

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.

CLOSING DATE

29 August 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 ONLY (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. If the Z83 is not completed as prescribed your application will not be accepted. 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA. NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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.

MANAGEMENT ECHELON**POST 30/85**

: **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**
Asset Forfeiture Unit

SALARY CENTRE

: R1 327 971 per annum (Level 14), (total cost package)
: Head Office: Pretoria Ref No: Recruit 2022/254
East London Ref No: Recruit 2022/255

<u>REQUIREMENTS</u>	An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admitted Attorney and/or Advocate. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Ability to act independently. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. Willing to travel and able to work extended hours.
<u>DUTIES</u>	: Undertake litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture / confiscation of property / assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Manage the regional office.
<u>ENQUIRIES</u>	: Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	: Head Office e mail: Recruit2022254@npa.gov.za East London e mail: Recruit2022255@npa.gov.za
<u>POST 30/86</u>	: <u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS</u> National Prosecutions Services
<u>SALARY</u>	: R1 327 971 per annum (Level 14), (total cost package)
<u>CENTRE</u>	: DPP: Bloemfontein Ref No: Recruit 2022/256 DPP: Pietermaritzburg Ref No: Recruit 2022/257 (X2 Posts)
<u>REQUIREMENTS</u>	: An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid drivers license.
<u>DUTIES</u>	: Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	: DPP: Bloemfontein Lemmer Ludwick Tel No: 051 410 6001 DPP: Pietermaritzburg Thabsile Radebe Tel No: 033 392 8753
<u>APPLICATIONS</u>	: DPP: Bloemfontein e mail Recruit2022256@npa.gov.za DPP: Pietermaritzburg e mail Recruit2022257@npa.gov.za
<u>POST 30/87</u>	: <u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/258</u> National Prosecutions Services
<u>SALARY</u>	: R1 327 971 per annum (Level 14), (total cost package)
<u>CENTRE</u>	: Head Office: Pretoria (Organised Crime Component)
<u>REQUIREMENTS</u>	: An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation.

		Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Experience or knowledge in POCA legislation will be an added advantage and racketeering applications. Thorough understanding of OC offences and related legislations. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid drivers license.
<u>DUTIES</u>	:	Manage the portfolio assigned by the Supervisor. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including POCA related matters, racketeering applications, complex/high profile matters, in the high court, the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases and manage all racketeering applications authorisations to the office of the NDPP. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, racketeering applications, POCA related matters, criminal matters and make review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Head Office Gija Maswanganyi Tel No: 012 845 6944
	:	e mail: Recruit2022258@npa.gov.za
<u>POST 30/88</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS</u> National Prosecutions Services
<u>SALARY CENTRE</u>	:	R1 327 971 per annum (Level 14), (total cost package)
	:	DPP: Bloemfontein (Tax Unit) Ref No: Recruit 2022/259
	:	DPP: Mmabatho (Tax Unit) Ref No: Recruit 2022/260, (Re-advert)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid drivers license.
<u>DUTIES</u>	:	Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote

		partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system
<u>ENQUIRIES</u>	:	DPP: Bloemfontein Lemmer Ludwick Tel No: 051 410 6001
		DPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9041
<u>APPLICATIONS</u>	:	DPP: Bloemfontein e mail: Recruit202259@npa.gov.za
		DPP: Mmabatho e mail: Recruit2022260@npa.gov.za
<u>POST 30/89</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/261</u>
		National Prosecutions Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 327 971 per annum (Level 14), (total cost package)
	:	DPP: Mpumalanga (STU)
	:	An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasion/avoidance, commercial crimes, fraud and related matters. Sound knowledge of Income Tax Act, Vat Act, Customs and Excise Act. Sound knowledge and understanding of SARS functions and financial or accounting background. Good advocacy and legal drafting skills. Strong organisational leadership skills. Strong interpersonal, analytical, presentation and communication skills. Computer skills. Valid drivers license.
<u>DUTIES</u>	:	Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Studying and research law, enquiring and dockets relating to crimes, advising and deciding thereon. Instituting and conducting criminal proceedings in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross-examining witnesses as well as presenting arguments in court and argue cases. Consult on a regular basis with all relevant stake holders and SARS officials. Manage and keep SARS records for all criminal prosecutions and statistics. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Tebogo Mashile Tel No: 013 045 0686
	:	e mail Recruit2022261@npa.gov.za
<u>POST 30/90</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/262</u>
		Specialised Commercial Crime Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 327 971 per annum (Level 14), (total cost package)
	:	Bloemfontein
	:	An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Drivers licence.
<u>DUTIES</u>	:	Manage and direct activities and portfolios assigned by the Regional Head. Manage and direct the activities of the office. Provide guidance and training to stakeholders and staff members. Ensure appropriate performance management and development is implemented. Conduct prosecution of complex commercial crime cases. Advise police on the investigation of complex commercial crime cases. 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 the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Provide mentorship and guidance to lower level staff. Generally conduct prosecution on behalf of the state. Ensure a high standard of professionalism and quality of work.

ENQUIRIES : Lemmer Ludwick Tel No: 051 410 6001
APPLICATIONS : e mail: Recruit2022262@npa.gov.za

POST 30/91 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**
Specialised Commercial Crime Unit

SALARY : R1 327 971 per annum (Level 14), (total cost package)
CENTRE : Port Elizabeth Ref No: Recruit 2022/263
Port Elizabeth (East London) Ref No: Recruit 2022/264

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Drivers license.

DUTIES : To guide investigations and conduct prosecutions of identified serious complex cases. Exercise oversight on any decision to prosecute and to give any necessary advice and report to the Head of SCCU. Ensure that decisions to prosecute or not prosecute comply with all relevant legal prescripts, the Constitution and all applicable policies, procedures and directives. Provide high level and well researched opinions and reports to the head of SCCU. Manage and direct governance and operations in SCCU. Monitor and review strategy and operations. Provide enterprise reports. Liaise with regional office and arrange meetings in this regard. Render professional advice to the Head of SCCU as required. Ensure that plans are in place to promote good stakeholder and partner engagement. Ensure that the national strategy and annual plan of the SCCU are developed and implemented. Monitor delivery of the regional offices meet targets, to continuously analyse, review and monitor operational performance of the office in order inter alia to identify any operational deficiencies and to monitor the achievement of targets. Develop any performance or delivery improvement plans or make such interventions as circumstances may require. Oversee the development and implementation of appropriate employee performance management systems. Initiate and implement training initiatives by establishing training needs both at national and regional levels. Meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of SCCU.

ENQUIRIES : Nosiseko Mabaleka Tel No: 012 842 1465
APPLICATIONS : e mail: Recruit2022263@npa.gov.za
E mail Port Elizabeth (East London) e mail Recruit2022264@npa.gov.za

POST 30/92 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/265**
Legal Affairs Division

SALARY : R1 327 971 per annum (Level 14), (total cost package)
CENTRE : Head Office: Pretoria
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid drivers license.

DUTIES : Manage the portfolio assigned by the DNDPP or Head of the Civil Unit. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to civil matters,

make and review decisions with regard to the institution of civil proceedings. Prepare civil proceedings for court including the acquisition of additional evidence and drafting affidavits and responding or supplementary affidavits and indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study civil appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Danie Schmidt Tel No: 012 845 6769
APPLICATIONS : e mail Recruit2022265@npa.gov.za

POST 30/93 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/266 (X2 POSTS)**
 National Prosecutions Service

SALARY : R1 327 971 per annum (Level 14), (total cost package)
CENTRE : DPP: Pretoria
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admitted Attorney /or Advocate. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Ability to act independently. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. Willing to travel and able to work extended hours.

DUTIES : Undertake litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture / confiscation of property / assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Manage the regional office.

ENQUIRIES : Godfrey Ramakuela Tel No: 012 351 6808
APPLICATIONS : e mail: Recruit2022266@npa.gov.za

POST 30/94 : **CHIEF PROSECUTOR**
 National Prosecutions Service

SALARY : R1 327 971 per annum (Level 14), (total cost package)
CENTRE : CPP: Vaal Rand Ref No: Recruit 2022/267
 CPP: Mmabatho Ref No: Recruit 2022/268
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least ten years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Organisational and leadership skills. Ability to think strategically and innovatively. Ability to manage the performance of the Cluster. Strong interpersonal and communication skills. General computer literacy and knowledge of programs in Microsoft Office. Decision making ability. A valid driver's license is a requirement.

DUTIES : Manage the performance of the NPA personnel in the lower courts, aligning such performance to the strategic plans of the NPA. Manage and oversee resources of the cluster and align them to the objectives of the NPA. Manage, train and guide Prosecutors and stakeholders in respect of all litigations in the cluster. Study, decide and recommend on budget and expenditure in line with the decision of NPA Administration and NPS. Manage the institution of/and conduct criminal proceedings on behalf of the State, in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross-examining witnesses as well as presenting arguments in court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

Compile reports and enter into correspondence on matters and activities pertaining to the cluster. Map out and implement strategic interventions for the cluster to guide prosecutors towards achieving strategic objectives. Check and ensure that a high standard of professional work is being carried out.

ENQUIRIES : CPP: Vaal Rand Godfrey Ramakuela Tel No: 012 351 6808
 CPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9041

APPLICATIONS : CPP: Vaal Rand e mail Recruit2022267@npa.gov.za
 CPP: Mmabatho e mail Recruit2022268@npa.gov.za

POST 30/95 : **DIRECTOR: STRATEGY AND ENTERPRISE RISK MANAGEMENT REF NO: RECRUIT 2022/269**
 Strategy Management Office

SALARY CENTRE REQUIREMENTS : R1 073 187 per annum (Level 13), (total cost package), SMS
 : Head Office: Pretoria
 : A recognized B-degree or Advanced Diploma (NQF level 7) in Commercial/Strategic Planning and Performance Management/ Internal Audit/ Risk Management/ Business Management or equivalent. Five to ten years working experience of which at least five years should be in Strategy/Risk Management and Performance Management. At least five years' management experience must be on middle or senior management level. Public sector experience in Strategy and Enterprise Risk Management will be an added advantage. Programme and Project management experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Public Service Act and Regulations; PFMA; Treasury Regulations; NPA Act; BCEA; Access to Information Act. Sound knowledge and understanding of government wide strategic planning, and performance management processes. Sound knowledge and understanding of risk management processes, fraud and corruption prevention and business continuity management. Able to plan, organise and work under pressure. Willing to travel extensively and be able to work extended hours. Able to work independently with little supervision. Excellent communication and administrative skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Drivers license.

DUTIES : Manage and maintain credible planning processes for the NPA. Manage the development of the NPA's Strategic plans, annual performance plans and annual operational plans. Ensure compliance with applicable government planning frameworks and policies within the NPA. Ensure that planning is evidence-based and is informed by research, monitoring and evaluations. Facilitate and contribute to the development of Business Units, Regional and Service Centers annual operational plans and monitor the implementation thereof. Collaborate with Innovation and Policy Support Office to manage ongoing innovation initiative to promote a culture of innovative thinking within the NPA. Identify NPA Enterprise Risks and advise NPA management on relevant mitigation strategies. Institutionalize and maintain enterprise-wide risk management systems. Develop and implement fraud prevention and anti-corruption policies, strategy and implementation plan. Assume responsibility for the effective management of the unit including financial, people and other resources allocated.

ENQUIRIES APPLICATIONS : Salome Baloyi Tel No: 012 845 6020
 : e mail Recruit2022269@npa.gov.za

POST 30/96 : **DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2022/270**
 Office of the NDPP

SALARY CENTRE REQUIREMENTS : R1 073 187 per annum (Level 13), (total cost package) (SMS)
 : Pretoria: Head Office
 : A recognized B-degree or Advanced Diploma (NQF level 7). At least five (5) years management experience on Middle Management or Senior Management level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent verbal and written communication skills. Computer literacy in MS Word, Excel, PowerPoint and Outlook. Knowledge and understanding of the Labour Relations Act, BCEA, Public Service Act, Employment Equity Act, COIDA, PFMA and Treasury Regulations. Valid driver's license.

DUTIES : Support the NDPP and Special Director with the operational management and the management of the budget of the ONDPP. Receive and analyse reports from DNDPP's. Address challenges identified by Directors: Administration. Arrange and manage ExCo, ManCo and NMM meetings. Participate in Corporate Services planning activities as Director: Administration in the ONDPP. Central point of entry for all documents serviced on the NPA by Sherriff of the High Court on the NDPP and NPA. Manage warrant execution due to a court order to attach and remove assets of the NPA. Provide inputs to parliamentary questions. Provide sound technical, operational and policy advice and support to the NDPP and other managers within the ONDPP. Ensure good governance within the ONDPP and striving for a clean audit report. Manage and arrange all international trips as approved by the NDPP and liaise with DIRCO for a note verbale and the relevant embassies for assistance. Manage and monitor actions arising from ExCo and other meetings directed by the NDPP. Daily liaison with the offices (COS) of the DG, Deputy Minister, and Minister to follow up on outstanding documents and requests.

ENQUIRIES : Liezel Potgieter Tel No: 012 845 6198

APPLICATIONS : e mail Recruit2022270@npa.gov.za

OTHER POSTS

POST 30/97 : **SENIOR PUBLIC PROSECUTOR**
National Prosecutions Service

SALARY : R997 764 per annum (total cost package) to R1 559 616 per annum, (Total Cost Package) (Level CM-1)

CENTRE : CPP: Kimberley Ref No: Recruit 2022/271
CPP: Vaal Rand (Oberholzer) Ref No: Recruit 2022/272
CPP: Odi (Rustenburg) Ref No: Recruit 2022/273

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 : Manage and supervise allocation of work and management of performance for lower level prosecutors. Study case dockets and decide on the institution and conduct criminal proceedings of general and more advanced nature. Represent the State in all courts. Prepare cases for court and draft charge sheet and other proceedings of the court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : CPP: Kimberley Nicholas Mogongwa Tel No: 053 807 4539

CPP: Vaal Rand Motshabi Malabi Tel No: 012 351 6864

CPP: Odi Flora Kalakgosi Tel No: 018 381 9041

APPLICATIONS : CPP: Kimberley e mail: Recruit2022271@npa.gov.za
CPP: Vaal Rand (Oberholzer) e mail: Recruit2022272@npa.gov.za
CPP: Odi (Rustenburg) e mail Recruit2022273@npa.gov.za

POST 30/98 : **SENIOR MAINTENANCE PROSECUTOR REF NO: RECRUIT 2022/274**
Sexual Offences and Community Affairs

SALARY : R997 764 per annum (total cost package) to R1 559 616 per annum (total cost package) (Level CM-1)

CENTRE : Durban

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. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Adequate experience in criminal and civil litigation, advocacy and prosecution. In depth and extensive knowledge of the Maintenance Act, 99 of 1998, management in respect of maintenance matters, domestic violence, child justice/ Offenders and trafficking in persons including stakeholder cooperation and collaboration. 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 maintenance matters including commencement of civil litigation in maintenance matters as required and in accordance with the law, common law, statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision, planning and organizing, motivational and communication skills, customer care and good interpersonal relations. Must have good administrative skills / extensive computer skills will be an advantage. A valid drivers license.

DUTIES : Manage, perform duties or functions of Maintenance Officer. Manage, mentor, guide/train Maintenance Prosecutors, Maintenance Officers and Investigators, legal interns and role players involved with maintenance matters. Quality check the work of the Maintenance Prosecutors, Maintenance Officers and Maintenance Investigators. Conduct office inspections and performance management of Maintenance Prosecutors. Provide accurate and reliable statistics from Maintenance Prosecutors and Officers to ensure a sound knowledge management system. Study appeals and reviews, prepare opinions and heads of argument and argue maintenance cases in appropriate court. Appear in motion applications pertaining to maintenance matters. Attend to formal and informal maintenance enquiries and maintenance representations. Prosecute maintenance defaulters, including test cases or cases of an advanced or complex nature. Render advice on issues of family law related to maintenance. Exercise/perform any power, duty or function conferred upon or assigned to Maintenance Prosecutors by or under the Maintenance Act 99 of 1998. Provide assistance and guidance to other Prosecutors in relation to maintenance matters at their station of appointment and surrounding courts where no Maintenance Prosecutors is appointed. Direct and oversee Maintenance Investigators. Establish an efficient and effective maintenance system through working with role players in the maintenance court services. Perform all duties related thereto, including administrative duties and duties assigned by the supervisor in accordance with the law, 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. Institute and conduct criminal proceedings on behalf of the state. Perform any act incidental thereto and carry out the duties and functions assigned to the prosecutor under any Act, Policy Manual and Directives. Study case dockets, decide in the institution of conduct criminal proceedings including proceedings of an advanced or complex nature. Prepare cases for court, guide investigations and consult with witnesses, draft charge sheets and other court documents, including indictments that are more complex in nature. Present the State's case in court. Present evidence, cross examine and address the court on, inter alia conviction and sentence. Develop and review and participate in the drafting of policies, procedures and related legislation in line with SOCA Unit mandate.

ENQUIRIES : William Matlala Tel No: 012 845 6637
APPLICATIONS : e mail Recruit2022274@npa.gov.za

POST 30/99 : **SENIOR STATE ADVOCATE**
 National Prosecutions Service

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

CENTRE : DPP: Pretoria Ref No: Recruit 2022/275
 DPP: Limpopo Ref No: Recruit 2022/396

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. Five years' experience in legal practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the

acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in 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. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

- ENQUIRIES** : DPP: Pretoria Motshabi Malabi Tel No: 012 351 6864
- APPLICATIONS** : DPP: Limpopo Thuba Thubakgale Tel No: 015 045 0285
DPP: Pretoria e mail Recruit2022275@npa.gov.za
DPP: Limpopo e mail Recruit2022396@npa.gov.za
- POST 30/100** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/276**
National Prosecutions Services
- SALARY** : R997 764 per annum (total cost package) - R1 559 616 per annum (total cost package) (LP-9)
- CENTRE REQUIREMENTS** : DPP: Johannesburg (STU)
: 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. Five years' experience in legal practice will be an added advantage. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Knowledge of Tax Act, VAT, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint.
- DUTIES** : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State in all courts, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with. Appeals and reviews. Assist SARS in keeping proper records of all criminal proceedings. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system. Mentor and coach junior staff and quality check their work. Participate in performance assessment of staff being mentored.
- ENQUIRIES** : Reuben Palai Tel No: 011 220 4124
- APPLICATIONS** : e mail: Recruit2022276@npa.gov.za
- POST 30/101** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/277 (X2 POSTS)**
National Prosecutions Services
- SALARY** : R997 764 per annum (total cost package) - R1 559 616 per annum (total cost package) (LP-9)
- CENTRE REQUIREMENTS** : DPP: Cape Town
: 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. Five years' experience in legal practice will be an added advantage. Ability to act independently. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.
- DUTIES** : Study case dockets, decide in the institution of conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
- ENQUIRIES** : Francios Brandt Tel No: 021 487 7144

<u>APPLICATIONS</u>	:	e mail Recruit2022277@npa.gov.za
<u>POST 30/102</u>	:	<u>SENIOR STATE ADVOCATE (X2 POSTS)</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R997 764 per annum (total cost package) - R1 559 616 per annum (total cost package) (LP-9)
<u>CENTRE</u>	:	Mthatha Ref No: Recruit 2022/278 Kimberley Ref No: Recruit 2022/389
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years' post qualification 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. Well developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, organization and communication skills.
<u>DUTIES</u>	:	Conduct prosecution of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State. Manage and supervise lower level prosecutors including the allocation of work and management of performance. Study case dockets, decide in the institution of 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 system.
<u>ENQUIRIES</u>	:	Mthatha Tuli Sibindlana Tel No: 047 501 2669 Kimberley Nicholas Mogongwa Tel No: 053 807 4539
<u>APPLICATIONS</u>	:	Mthatha e mail: Recruit2022278@npa.gov.za Kimberley e mail Recruit2022389@npa.gov.za
<u>POST 30/103</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/279</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R997 764 per annum (total cost package) - R1 559 616 per annum (total cost package) (LP-9)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years' post qualification 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. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Strong interpersonal and communication skills. General computer literacy and knowledge of programs in MS Office. Well developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, organization and communication skills.
<u>DUTIES</u>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets. Deal with any representation. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption

		<p>matters. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.</p>
<u>ENQUIRIES</u>	:	Takalani Mfuni Tel No: 011 220 4827
<u>APPLICATIONS</u>	:	e mail: Recruit2022279@npa.gov.za
<u>POST 30/104</u>	:	<u>SENIOR STATE ADVOCATE (ENVIRONMENTAL CRIME) REF NO: RECRUIT 2022/397 (X2 POSTS)</u> National Prosecutions Services
<u>SALARY</u>	:	R997 764 per annum (total cost package) - R1 559 616 per annum (total cost package) (LP-9)
<u>CENTRE</u>	:	DPP: Limpopo
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years' post qualification 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. Five years' experience in legal practice will be an added advantage. Knowledge of civil and/or criminal procedure. Experience or knowledge in environmental cases will be an added advantage. Ability to act independently. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.
<u>DUTIES</u>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents, 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. Mentor and Coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES</u>	:	Thuba Thubakgale Tel No: 015 045 0285
<u>APPLICATIONS</u>	:	e mail Recruit2022397@npa.gov.za
<u>POST 30/105</u>	:	<u>SENIOR STATE ADVOCATE (PROVINCIAL MANAGER)</u> Sexual Offences and Community Affairs
<u>SALARY</u>	:	R997 764 per annum (total cost package) - R1 559 616 per annum (total cost package) (LP-9)
<u>CENTRE</u>	:	Mthatha Ref No: Recruit 2022/280 Bloemfontein Ref No: Recruit 2022/281 Nelspruit Ref No: Recruit 2021/282 Mmabatho Ref No: Recruit 2022/283 Kimberley Ref No: Recruit 2022/284
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years' post qualification 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 and legal drafting skills. Working knowledge of the law and management of gender-based violence matters, sexual offences matters, domestic violence matters, child justice matters, maintenance related matters and trafficking in persons matters. Knowledge and application of relevant legislation, regulations and policies relating to the aforementioned. Good planning skills, including administrative, organisational and project management skills. Skills in public awareness initiatives and stakeholder management. Experience as a trainer in related fields of SOCA unit mandate. Knowledge of strategic planning and operational implementation of initiatives. Good verbal and written communication skills. General computer literacy in MS office. Willing to travel extensively. Valid drivers licence.
<u>DUTIES</u>	:	Manage the portfolios assigned by the Special Director or his/her representative. Manage, train and guide SOCA cluster managers, prosecutors, TCC staff and stakeholders in respect of all matters relating to SOCA mandate. Implement strategic initiatives and deliverables in line with the SOCA business unit plan unit plan. Operational management of the TCC sites in the respective province to ensure optimal efficacy. Performance management and assessment of allocated staff members. Quality control of statistics and performance management in relation to SOCA mandate. Compile reports as and when requested or required by the SOCA mandate for submission.

Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Liaison and management of relevant stakeholders. Initiate, coordinate and participate in public awareness campaigns relevant to the SOCA mandate. Participation in GBV for a in respect of the SOCA mandate both provincially and nationally. Initiate, coordinate and deliver training sessions relevant to the SOCA mandate. Provide prosecutor guided investigations and prosecute cases when requested to do so by the Special Director. Study case dockets and other documents relating to SOCA mandate, representations and to make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court, appear in appeals and reviews as well as prepare court opinions on the instruction of the Special Director. Assist in budget planning and donor funding management. Represent the NPA on SOCA mandate related matters with the media on request of the Special Director or his/her representative. Perform any other task the Special Director or his/her representative deems to be necessary. Ensure that a high standard of professional work is being carried out.

ENQUIRIES :
APPLICATIONS : Sandra Reddy Tel No: 012 845 6670
Mthatha e mail Recruit2022280@npa.gov.za
Bloemfontein e mail Recruit2022281@npa.gov.za
Nelspruit e mail Recruit2022282@npa.gov.za
Mmabatho e mail Recruit2022283@npa.gov.za
Kimberley e mail Recruit2022284@npa.gov.za

POST 30/106 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/351**
Asset Forfeiture Unit
(Re-Advert)

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

CENTRE : Durban
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 and legal drafting skills. Admitted advocate and/or attorney will be an added advantage. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Ability to act independently. Willing to travel and work extended hours. Ability to do legal research. Valid drivers license.

DUTIES : Litigation and supervising litigation. Civil litigation regarding all aspects of the freezing and forfeiture/ confiscation of property/ assets derived from criminal activity. Drafting applications and preparing heads of argument and presenting cases in court. Supervise, train and develop junior legal and investigative staff. Train AFU staff in the use of asset forfeiture procedures. Legal research and keep up to date with legal developments. Assist with general management of the unit, including developing the systems, receiving and analyzing reports and making recommendations to the unit.

ENQUIRIES :
APPLICATIONS : Lindie Swanepoel Tel No: 012 845 6638
e mail Recruit2022351@npa.gov.za

POST 30/107 : **REGIONAL HEAD REF NO: RECRUIT 2022/285**
Office for Witness Protection

SALARY : R882 042 per annum (Level 12), (MMS), (total cost package)
CENTRE : Mpumalanga
REQUIREMENTS : An appropriate B degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Btec i Advance Certificate: VIP Protection will be an advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of understanding of and competency in people protection. Competency in at least two official languages, one of which must be English (multi-linguistic skills will be advantageous). Must have at least five years relevant experience. Communication skills (verbal and written). Planning, organisational and financial management skills. High level of sensitivity towards people

management. Knowledge of the Witness Protection Act, 112 of 1998, the Constitution of the RSA. Sound interpersonal relations. Conflict Management and conflict resolution. Negotiating and analytical skills. High level of dedication. Ability to think logically and high level of empathy. Must be prepared to travel extensively, even after hours. Sound knowledge of the Public Service Act and Regulations. Sound knowledge of National Crime Prevention strategy. Sound knowledge of the Minimum-Security Information Standards. Sound Knowledge of leading and planning operations. Valid driver's license. Willing to undergo security clearance.

- DUTIES** : Provide leadership to and manage the Regional Office under the supervision and guidance of the Director. Responsible for the efficient management and administration of the Regional Office: including the effective utilisation and training of staff, maintenance of discipline, promotion of sound, labour relations and the proper use and care of government property. Manage the finances, budget of the regional office in accordance with the Public Finance Management Act, No 1 of 1999, the prescripts of the Department of State Expenditure and Treasury and comply with the Auditor-General Act, No 12 of 1995. Provide the necessary support to the Director regarding core responsibilities within the OWP. Voluntarily work outside his/her normal hours of work whenever necessary or required, devoted such portion of his/her time, attention and expertise to the affairs of the OWP, as could, in circumstances, be reasonably expected of him/her. Consult with other relevant role players likely to be affected by strategic initiatives with regard to governance, resources and service delivery. Manage the welfare of witnesses within the Province. Manage the Provincial Assets and Fleet. Ensure proper implementation of relevant prescripts and standard operation procedures. Implement Security Measures for Protection of Information as prescribed in the MISS Document. Manage the letting and leasing of properties within the Province.
- ENQUIRIES** :
APPLICATIONS : Girles-Kate Maletswa Tel No: 012 845 6913
 e mail Recruit2022285@npa.gov.za

POST 30/108 : **REGIONAL COURT CONTROL PROSECUTOR**
 National Prosecutions Service

SALARY : R859 752 per annum (total cost package) to R1 405 245 per annum (total cost package) (Level SU-3)

CENTRE : CPP: Bloemfontein (Phuthaditjhaba) Ref No: Recruit 2022/286, (Re-advert) (Botshabelo) Ref No: Recruit 2022/399, (Re-advert)

REQUIREMENTS : 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.

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 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.

ENQUIRIES :
APPLICATIONS : Lemmer Ludwick Tel No: 051 410 6001
 CPP: Bloemfontein (Phuthaditjhaba) e mail Recruit2022286@npa.gov.za
 (Botshabelo) e mail Recruit2022399@npa.gov.za

<u>POST 30/109</u>	:	<u>STATE ADVOCATE</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</u>	:	DPP: Pretoria Ref No: Recruit 2022/287 (X2 Posts) DPP: Cape Town Ref No: Recruit 2022/288 DPP: Mthatha Ref No: Recruit 2022/289 (X2 Posts) DDPP: Port Elizabeth Ref No: Recruit 2022/400
<u>REQUIREMENTS</u>	:	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. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. 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. Written and verbal communication skills. Ability to work independently with minimum supervision.
<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 system.
<u>ENQUIRIES</u>	:	DPP: Pretoria Godfrey Ramakuella Tel No 012 351 6808 DPP: Cape Town Francios Brandt Tel No: 021 487 7144 DPP: Mthatha Tuli Sibindlana Tel No: 047 501 2669 DDPP: Port Elizabeth Andiswa Tengile Tel No: 012 842 1450
<u>APPLICATIONS</u>	:	DPP: Pretoria e mail Recruit2022287@npa.gov.za DPP: Cape Town e mail Recruit2022288@npa.gov.za DPP: Mthatha e mail Recruit2022289@npa.gov.za DDPP: Port Elizabeth Recruit2022400@npa.gov.za
<u>POST 30/110</u>	:	<u>STATE ADVOCATE (ENVIRONMENTAL CRIME) REF NO: RECRUIT 2022/290 (X2 POSTS)</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</u>	:	DPP: Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	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. Experience or knowledge in environmental cases will be an added advantage. Ability to act independently or with minimum supervision. Proficiency in prosecuting. Competency in guiding investigations, drafting charged sheet, indictments and court documents and dealing with presentations. Strongly interpersonal and communication skills. General computer literacy and knowledge of programs in Microsoft Office. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.
<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 system.

ENQUIRIES : Thuba Thubakgale Tel No: 015 045 0285
APPLICATIONS : e mail Recruit2022290@npa.gov.za

POST 30/111 : **STATE ADVOCATE REF NO: RECRUIT 2022/291**
 National Prosecutions Service

SALARY : R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)

CENTRE : DDPP: Durban
REQUIREMENTS : 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. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. 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. Written and verbal communication skills. Ability to work independently with minimum supervision.

DUTIES : 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 system. Prepare Heads of Argument and argue Appeals in the High Court.

ENQUIRIES : Mzwandile Vilakazi Tel No: 031 334 5021
APPLICATIONS : e mail Recruit2022291@npa.gov.za

POST 30/112 : **STATE ADVOCATE REF NO: RECRUIT 2022/292**
 National Prosecutions Service

SALARY : R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)

CENTRE : DDPP: Durban (OCC)
REQUIREMENTS : 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. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and/experience in the litigation of the Prevention of Organised Crime Act matters. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.

DUTIES : 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 system.

ENQUIRIES : Mzwandile Vilakazi Tel No: 031 334 5021
APPLICATIONS : e mail Recruit2022292@npa.gov.za

POST 30/113 : **STATE ADVOCATE REF NO: RECRUIT 2022/293**
Specialised Commercial Crime Unit

SALARY : R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)

CENTRE : Pretoria
REQUIREMENTS : 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. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision.

DUTIES : Study case dockets with voluminous data and paperwork in order to provide sound decisions in Complex Commercial Crime cases. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Prepare detailed written reports on decisions taken regarding complex commercial crimes.

ENQUIRIES : Orpha Maphuthuma Tel No: 012 401 0456
APPLICATIONS : e mail Recruit2022293@npa.gov.za

POST 30/114 : **STATE ADVOCATE**
Specialised Commercial Crime Unit

SALARY : R774 660.per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)

CENTRE : Johannesburg Ref No: Recruit 2022/294
Durban Ref No: Recruit 2022/295
Mmabatho Ref No: Recruit 2022/296, (Re-advert)
Polokwane Ref No: Recruit 2022/297(X5 Posts)

REQUIREMENTS : 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. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision.

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents.

Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA.

- ENQUIRIES** : Johannesburg Takalani Mfuni Tel No: 011 220 4827
Durban Bongiwe Mlaba Tel No: 031 335 6617
Mmabatho Flora Kalakgosi Tel No: 018 381 9041
Polokwane Thuba Thubakgale Tel No: 015 045 0285
- APPLICATIONS** : Johannesburg e mail Recruit2022294@npa.gov.za
Durban e mail Recruit2022295@npa.gov.za
Mmabatho e mail Recruit2022296@npa.gov.za
Polokwane e mail Recruit2022297@npa.gov.za
- POST 30/115** : **STATE ADVOCATE REF NO: RECRUIT 2022/299**
National Prosecutions Service
- SALARY** : R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)
- CENTRE** : CPP: Kimberley
- REQUIREMENTS** : 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 in the prosecution of Sexual Offences; Criminal Procedure, Civil litigation and management of Gender based violence matters. 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.
- DUTIES** : To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated sexual offences courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of gender-based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at dedicated sexual offences courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.
- ENQUIRIES** : Nicholas Mogongwa Tel No: 053 807 4539
- APPLICATIONS** : e mail Recruit2022299@npa.gov.za
- POST 30/116** : **STATE ADVOCATE REF NO: RECRUIT 2022/300**
National Prosecutions Service
- SALARY** : R774 660 per annum (total cost package) to R1 285 149 per annum (total cost package) (Level LP- 7 to LP-8)
- CENTRE** : CPP: Durban
- REQUIREMENTS** : 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.

<u>DUTIES</u>	: Extensive knowledge of the law and management in respect of Sexual offences, Domestic Violence, Child Offenders and Trafficking in Person, Maintenance matters. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Extensive computer skills will be an advantage. Positive security clearance.
	: To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated sexual offences courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of gender-based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at dedicated sexual offences courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.
<u>ENQUIRIES APPLICATIONS</u>	: Phiwayinkosi Nhlengethwa Tel No: 031 334 5003 : e mail Recruit2022300@npa.gov.za
<u>POST 30/117</u>	: <u>STATE ADVOCATE (CASE MANAGER) REF NO: RECRUIT 2022/301</u> Sexual Offences and Community Affairs (Re-advert)
<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>	: Welkom : 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 in prosecution in Criminal and/or civil litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth and extensive knowledge of the law and management in respect of Sexual offences, Domestic Violence, Child Offenders and Trafficking in Person, Maintenance matters. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Extensive computer skills will be an advantage. Positive security clearance.
<u>DUTIES</u>	: Assist in prosecuting complex sexual offences in the Sexual Offences Court. Tracking, monitoring and facilitation of cases through the Criminal Justice System. Assist in managing the court rolls at specialist hybrid courts for Thuthuzela Care Centre reported cases and other sexual offences. Secure the attendance of witnesses, investigating officers and accused in custody at court. Ensure a reduction of turnaround time in the finalisation of cases to nine (9) months as per unit's strategy. Responsible for prosecutor guided investigators of Thuthuzela Care Centre reported cases and other related sexual offences matters. Help improve functional relationships. Constant follow up with the relevant stake holders. Help increase the conviction rate. Perform other duties and activities as requested by Provincial Manager or Head of Unit. Assist in the setting up of Thuthuzela Care Centre and maintain the functioning thereof. Supervise, train and develop relevant role players including prosecutors and police. Institute and conduct criminal proceedings on behalf of the State. Perform any act incidental thereto and carry out the duties and functions assigned to the prosecutor under any act and/or Policy Manual. Study case dockets, make assessments thereof and decide on the institution prosecution. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's

		case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence.
<u>ENQUIRIES</u>	:	William Matlala Tel No: 012 845 6637
<u>APPLICATIONS</u>	:	e mail Recruit2022301@npa.gov.za
<u>POST 30/118</u>	:	<u>SENIOR FINANCIAL INVESTIGATOR</u> Asset Forfeiture Unit
<u>SALARY</u>		R744 255 per annum (Level 11) (MMS), (total cost package)
<u>CENTRE</u>	:	Polokwane Ref No: Recruit 2022/329 Durban Ref No: Recruit 2022/330
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examine will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Five (5) years' experience in financial investigation. Strategic capability and leadership. General management skills. People Management and Empowerment. The ability to perform administrative tasks efficiently, effectively, and error free. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analyzing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints. Knowledge of legislation and regulations pertaining to public service administration. Computer skills, such as MS Word, MS Excel, MS Outlook, MS PowerPoint, etc.
<u>DUTIES</u>	:	Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Undertake all administration functions.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	Polokwane e mail Recruit2022329@npa.gov.za Durban e mail Recruit2022330@npa.gov.za
<u>POST 30/119</u>	:	<u>DEPUTY DIRECTOR: CHANGE MANAGEMENT REF NO: RECRUIT 2022/331</u> Organisational Development
<u>SALARY</u>		R744 255 per annum (Level 11) (MMS), (total cost package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Industrial Psychology, Human Resources Management or equivalent with specialisation in Change Management. Minimum of 3 years' experience at a junior managerial level in a change management environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration. Good knowledge of Organisational Behaviour and Change management systems, frameworks, practices and process in the public service. Knowledge of various DPSA directives, circulars etc. related to organisational development/change management. Knowledge of Human Resource Management and labour relations in general. Strong Project management skills. Strategic capability and leadership. Communication and presentation skills. Strategic planning. Customer focus and responsiveness. Good report writing skill. Change facilitation skill. Change readiness assessment skill. Able to work independently. Willing to travel, able to work extended hours. Problem solving and Decision-Making skills. People management and empowerment. Practical knowledge of Microsoft Office Suite (Specifically Project, Word, Excel, Powerpoint and Outlook). A valid driver's license.
<u>DUTIES</u>	:	Lead the development and implementation of processes, policies and strategies for change management. Manage/execute the implementation of change management interventions and facilitate change management programmes to maximise acceptance of change on amongst others business process, systems, technology and organisational structure. Manage activities related to change management projects. Supervise staff.

ENQUIRIES APPLICATIONS : Marcia Malope Tel No: 012 845 6538
: e mail Recruit2022331@npa.gov.za

POST 30/120 : **DEPUTY DIRECTOR: ENFORCEMENT REF NO: RECRUIT 2022/332**
Asset Forfeiture Unit

SALARY CENTRE REQUIREMENTS : R744 255 per annum (Level 11) (MMS), (total cost package)
: Pretoria: Head Office
: An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Finance or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Five (5) years' relevant experience. Strategic capability and leadership. General management, administration and communication skills. Planning and prioritizing, including interpersonal relation skills. Customer focus and responsiveness skills. Problem solving and decision-making skills. Knowledge of the Public Service Act; SA Archives Act; PFMA; POCA; Administration of Estates Act; Insolvency Act; NPA Act; Access to Information Act and Supply chain Management Framework. Knowledge of Finance; Supply Chain Management; Information Management. Knowledge of NPA and AFU policies and procedures relevant to the job functions. Skills in ECMS and iBase, including Operation Management, Public, Information and Finance Management and Writing. Skills in Administration systems, task/time management. Knowledge of Microsoft Packages e.g MS Word, MS Excel, MS Outlook, MS PowerPoint, etc as well as Visio and MS Project.

DUTIES : Manage the appointment of Curators and auctioneers. Manage the performance of curators or delegated official to ensure prompt collection of money due to the state. Manage the reconciliations on curator accounts and the criminal asset recovery accounts. Manage the system: curator disbursements and fees, deposits and payments to victims. Liaise with the Auditor-General on audit queries and implementing audit action. Manage staff.

ENQUIRIES APPLICATIONS : Lindie Swanepoel Tel No: 012 845 6638
: e mail Recruit2022332@npa.gov.za

POST 30/121 : **DISTRICT COURT CONTROL PROSECUTOR**
National Prosecutions Service

SALARY CENTRE : R518 088 per annum, (excluding benefits) to R1 210 842.per annum (total Cost Package) (Level SU-1 to SU-2)
: CPP: Durban (Umbumbulu) Ref No: Recruit 2022/302 (Re-advert)
: CPP: Upington (Kathu) Ref No: Recruit 2022/303
: CPP: Welkom (Bethlehem) Ref No: Recruit 2022/304
: CPP: Bloemfontein Ref No: Recruit 2022/305
: CPP: Mthatha (Bityi) Ref No: Recruit 2022/306
: (Flagstaff) Ref No: Recruit 2022/307
: (Tabankulu) Ref No: Recruit 2022/308
: CPP: Vaal Rand (Benoni) Ref No: Recruit 2022/387

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently. Professionally, Accountable and with Credibility. Good management skills. Proficiency in Prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.

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 : CPP: Durban Phiwayinkosi Nhlengethwa Tel No: 031 334 5003

		<p>CPP: Upington Nicholas Mogongwa Tel No: 053 807 4539 CPP: Welkom & CPP: Bloemfontein Lemmer Ludwick Tel No: 051 410 6001 CPP: Mthatha Tulisa Sibindlana Tel No: 047 504 2669 CPP: Vaal Rand Godfrey Ramakuella Tel No: 012 351 6808</p>
<u>APPLICATIONS</u>	:	<p>CPP: Durban (Umbumbulu) e mail Recruit2022302@npa.gov.za CPP: Upington (Kathu) e mail Recruit2022303@npa.gov.za CPP: Welkom (Bethlehem) e mail Recruit2022304@npa.gov.za CPP: Bloemfontein e mail Recruit2022305@npa.gov.za CPP: Mthatha (Bityi) e mail Recruit2022306@npa.gov.za (Flagstaff) e mail Recruit2022307@npa.gov.za (Tabankulu) e mail Recruit2022308@npa.gov.za CPP: Vaal Rand (Benoni) e mail Recruit2022387@npa.gov.za</p>
<u>POST 30/122</u>	:	<p><u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service</p>
<u>SALARY</u>	:	R518 088 per annum (excluding benefits) to R1 210 842 per annum (total cost package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	<p>CPP: Upington Ref No: Recruit 2022/309 CPP: Mthatha Ref No: Recruit 2022/310 (Mt Frere) Ref No: Recruit 2022/311 CPP: Butterworth Ref No: Recruit 2022/312 (X2 Posts) CPP: East Rand Ref No: Recruit 2022/313 CPP: Mitchells Plain (Khayelitsha) Ref No: Recruit 2022/314 CPP: Wynberg (Worcester) Ref No: Recruit 2022/315 CPP: Odi (Moretele) Ref No: Recruit 2022/316 (X2 Posts) (Bafokeng) Ref No: Recruit 2022/317 (X2 Posts) (Ga-Rankuwa) Ref No: Recruit 2022/318 CPP: Empangeni Ref No: Recruit 2022/319 CPP: Vaal Rand (Tsakane) Ref No: Recruit 2022/320 (X2 Posts) (Nigel) Ref No: Recruit 2022/321 (Brakpan) Ref No: Recruit 2022/322 CPP: Welkom (Kroonstad) Ref No: Recruit 2022/323 (Bethlehem) Ref No: Recruit 2022/409 CPP: Port Elizabeth (Grahamstown) Ref No: Recruit 2022/391 CPP: Bloemfontein (Phuthaditjhaba) Ref No: Recruit 2022/401</p>
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four 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 with minimum supervision. Proficiency in prosecuting.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	<p>CPP: Upington Nicholas Mogongwa Tel No: 053 8074539 CPP: Mthatha & CPP Butterworth Tulisa Sibindlana Tel No: 047 507 2669 CPP: East Rand Yasmeen Mbawana Tel No: 011 220 4083 CPP: Mitchells Plain & CPP: Wynberg Francios Brandt Tel No: 021 487 7144 CPP: Odi Flora Kalakgosi Tel No: 018 381 9041 CPP: Empangeni Anele Ngubane Tel No: 031 334 5049 CPP: Vaal Rand Godfrey Ramakuella Tel No: 012 351 6808 CPP: Welkom & CPP: Bloemfontein Lemmer Ludwick Tel No: 051 410 6001 CPP: Port Elizabeth Andiswa Tengile Tel No: 012 842 1450</p>
<u>APPLICATIONS</u>	:	<p>CPP: Upington e mail Recruit2022309@npa.gov.za CPP: Mthatha e mail - Recruit2022310@npa.gov.za (Mt Frere) e mail Recruit2022311@npa.gov.za CPP: Butterworth e mail Recruit2022312@npa.gov.za CPP: East Rand e mail Recruit2022313@npa.gov.za CPP: Mitchells Plain (Khayelitsha) e mail Recruit2022314@npa.gov.za CPP: Wynberg (Worcester) e mail Recruit2022315@npa.gov.za CPP: Odi (Moretele) e mail Recruit2022316@npa.gov.za</p>

(Bafokeng) e mail Recruit2022317@npa.gov.za
 (Ga-Rankuwa) e mail Recruit2022318@npa.gov.za
 CPP: Empangeni e mail Recruit2022319@npa.gov.za
 CPP: Vaal Rand (Tsakane) e mail Recruit2022320@npa.gov.za
 (Nigel) e mail Recruit2022321@npa.gov.za
 (Brakpan) e mail Recruit2022322@npa.gov.za
 CPP: Welkom (Kroonstad) e mail Recruit2022323@npa.gov.za
 (Bethlehem) e mail Recruit2022409@npa.gov.za
 CPP: Port Elizabeth (Grahamstown) e mail Recruit2022391@npa.gov.za
 CPP: Bloemfontein (Phuthaditjhaba) e mail Recruit2022401@npa.gov.za

- POST 30/123** : **REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2022/324**
 National Prosecutions Service
- SALARY** : R518 088 per annum, (excluding benefits) to R1 210 842 per annum (total Cost package) (Level LP-5 to LP-6)
- CENTRE** : DPP: Cape Town (OCC)
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. 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. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences. Experience or knowledge in POCA legislation.
- DUTIES** : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Prepare cases for court. 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.
- ENQUIRIES** : Francios Brandt Tel No: 021 487 7144
- APPLICATIONS** : DPP: Cape Town e mail Recruit2022324@npa.gov.za
- POST 30/124** : **HEAD CONTROL PROSECUTOR 2**
 National Prosecutions Service
- SALARY** : R518 088 per annum, (excluding benefits) to R1 210 842 per annum (total cost package) (Level SU-1 to SU-2)
- CENTRE** : CPP: Empangeni Ref No: Recruit 2022/325 (X2 Posts)
 CPP: Vaal Rand (Fouchville) Ref No: Recruit 2022/326
 CPP: Mitchells Plain (Bredasdorp) Ref No: Recruit 2022/327
 CPP: Klerksdorp (Wolmaranstad) Ref No: Recruit 2022/328 (Re advert)
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least four years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in complex and more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision. Excellent administrative skills.
- 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** : CPP: Empangeni Mzwandile Vilakazi Tel No: 031 334 5021

		CPP: Vaal Rand Motshabi Malabi Tel No: 012 351 6864
		CPP: Mitchells Plain Francois Brandt Tel No: 021 487 7144
		CPP: Klerksdorp Flora Kalakgosi Tel No: 018 381 9041
<u>APPLICATIONS</u>	:	CPP: Empangeni e mail Recruit2022325@npa.gov.za
		CPP: Vaal Rand (Fouchville) e mail Recruit2022326@npa.gov.za
		CPP: Mitchells Plain (Bredasdorp) e mail Recruit2022327@npa.gov.za
		CPP: Klerksdorp (Wolmaranstad) e mail Recruit2022328@npa.gov.za
<u>POST 30/125</u>	:	<u>ICT SECURITY SPECIALIST REF NO: RECRUIT 2022/333</u>
		Information Systems Management
<u>SALARY</u>	:	R477 090 per annum (Level 10), (excluding benefits)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in IT or equivalent. Minimum three years' relevant experience in ICT security support. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Technical certifications such as: COMPTIA Security +; CEH, NSE, MSCE MCSE, CCNA and Network+ will be an added advantage. Three years working experience in an IT environment. Knowledge of Microsoft Windows server 2016/2019, LAN Administration, Wide Area Network, User Administration, MS Active Directory 2016, MS Exchange 2016/Exchange Online, Information Technology Infrastructure Library. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able to work in a team and independently. Knowledge of Microsoft Office/Office 365 and backup solutions. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Valid driver's license.
<u>DUTIES</u>	:	Manage and monitor ICT security in the NPA. Provide support to ensure data is backed up and secured on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT security problems and resolution. Keep abreast of ICT security and maintain integrity of ICT information. Provide general end-user and VIP support. Liaise with third parties towards resolution of ICT security technical issues. Manage network security and performance. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Oversee file management on centralized resource or on individual workstations. Monitor network and system performance. Provide administrative support to all ICT related issues. Prepare technical reports on the operation of systems. Manage the Administration, support, and maintenance of Firewalls countrywide. Manage the Administration, support, and maintenance of Web Security suite. Manage the Administration, support, and maintenance of Forefront Client security antivirus software. Manage the Monitoring of utilisation and reporting of VPN links and Internet link. Manage the Monitoring of network perimeter security. Manage the Administration and support of Microsoft web proxy. Manage the Administration, support, and maintenance of DLP solution. Manage the Administration, support, and maintenance of SIEM solution. Manage the resource of Advance Threat Analytics. Manage the Administration, support, and maintenance of Bitlocker environment. To oversee, monitor and manage the ICT security infrastructure. Manage and protect against Cyber threats and provide proactive monitoring and response to security vulnerabilities and threats. To improve and sustain key information security strengths, identify key risks. Ensure best practices, ICT Governance. Provide Strategic ICT Cyber Security Support and Guidance. Develop and Execute stakeholder relationship management plans to enable effective management and improvement of stakeholder relationships.
<u>ENQUIRIES</u>	:	Manith Jugmohan Tel No: 012 845 6571
<u>APPLICATIONS</u>	:	e mail Recruit2022333@npa.gov.za
<u>POST 30/126</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2022/334</u>
		Legal Affairs Division
<u>SALARY</u>	:	R382 245 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Pretoria-Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Public Administration/ Public Management or equivalent. A minimum of 3 years' experience. Demonstrable competency in acting Independently,

Professionally, Accountable and with Credibility. Strong written and verbal communication skills; attention to detail. Good problem solving and people skills. High level of reliability and to act with tact and discretion. Analytical thinking. Extensive computer literacy skills and knowledge of MS programs - MS Word, Excel, PowerPoint and Outlook. Ability to work independently and as part of a team. Able to work under pressure. Able to work extensive hours. Knowledge of litigation legal administration, policy development, project management, risk management, audit and legislation procedures and regulations pertaining to public service administration specifically the Public Service Act, Labour Relations Act, EEA, Skills Development Act. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning, supervisory and performance Management skills. Execution, interpretation and recommendations on policies and procedures. Extensive drafting and negotiation experience, with an ability to provide innovative legal solutions in highly litigious business unit.

DUTIES

: Provide advice, guidance, and support to the Deputy National Director of Public Prosecutions (DNDPP): Legal Affairs Division (LAD). Assist in managing the office of the DNDPP: LAD and manage the co-ordination of activities within and outside the office. Assisting with strategic planning and operational performance plan of Legal Affairs Division. Assist with the management of civil litigation by and against the National Prosecuting Authority. Assist with the coordination and ensure that affidavits are correct and complete. Provide litigation support to business unit. Implement and ensure compliance with policies and procedures and assist with development organizational policies. Assist with compilation and submission of business unit' statistical data. Liaise with customer/ stakeholders by attending, advising, and coordinating internal and external meetings on behalf of Legal Affairs Division. Provide administrative leadership on the finances of the LAD unit through development of the budget for the unit. Manage and monitor expenditure of the unit and report thereon as periodically required. Manage and monitor the contingent liability register and ensure a sound contingent liability register management system. Conduct and submit periodic contingent liability register return in accordance with the relevant prescripts Ensure the maintenance of a sound asset management system and conduct periodic asset returns in accordance with the relevant prescripts. And ensure the maintenance of an up-to-date inventory register and submit periodic returns as prescribed. Facilitate and ensure the development or review of an HR plan for the unit in conjunction with HRM&D and take ownership of the skills development programme by chairing the Training Forum for LAD and coordinating the activities thereof. Ensure the provision of an effective HR administration and management in the unit. Ensure the management and coordination of IT services and identify priority areas for resourcing with appropriate IT infrastructure to improve connectivity and ensure effective document management services. Ensure efficient security services in the unit. Assist the unit in the development of the operational plans and monitoring and evaluation of performance as well as assisting in managing the performance information.

ENQUIRIES APPLICATIONS

: Peter Manamela Tel No: 012 845 6519
 : e mail Recruit2022334@npa.gov.za

POST 30/127

: **FINANCIAL ANALYST REF NO: RECRUIT 2022/335 (X2 POSTS)**
 Asset Forfeiture Unit

SALARY CENTRE REQUIREMENTS

: R382 245 per annum (Level 09), (excluding benefits)
 : Polokwane
 : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Accounting, Forensic Auditing or equivalent. Three (3) years financial analysis experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The ability to offer direction and leadership to a team of officials to ensure the attainment of objectives. Seeks opportunities to increase personal contribution and level of responsibility. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/deliverables. The means of formal, clear and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time-and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Written and verbal communication. Must

be able to plan and organise work and distinguish between urgent and important tasks/activities. Must be able to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and ensure the highest level of customer care and customer satisfaction. Must be able to identify and solve problems by analysing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.

DUTIES : Capture and convert data into usable information. Conduct analysis of information gathered.

ENQUIRIES : Lindie Swanepoel Tel No: 012 845 6638

APPLICATIONS : e mail Recruit2022335@npa.gov.za

POST 30/128 : **FINANCIAL INVESTIGATOR**
Asset Forfeiture Unit

SALARY : R382 245 per annum (Level 09) (excluding benefits)

CENTRE : Bloemfontein Ref No: Recruit 2022/336
Durban Ref No: Recruit 2022/337 (Re-advert)
Polokwane Ref No: Recruit 2022/338 (X2 Posts)
Kimberley Ref No: Recruit 2022/339 (Re-advert)

REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' experience in financial investigation. The ability to perform administrative tasks efficiently, effectively, and error free too provide a record of the activities/deliverables. The means of formal, clear and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analyzing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.

DUTIES : Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Provide administration support services with regard to case management.

ENQUIRIES : Lindie Swanepoel Tel No: 012 845 6638

APPLICATIONS : Bloemfontein e mail Recruit2022336@npa.gov.za
Durban e mail Recruit2022337@npa.gov.za
Polokwane e mail Recruit2022338@npa.gov.za
Kimberley e mail Recruit2022339@npa.gov.za

POST 30/129 : **ENFORCEMENT OFFICER**
Asset Forfeiture Unit

SALARY : R382 245 per annum (Level 09), (excluding benefits)

CENTRE : Polokwane Ref No: Recruit 2022/340
Durban Ref No: Recruit 2022/341
Bloemfontein Ref No: Recruit 2022/342
Cape Town Ref No: Recruit 2022/343
Pretoria Ref No: Recruit 2022/344
Johannesburg Ref No: Recruit 2022/345
Kimberley Ref No: Recruit 2022/346
Port Elizabeth Ref No: Recruit 2022/347
East London Ref No: Recruit 2022/348

REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Finance or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' relevant experience. Strategic capability and leadership. General

management, administration, and communication skills. People management and empowerment skills. Customer focus and responsiveness. Planning and prioritizing, including interpersonal relation skills. Problem solving and Decision-making skills. Knowledge of the following Acts: PSA, SA Archives, PFMA, POCA, Administration of Estates, Insolvency, NPA, Access to Information and SCM Framework. Knowledge of Finance, Supply Chain Management, Information Management. Knowledge of NPA and AFU policies and procedures relevant to the job functions. Skills in MS Office suite, specifically MS Word, Excel, Outlook, Power Point, Visio and MS Project. Skills in ECMS and iBase, including Operations Management, Public, Information and Finance Management and Writing. Skills in Administration systems, Task/time management, conflict and Analytic.

DUTIES : Facilitate the SCM process of identifying curators and appointing auctioneers. Monitor the performance of curators or delegated officials to ensure prompt collection of money due to the state. Perform reconciliations on curator accounts and the criminal asset recovery account. Capture finance information on the system: Curator disbursements and fees, deposits and payment to victims. Process payments.

ENQUIRIES APPLICATIONS :
 : Lindie Swanepoel Tel No: 012 845 6638
 : Polokwane e mail Recruit2022340@npa.gov.za
 : Durban e mail Recruit2022341@npa.gov.za
 : Bloemfontein e mail Recruit2022342@npa.gov.za
 : Cape Town e mail Recruit2022343@npa.gov.za
 : Pretoria e mail Recruit2022344@npa.gov.za
 : Johannesburg e mail Recruit2022345@npa.gov.za
 : Kimberley e mail Recruit2022346@npa.gov.za
 : Port Elizabeth e mail Recruit2022347@npa.gov.za
 : East London e mail Recruit2022348@npa.gov.za

POST 30/130 : **SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: RECRUIT 2022/349**
 Organisational Development

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08), (excluding benefits)
 : Pretoria: Head Office
 : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Industrial Psychology, Human Resources Management or equivalent with specialisation in Change Management. Minimum of 2 years' experience in a change management environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Public Service Act, Public Service Regulations and NPA Act. Good knowledge of organisational behaviour and change management systems, frameworks, practices, and processes in the Public service. Knowledge of various DPSA directives, circulars etc. related to organisational development/change management. Knowledge of Human Resource Management and labour relations in general. Demonstrate competency in acting independently, professionally, accountable and with credibility. Strong Project management skills. Practical knowledge of Microsoft Office Suite (Specifically Project, Word, Excel, Powerpoint and Outlook). Change Readiness Assessment skill. Change facilitation skill. Communication skill (both written and verbal). Presentation skill. Good report writing skill. People management and empowerment. A valid driver's license is required.

DUTIES : Facilitate and implement processes, policies and strategies for change management. Implement change management interventions and facilitate change management programmes to maximise acceptance of change on amongst others business process, systems, technology and organisational structure. Renders administrative support services related to change management projects.

ENQUIRIES APPLICATIONS : Nomasuku Motha Tel No: 012 845 6582
 : e mail Recruit2022349@npa.gov.za

POST 30/131 : **THUTHUZELA CARE CENTRE: SITE CO-ORDINATOR**
 Sexual Offences and Community Affairs

SALARY CENTRE : R321 543 per annum (Level 08), (excluding benefits)
 : TCC: Madadeni Ref No: Recruit 2022/395
 : TCC: Kuruman Ref No: Recruit 2022/408

<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Law/ Social Sciences or equivalent. Minimum two years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Good planning and supervisory experience. Leadership, people management and empowerment. Sound coordination, administrative skills and counselling experience. Strong Stakeholder Management experience. Knowledge of Rape care management. Working knowledge of court and police processes General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint).
<u>DUTIES</u>	:	Manage and prioritize matters. Liaise with medical offices and nurses to ensure that medical examinations take place. Liaise with police for statement taking. Contact prosecutor to liaise with police. Contact other relevant government departments or NGO's for services required to survivor. Arrange transport for survivor and ensure service is available. Assist and give necessary support to the rape survivor if required. Arrange and co-ordinate meetings between role-players to deal with difficulties. Execute a variety of administrative tasks for line function departments: controlling documents, drafting documents. Rendering advice to personnel with regards to official matters. Keep a database of survivors accessing services. Submit monthly and quarterly reports on work activities. Host a range of donors, government etc that will visit the Centre. Other related duties deemed necessary.
<u>ENQUIRIES</u>	:	TCC: Madadeni William Matlala Tel No: 012 845 6637
<u>APPLICATIONS</u>	:	TCC: Kuruman Genevieve Devereux Tel No: 012 845 6140 TCC Madadeni e mail Recruit2022395@npa.gov.za TCC: Kuruman e mail Recruit2022408@npa.gov.za
<u>POST 30/132</u>	:	<u>KNOWLEDGE INFORMATION OFFICER REF NO: RECRUIT 2022/350</u> Strategy Management Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07), (excluding benefits) Head Office
<u>DUTIES</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in the field of Information Science, Information Management, knowledge management or equivalent. A minimum two years' experience in managing information and/ or knowledge management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. A working knowledge of the public sector in general. A valid driver's license. Excellent report writing skills and attention to detail. Sound information and/ or knowledge management skills. Sound understanding of electronic document management/ and or records management skills. PAIA and NARSSA regulations. Sound working knowledge of SharePoint. Good communication, liaison and presentation skills. A good command of computer literacy, including Microsoft Office Suite (Word, Excel, PowerPoint, outlook). Ability to work under pressure. Able to work independently and in a team. Willingness to travel and work away from home.
<u>ENQUIRIES APPLICATIONS</u>	:	Pretty Mabanga Tel No: 012 845 6266 e mail Recruit2022350@npa.gov.za
<u>POST 30/133</u>	:	<u>COURT PREPARATION OFFICER</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R261 372 per annum (Level 07), (excluding benefits) CPP: West Rand Ref No: Recruit 2022/352 CPP: Mitchells Plain (Bredasdorp) Ref No: Recruit 2022/353 (Somerset West) Ref No: Recruit 2022/354 (Hermanus) Ref No: Recruit 2022/298 (Re-advert) CPP: Port Elizabeth Ref No: Recruit 2022/390

<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>	:	CPP: West Rand Rosette Swart Tel No: 011 220 4114 CPP: Mitchels Plain Francois Brandt Tel No: 021 487 7144 CPP: Port Elizabeth Andiswa Tengile Tel No: 012 842 1450
<u>APPLICATIONS</u>	:	CPP: West Rand e mail Recruit2022352@npa.gov.za CPP: Mitchells Plain (Bredasdorp) e mail Recruit2022353@npa.gov.za (Somerset West) e mail Recruit2022354@npa.gov.za (Hermanus) e mail Recruit2022298@npa.gov.za CPP: Port Elizabeth e mail Recruit2022390@npa.gov.za
<u>POST 30/134</u>	:	<u>COURT PREPARATION OFFICER REF NO: RECRUIT 2022/398</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07), (excluding benefits) CPP: Ntuzuma
<u>DUTIES</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. 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. Implement prosecutor guided court preparation for all victims without going into the merits of the case and in accordance with the Peace model. Liaise with stake holders. Conduct community awareness programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Siyanda Salman Tel No: 031 334 5272 e mail Recruit2022398@npa.gov.za
<u>POST 30/135</u>	:	<u>PRINCIPAL HUMAN RESOURCES OFFICER REF NO: RECRUIT 2022/355</u> Organisational Development (Re-Advert)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07), (excluding benefits) Pretoria: Head Office
<u>DUTIES</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). At least two years' experience in post establishment environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. PERSAL Establishment Certificate obtained. In depth knowledge of legislation and regulations pertaining to Public Service administration specifically the Public Service Act, Knowledge of Human Resources in general and Information management. Strong organizational skills. Excellent written and verbal communication skills, innovative and proactive. Willing to travel and work extended hours. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint. Experience in working on PERSAL. Implement post establishment transactions on PERSAL. Change of job title, movement with the post, abolishment of posts, create permanent or contract

posts, amend post levels, etc. Align post establishment to the organisational structure. Allocate vacant posts for advertisement, interview reports, transfer and acting allowance. Render post establishment administrative support. File approved memoranda and maintain records. Maintain post establishment electronic records. Provide guidance on post establishment processes and procedures.

ENQUIRIES : Eunice Mokwatlo Tel No: 012 845 6168
APPLICATIONS : e mail Recruit2022355@npa.gov.za

POST 30/136 : **ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: RECRUIT 2022/356**
 Organisational Development

SALARY : R261 372 per annum (Level 07), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Management Services/Operations Management/Production Management or equivalent. At least one year experience in the field of organizational development/design. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Public Service Act, Public Service Regulations and NPA Act. Strong knowledge of organisational development & design, job evaluation process, change management, organisational behaviour, information management and project management (principles and methodologies). Knowledge of various DPSA directives, circulars etc. related to organisational development/design. Knowledge of Human Resource Management and labour relations in general. Practical knowledge of Microsoft Office Suite (Specifically Visio, Project, Word, Excel, Powerpoint and Outlook). Communication skill (both written and verbal). Administrative systems skills. Good report writing skill. Public administration skill. Finance management skill. Planning skills. Attention to details. Valid drivers license.

DUTIES : Compile & review job descriptions as well as filing thereof. Conduct job evaluation benchmarking to determine job grading. Provide job evaluation administration services. Render organisation development administrative duties. Provide administrative support on change management projects. Carry out general administrative duties to support the Directorate OD e.g. arrangement of meetings, arrangement of travelling, etc.

ENQUIRIE : Nomasuku Motha Tel No: 012 845 6582
APPLICATIONS : e mail Recruit2022356@npa.gov.za

POST 30/137 : **ADMINISTRATIVE OFFICER**
 Security Management Service

SALARY : R261 372 per annum (Level 07), (excluding benefits)
CENTRE :

North Gauteng Ref No: Recruit 2022/357
 Nelspruit Ref No: Recruit 2022/358
 Mthatha Ref No: Recruit 2022/359
 East London Ref No: Recruit 2022/360
 Kimberley Ref No: Recruit 2022/361
 Polokwane Ref No: Recruit 2022/362
 Pietermaritzburg Ref No: Recruit 2022/363
 Durban Ref No: Recruit 2022/364
 Port Elizabeth Ref No: Recruit 2022/36
 Mmabatho Ref No: Recruit 2022/366
 Bloemfontein Ref No: Recruit 2022/367
 Johannesburg Ref No: Recruit 2022/368

REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Public Administration/Public management or equivalent. At least two years' experience relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Ability to identify and handle confidential matters. Sound planning and organising skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good People skills. Strong interpersonal and communication skills. Ability to act independently. Valid drivers license.

DUTIES : Provide security vetting services in the region. Maintain and update data base with regard to vetting and court case classification. Conduct personal suitability

checks. Collect non-disclosure forms and maintain a register thereof. Act as a Key control officer according to Service Level Agreement. Conduct inspection on guarding activities, key control and provide report. Submit information to National Office. Compile reports and submit to Regional Manager. Conduct OHS Inspections and maintain OHS file. Request information on high profile cases from Prosecutors. Attend to any queries with regard to physical and information security services. Attend to OHS meetings quarterly.

ENQUIRIES
APPLICATIONS

: Tshinyadzo Mudau Tel No: 012 845 6298
: North Gauteng e mail Recruit2022357@npa.gov.za
: Nelspruit e mail Recruit2022358@npa.gov.za
: Mthatha e mail Recruit2022359@npa.gov.za
: East London e mail Recruit2022360@npa.gov.za
: Kimberley e mail Recruit2022361@npa.gov.za
: Polokwane e mail Recruit2022362@npa.gov.za
: Pietermaritzburg e mail Recruit2022363@npa.gov.za
: Durban e mail Recruit2022364@npa.gov.za
: Port Elizabeth e mail Recruit2022365@npa.gov.za
: Mmabatho e mail Recruit2022366@npa.gov.za
: Bloemfontein e mail Recruit2022367@npa.gov.za
: Johannesburg e mail Recruit2022368@npa.gov.za

POST 30/138

: **CLOSE PROTECTOR REF NO: RECRUIT 2022/369 (X4 POSTS)**
Security Management Service

SALARY
CENTRE
REQUIREMENTS

: R261 372 per annum (Level 07), (excluding benefits)
: Pretoria: Head Office
: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Social Science or equivalent. At least three years' experience in VIP protection. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Advanced close protection firearm training. Valid competency certificate in the handling of the firearm. Grade C PSIRA registration. Minimum three years relevant experience in personnel security and operational planning. Should be able to conduct threat & profiling investigations. Good planning and organizational skills. Problem-solving and communication skills. Good interpersonal skills. Valid driver's license and have advanced driving certificate.

DUTIES

: Provide protection to the assigned threatened NPA employees. Conduct threat and risk assessment on the identified NPA employees. Conduct safety route plan before each operation. Engage with the threatened NPA employees at the venue before the commencement of any assignment. Driving threatened NPA employees to and from various venues. Conduct security appraisals for threatened NPA officials. Protect threatened NPA employees from threats of physical violence. Ensure that the routes used by the threatened NPA employee and the places where the vehicle is parked are safe and secured all the times build and maintain working relations with the stakeholders. Coordinate security with all security stakeholders for the safety of the protected NPA employees (South African Police Service (SAPS), State Security Agency (SSA). Participate in security coordination for the organisation during NPA events and court proceedings. Liaison with both public and private institutions including law enforcement agencies. Monitor the provision and utilization of government and operational fleet. Ensure that the vehicle used by the threatened NPA employee is clean, roadworthy and in good condition all the times. Ensure that the vehicle used by the threatened NPA employee is not exposed to the placing or attaching of harmful devices rendering the vehicle unsafe. Prepare operation plan for approval by the head.

ENQUIRIES
APPLICATIONS

: Sikhumbuzo Sibiyi Tel No: 012 845 6753
: e mail Recruit2022369@npa.gov.za

POST 30/139

: **PERSONAL ASSISTANT REF NO: RECRUIT 2022/370**
National Prosecutions Service
(Re-Advert)

SALARY
CENTRE
REQUIREMENTS

: R261 372 per annum (Level 07), (excluding benefits)
: CPP: Witbank
: Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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 conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license will be an added advantage.

DUTIES : Provide secretarial and administration support in the office. Receiving and screening of telephone calls and referring calls to the correct role players if not meant for the DPP. Type documents for the office. Operate office equipment like fax machines and photocopiers. Provide clerical support services to the office. Make travel and logistical arrangements for meetings and events, process travel and subsistence claims. Take minutes during meetings. Draft routine correspondence. Develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items such as stationary. Liaise with other offices of the NPA and Administration with regard to all matters pertaining to the administrative functions of the office.

ENQUIRIES APPLICATIONS : Tebogo Mashile Tel No: 013 045 0686
: e mail Recruit2022370@npa.gov.za

POST 30/140

PERSONAL ASSISTANT REF NO: RECRUIT 2022/402
Specialized Commercial Crime Unit

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07), (excluding benefits)
: Port Elizabeth

: Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures. A valid drivers license will be an added advantage.

DUTIES : Provide secretarial, administration support and personal assistant service to the Deputy Director. Receiving and screening telephone calls and refer the calls to the correct role players if not meant for the Deputy Director. Draft routine correspondence and reports. Operate office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings. Take minutes during meetings and prepare same for signature in advance. Develop maintain an accessible and user friendly filing system. Handle procurement of standard items such as stationery and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative function. Set up schedules for meetings and events.

ENQUIRIES APPLICATIONS : Andiswa Tengile Tel No: 012 842 1450
: e mail Recruit2022402@npa.gov.za

POST 30/141

ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/371
National Prosecutions Service

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05), (excluding benefits)
: DPP: Limpopo

: Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public services. Knowledge of NPA policies and procedures relevant to the job functions. The official must be willing to travel between two clusters on operational basis.

<u>DUTIES</u>	:	Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organisations and State departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, photocopying, faxing, receiving and dispatching documents. Provide efficient administrative services in the SCCU Limpopo. Liaise with and stakeholders.
<u>ENQUIRIES</u>	:	Thuba Thubakgale Tel No: 015 045 0285
<u>APPLICATIONS</u>	:	e mail Recruit2022371@npa.gov.za
<u>POST 30/142</u>	:	<u>ADMINISTRATIVE CLERK</u> National Prosecutions Service
<u>SALARY</u>	:	R176 310 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Cape Town Ref No: Recruit 2022/372 (X3 Posts) CPP: Nelspruit Ref No: Recruit 2022/373 CPP: Upington Ref No: Recruit 2022/374 CPP: Welkom (Bethlehem) Ref No: Recruit 2022/375
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public services. Knowledge of NPA policies and procedures relevant to the job functions. The official must be willing to travel between two clusters on operational basis.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organisations and State departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, photocopying, faxing, receiving and dispatching documents.
<u>ENQUIRIES</u>	:	DPP: Cape Town Francois Brandt Tel No: 021 387 7144 CPP: Nelspruit Tebogo Mashile Tel No 013 045 0686 CPP: Upington Nicholas Mogongwa Tel No: 053 807 4539 CPP: Welkom Lemmer Ludwick Tel No: 051 410 6001
<u>APPLICATIONS</u>	:	DPP: Cape Town e mail Recruit2022372@npa.gov.za CPP: Nelspruit e mail Recruit2022373@npa.gov.za CPP: Upington e mail Recruit2022374@npa.gov.za CPP: Welkom (Bethlehem) e mail Recruit2022375@npa.gov.za
<u>POST 30/143</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/376</u> National Prosecutions Service
<u>SALARY</u>	:	R176 310 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Mpumalanga
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.
<u>DUTIES</u>	:	Render administration support services within Legal Administration section. Manage court rolls. Check and sign off closed files. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Perform any other duties as deemed necessary by the supervisor. Draw up and manage the court roll. Draw up performance management contracts of staff and be responsible for performance assessment of staff.
<u>ENQUIRIES</u>	:	Tebogo Mashile Tel No: 013 045 0686

APPLICATIONS : e mail Recruit2022376@npa.gov.za

POST 30/144 : **PARALEGAL REF NO: RECRUIT 2022/377**
Asset Forfeiture Unit

SALARY : R176 310 per annum (Level 05), (excluding benefits)
CENTRE : Port Elizabeth
REQUIREMENTS : Grade 12 or equivalent qualification plus Paralegal Certificate/ Diploma. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES : Provide assistance with case preparation. Conduct legal research and drafting. Conduct investigation and fact-finding for cases. Provide courtroom and legal proceedings assistance. Case administration and document management. Provide administrative support services.

ENQUIRIES : Lindie Swanepoel Tel No: 012 845 663
APPLICATIONS : e mail Recruit2022377@npa.gov.za

POST 30/145 : **ADMINISTRATIVE CLERK**
Sexual Offences and Community Affairs

SALARY : R176 310 per annum (Level 05), (excluding benefits)
CENTRE : Durban Ref No: Recruit 2022/378
Pietermaritzburg Ref No: Recruit 2022/379
REQUIREMENTS : Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public services. Knowledge of NPA policies and procedures relevant to the job functions. The official must be willing to travel between two clusters on operational basis.

DUTIES : To provide administration services and support for the Senior Staff in the SOCA unit and the TCCs and TCC staff in the province. Ensure admin support to the Maintenance Prosecutor which includes maintaining a data base of the maintenance stats, processing maintenance representations, opening and maintaining electronic and physical maintenance files; and scanning files for the maintenance prosecutor and any other duties which may be requested. Ensure admin support to all SOCA staff which includes managing documents and a proper filing system. Provide administration and processing of procurement request as well as Logistic Arrangement, administer leave register, to assist the senior staff with minute taking and collation of provincial meetings, collation of information requested by National Office and to implement and ensure compliance with policies and procedures. Liaise with customers/stakeholders. Execute a variety of administrative tasks for line function departments: controlling documents, drafting documents. Rendering advice to personnel with regard to official matters. Submit monthly reports on work activities. Manage and process timeously all leave, travelling arrangements for all SOCA staff which includes drafting relevant memos. Receive all cell phone and S&T claims and timeously forward on for processing via the correct NPA administrative process. Distribute relevant resources (stationery, clothing material for campaigns) as per senior/supervisor. Alignment and proper utilization of financial resources. Make sure that filing of documents is done timeously and effectively. Assist with Admin issues in relation to Training. Coordinate the management of the assets for the unit.

ENQUIRIES : William Matlala Tel No: 012 845 6637
APPLICATIONS : Durban e mail Recruit2022378@npa.gov.za
Pietermaritzburg e mail Recruit2022379@npa.gov.za

POST 30/146 : **ADMINISTRATIVE CLERK: ENFORCEMENT REF NO: RECRUIT 2022/380**
Asset Forfeiture Unit

SALARY : R176 310 per annum (Level 05), (excluding benefits)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria: Head Office
	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Administration, communication skills. Interpersonal relations skills. Reporting skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Thorough knowledge of supply chain management regulations, PFMA, Treasury Regulations and Asset management guidelines. Knowledge in Document Administration, writing and task/time management skills.
<u>DUTIES</u>	:	Provide general clerical support services. Provide asset management administrative services. Provide administrative support with regards to Unfulfilled cases.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel No: 012 845 6638
	:	e mail Recruit2022380@npa.gov.za
<u>POST 30/147</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/403</u> Specialised Commercial Crime Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05), (excluding benefits)
	:	Limpopo
	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organisations and State departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, photocopying, faxing, receiving and dispatching documents. Provide efficient administrative services in the SCCU Limpopo. Liaise with customers and stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Thuba Thubakgale Tel No: 015 045 0285
	:	e mail Recruit2022403@npa.gov.za
<u>POST 30/148</u>	:	<u>FINANCE CLERK REF NO: RECRUIT 2022/385</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05), (excluding benefits)
	:	DPP: Mmabatho
	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Ability to work independently without constant supervision. Knowledge of PERSAL and BAS. Planning and organizing skills. Good analytical skills. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint.
<u>DUTIES</u>	:	Receive all claims and invoices, check correctness and submit to Director: Administration for approval. Capture S & T claims. Administer the petty cash for the office. Submit certified payroll to Head Office on monthly basis. SCM administration, demand, acquisition and payments. Stock control of office stationery. Distribute all finance related policies and circulars to officials. Adhere to policies and procedures. Liaise with customers and suppliers. Verify availability of funds and recommend approval of expenditure. Help with compilation of regional budget. Print and distribute expenditure reports to different managers.
<u>ENQUIRIES APPLICATIONS</u>	:	Flora Kalakgosi Tel No: 018 381 9041
	:	e mail Recruit2022385@npa.gov.za
<u>POST 30/149</u>	:	<u>FINANCE CLERK REF NO: RECRUIT 2022/384</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05), (excluding benefits)
	:	DPP: Mpumalanga

<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of finance and procurement management system. Basic knowledge of PFMA and Treasury Regulations. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Process the payments for the service providers for the unit e.g. subsistence and travelling claims in line with available budget and maintain asset register. Render support in the compilation and control budget. Carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with procurement policy. Check salary reports and check discrepancies. Distribute payslips, IRP5's and stationery to the unit. Manage petty cash and liaise with Administration regarding all matters pertaining to Finance.
<u>ENQUIRIES APPLICATIONS</u>	:	Tebogo Mashile Tel No: 013 045 0686 e mail Recruit2022384@npa.gov.za
<u>POST 30/150</u>	:	<u>FINANCE CLERK REF NO: RECRUIT 2022/404</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05), (excluding benefits) DPP: Bloemfontein
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of finance and procurement management system. Basic knowledge of PFMA and Treasury Regulations. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Render financial accounting transactions by receiving invoices, check correctness invoices for correctness, verification and approval, process invoices, filing of all documents and collection of cash. Perform salary administration support services, inter alia receive salary advices, process advices. Perform bookkeeping support services including, capture all financial transactions, clear suspense accounts, record debtors and creditors, process electronic banking transactions, compile journals. Render a budget support service.
<u>ENQUIRIES APPLICATIONS</u>	:	Lemmer Ludwick Tel No: 051 410 6001 e mail Recruit2022404@npa.gov.za
<u>POST 30/151</u>	:	<u>HUMAN RESOURCES CLERK REF NO: RECRUIT 2022/394</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05), (excluding benefits) DPP: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Provide high level HRM&D administration to the region. Facilitate the recruitment process. Process applications for service benefits and exit in the region. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Liaise with customers and stakeholders regarding all HR Functions. Assist in the training and development programs in the region. Assist in the performance assessment process.
<u>ENQUIRIES APPLICATIONS</u>	:	Ethel Mokgoko Tel No: 033 392 8161 e mail: Recruit2022394@npa.gov.za

<u>POST 30/152</u>	:	<u>ADMINISTRATIVE CLERK</u> Specialised Commercial Crime Unit
<u>SALARY CENTRE</u>	:	R176 310 per annum (Level 05), (excluding benefits) Kimberley Ref No: Recruit 2022/405 Port Elizabeth Ref No: Recruit 2022/406
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Record incoming and outgoing documents. Check documents for correct referencing before filing. Receive dockets from relevant stakeholders. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Administrative support to the manager and legal staff. Ensure incoming correspondence is processed and relevant case files are opened and cross referenced. Ensure sending, receipt and processing of facsimiles and e-mails iro case administered. Document management. Ensure implementation of case registers. Ensure efficient case data capturing.
<u>ENQUIRIES</u>	:	Kimberley Nicholas Mogongwa Tel No: 053 807 4539 Port Elizabeth Andiswa Tengile Tel No: 012 842 1450
<u>APPLICATIONS</u>	:	Kimberley e mail Recruit2022405@npa.gov.za Port Elizabeth e mail Recruit2022406@npa.gov.za
<u>POST 30/153</u>	:	<u>DRIVER MESSENGER</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R147 459 per annum (Level 04), (excluding benefits) DDPP: Bhisho Ref No: Recruit 2022/381 DPP: Cape Town Ref No: Recruit 2022/382 (X3 Posts) DDPP: Middelburg Ref No: Recruit 2022/392, (Re-advert) CPP: Port Elizabeth Ref No: Recruit 2022/407
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Knowledge of Registry procedures. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver's license.
<u>DUTIES</u>	:	Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the DPP office. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribute correspondence using the approved file plan for the office.
<u>ENQUIRIES</u>	:	DDPP: Bhisho Chwayita Zwelibanzi Tel No: 046 608 6800 DPP: Cape Town Francios Brandt Tel No: 021 487 7144 DDPP: Middelburg Tebogo Mashile Tel No: 013 045 0686 CPP: Port Elizabeth Andiswa Tengile Tel No: 012 842 1450
<u>APPLICATIONS</u>	:	DDPP: Bhisho e mail Recruit2022381@npa.gov.za DPP: Cape Town e mail Recruit2022382@npa.gov.za DDPP: Middelburg e mail Recruit2022392@npa.gov.za CPP: Port Elizabeth Recruit2022407@npa.gov.za
<u>POST 30/154</u>	:	<u>SWITCHBOARD OPERATOR REF NO: RECRUIT 2022/383</u> Specialised Commercial Crime Unit
<u>SALARY CENTRE</u>	:	R147 459 per annum (Level 04), (excluding benefits) Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Experience in switchboard and administrative functions will be an added advantage. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Client orientation and customer focus. Knowledge of public service legislation. Planning and organizing skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.
<u>DUTIES</u>	:	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 at 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 : Orpha Maphuthuma Tel No: 012 401 0456
APPLICATIONS : e mail Recruit2022383@npa.gov.za

POST 30/155 : **SWITCHBOARD OPERATOR REF NO: RECRUIT 2022/393**
National Prosecutions Service

SALARY : R147 459 per annum (Level 04), (excluding benefits)
CENTRE : DPP: Pietermaritzburg
REQUIREMENTS : Grade 12 or equivalent qualification. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Client orientation and customer focus. Knowledge of public service legislation. Planning and organizing skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.

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 at 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 : Thabsile Radebe Tel No: 033 392 8761
APPLICATIONS : e mail Recruit2022393@npa.gov.za

POST 30/156 : **OFFICE CLEANER REF NO: RECRUIT 2022/386**
Office of the Witness Protection

SALARY : R104 073 per annum (Level 02), (excluding benefits)
CENTRE : Eastern Cape (Port Elizabeth)
REQUIREMENTS : ABET level 3 or Standard 8 or Grade 10 or equivalent qualification (Senior Certificate/ Grade 12 will serve as an advantage). Ability to work in a team and maintain good interpersonal relationships. Basic communication and literacy. Ability to perform routine and ad hoc tasks. Knowledge of usage of cleaning materials/ chemicals and equipment. Adhere to any lawful instruction by designated authority. Knowledge and experience of undercover work will be an added advantage. Knowledge of Batho Pele. Keep and maintain cleaning material and equipment.

DUTIES : Cleaning of Office. Cleaning of POS. Resource management and good Governance. Perform general assistant office work.

ENQUIRIES : CH Loots Tel No: 041 045 0402
APPLICATIONS : e mail Recruit2022386@npa.gov.za