact Statements facilitated by Court Preparation Officers for Court Preparation in all courts. Lead staff towards achieving the strategic goals of the NPA. Ensure the equipping of Court Preparation Officers with professional tools for quality age appropriate services. Deal with representations and complaints. Oversee the training component of the Court Preparation Programme. Contribute towards the management and implementation of the Victim's Charter and Victim Impact Statements. Promote partner integration, community involvement and customer satisfaction in conjunction with partners within the criminal justice system. Liaise with internal and external stakeholders. Act as an ambassador for the Ke Bona Lesedi Court Preparation Component. Perform all duties related thereto and duties assigned by the DDPP.
<u>ENQUIRIES APPLICATIONS</u>	:	Gija Maswanganyi Tel No: 012 845 6944
	:	e mail Recruit2022244@npa.gov.za
<u>POST 21/120</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2022/246</u> National Prosecutions Service
<u>SALARY</u>	:	R859 752 per annum (total cost package) to R1 405 245 per annum (total cost package) (Level SU-3)
<u>CENTRE</u>	:	CPP: Polokwane (Mankweng)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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 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 APPLICATIONS</u>	:	Thuba Thubakgale Tel No: 015 045 0285
	:	e mail Recruit2022246@npa.gov.za
<u>POST 21/121</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2022/243</u> National Prosecutions Service
<u>SALARY</u>	:	R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE REQUIREMENTS</u>	:	CPP: Durban (Umlazi)
	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently.
<u>DUTIES</u>	:	Study and guide the investigations in 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 and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. 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 APPLICATIONS</u>	:	Sibongiseni Ngcamu Tel No: 031 334 5068
	:	e mail Recruit2022243@npa.gov.za
<u>POST 21/122</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2022/245 (X3 POSTS)</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE REQUIREMENTS</u>	:	Kimberley
	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently.
<u>DUTIES</u>	:	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 and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. 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 system.

ENQUIRIES : Nicholas Mogongwa Tel No: 53 807 4539
APPLICATIONS : e mail Recruit2022245@npa.gov.za

POST 21/123 : **BUSINESS INTELLIGENCE ANALYST REF NO: RECRUIT 2022/247**
 Information Systems Management- System Development and Maintenance

SALARY : R477 090 per annum (Level 10), (excluding benefits)
CENTRE : Pretoria Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in IT or equivalent. Minimum five years' relevant experience in Business Intelligence. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. Knowledge of ITIL (Information Technology International Library) framework. Computer programming/coding skills in C#. NET, ASP.NET and NET. JavaScript, HTML5, CSS, XML, jQuery, SQL Server, and Web Services. Project Management skills. Research, presentation and facilitation. Strategic planning skills. Knowledge management. Ability to formulate targets and indicators. Service delivery and innovation skills. Valid driver's licence.

DUTIES : Provide Business Intelligence reports and tools. Perform SQL queries, design, code, test, and aggregate the results to create useful information. Provide technical documents on database content. Map various databases used in the organization. Develop, design, and analyse data architecture and data warehouses. Collaborate with IT department in deploying software and hardware upgrades to leverage big data use. Create or discover new data procurement and processing programs. Oversee the deployment of data to the data warehouse. Review and validate customer data as and when collected. Review customer files to ensure integrity of data collection and utilization. Monitor analytics and metrics results. Implement new data analysis methodologies. Perform data profiling to identify and understand anomalies.

ENQUIRIES : Obert Masango Tel No: 012 845 7058
APPLICATIONS : e mail Recruit2022247@npa.gov.za

POST 21/124 : **SYSTEM DEVELOPER: CRM DYNAMICS REF NO: RECRUIT 2022/248**
 Information Systems Management- System Development and Maintenance

SALARY : R321 543 per annum (Level 08), (excluding benefits)
CENTRE : Pretoria Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in IT or equivalent. Minimum three years' relevant experience in Microsoft Sharepoint development. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. Knowledge of ITIL (Information Technology International Library) framework. Computer programming/coding skills in C#. NET, ASP.NET and NET. JavaScript, HTML5, CSS, XML, jQuery, SQL Server, and Web Services. Project Management skills. Research, presentation and facilitation. Strategic planning skills. Knowledge management. Ability to formulate targets and indicators. Service delivery and innovation skills. MS Office suite, MS Word, Excel, Outlook, PowerPoint, MS Project. Valid driver's licence.

DUTIES : Collaborate with software developers, business analysts and IT professionals. Implement Microsoft Dynamics CRM solutions. Develop and maintain a platform roadmap. Customize the system to meet the business needs. Integrate existing systems and services into the CRM architecture. Assist with the deployment and implementation of new software / hardware. Design solutions based on business requirements and end user input. Present design ideas to project sponsors. Develop user documentation for new functions. Provide training to users on the use of new functions. Advise on the use of Microsoft Stack to enable business capabilities. Build and Test Solutions and Customizations to MS Dynamics CRM. Build and Test JavaScript to enhance user experience. Build and Test Plug-ins to enable specific user functions.

<u>ENQUIRIES APPLICATIONS</u>	:	Obert Masango Tel No: 012 845 7058
	:	e mail Recruit2022248@npa.gov.za
<u>POST 21/125</u>	:	<u>WEB DEVELOPER REF NO: RECRUIT 2022/249</u>
		Information Systems Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum (Level 08), (excluding benefits)
	:	Pretoria Head Office
	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in IT or equivalent. Minimum three years' relevant experience in Microsoft Sharepoint development. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. Knowledge of ITIL (Information Technology International Library) framework. Computer programming/coding skills in C#. NET, ASP.NET and NET. JavaScript, HTML5, CSS, XML, jQuery, SQL Server, and Web Services. Project Management skills. Research, presentation and facilitation. Strategic planning skills. Knowledge management. Ability to formulate targets and indicators. Service delivery and innovation skills. MS Office suite, MS Word, Excel, Outlook, PowerPoint, MS Project. Valid driver's licence.
<u>DUTIES</u>	:	Design, build and maintain website and web applications. Develop and validate test routines and schedules to ensure test cases mimic external interfaces and address all browser and device types. Conduct website updates. Design website content and guide the content producer on the development of the website. Provide maintenance on the latest Web applications and programming practices. Back up files from Web sites to local directories for recovery. Identify problems through customer feedback and refer identified problem to appropriate personnel for correction. Determining user needs by analyzing technical requirements. Evaluate codes to ensure browsers, devices and operating systems are properly structured and compatible with industry standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Obert Masango Tel No: 012 845 7058
	:	e mail Recruit2022249@npa.gov.za
<u>POST 21/126</u>	:	<u>SYSTEM DEVELOPER: MICROSOFT SHAREPOINT REF NO: RECRUIT 2022/250</u>
		Information Systems Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum (Level 08), (excluding benefits)
	:	Pretoria Head Office
	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in IT or equivalent. Minimum three years' relevant experience in Microsoft Sharepoint development. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. Knowledge of ITIL (Information Technology International Library) framework. Computer programming/coding skills in C#. NET, ASP.NET and NET. JavaScript, HTML5, CSS, XML, jQuery, SQL Server, and Web Services. Project Management skills. Research, presentation and facilitation. Strategic planning skills. Knowledge management. Ability to formulate targets and indicators. Service delivery and innovation skills. MS Office suite, MS Word, Excel, Outlook, PowerPoint, MS Project. Valid driver's licence.
<u>DUTIES</u>	:	Collaborate with software developers, business analysts and IT professionals to implement Microsoft SharePoint solutions. Configure NPA's SharePoint systems to specified requirements. Meet with the design team to review website and application requirements. Maintain and update SharePoint applications. Provide systems training to staff and customers. Develop new web components using XML, .NET, SQL, C# and various programming languages. Design, code, and implement scalable applications. Testing and debugging code. Extend SharePoint functionality by developing forms, web parts and application technologies. Review website interface and software stability. Troubleshoot software issues.
<u>ENQUIRIES APPLICATIONS</u>	:	Obert Masango Tel No: 012 845 7058
	:	e mail Recruit2022250@npa.gov.za

<u>POST 21/127</u>	:	<u>COURT PREPARATION OFFICER REF NO: RECRUIT 2022/251</u> National Prosecutions Service
<u>SALARY</u>	:	R261 372 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DPP: Mmabatho
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6) in Social Science/Behavioural Studies or equivalent. At least one year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.
<u>DUTIES</u>	:	Provide holistic and integrated care for the 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 and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
<u>ENQUIRIES</u>	:	Flora Kalakgosi Tel No: 018 381 9041
<u>APPLICATIONS</u>	:	e mail Recruit2022251@npa.gov.za