

NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2022-2026, will take highest preference in selection of suitable candidates.

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 10 May 2023
- 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 (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). 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. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. 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 form for employment 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 **NB!** All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting.

MANAGEMENT ECHELON

<u>POST 14/106</u>	:	<u>DIRECTOR: RECORDS MANAGEMENT AND LIBRARY SERVICES REF NO: RECRUIT 2023/185</u> Information Systems Management
<u>SALARY</u>	:	R1 105 383 per annum (Level 13), (total cost package) SMS
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	A recognised B degree or Advanced Diploma (NQF level 7) in information Science or Records Management or equivalent. At least ten (10) years relevant experience preferable in a law library environment and some records management experience of which at least five (5) years must be on a middle/senior managerial level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the National Archives and Records Service of SA Act, No. 43 of 1996, Public Finance Management Act, No. 1 of 1999, Treasury Regulations, Public Service Act and Regulations, National Prosecuting Authority Act, No. 32 of 1998, Promotion of Access to Information Act, No.2 of 2000, MISS document. Knowledge and understanding of government strategic planning and performance management processes. Able to work independently with little supervision. Willingness to travel. Advanced management skills. Financial and budgeting skills. Report writing skills. Good communication and administrative skills. Problem solving skills. Ability to work on an electronic library and records management system. Advanced computer literacy in Ms Word, Excel, PowerPoint, OneDrive and SharePoint. Valid drivers licence.
<u>DUTIES</u>	:	To manage and provide direction to the network of NPA libraries and document centres nationally. Manage and update, when required, existing policies and procedure manuals. Compile, manage and monitor the directorate annual performance plan. Facilitate and manage access to online databases, i.e Jufta Evolve, LexisNexis, Sabinet, PMG, Westlaw and library management system. Provide guidance in terms of the knowledge portal content. Create an enabling environment for online legal database training. Compile and manage the Directorate budget. Compile, execute and manage all contracts and tenders for the Directorate. Review and renew annual subscriptions in line with the PFMA requirements and supply chain processes. Ensure that required as and when book order requests are submitted to SCM, orders received and books delivered, processed and distributed to requestors. Ensure all Directorate invoice payments are done in line with the financial prescripts. Implement annual collection verifications in line with the PFMA requirements. Ensure correct processes are followed when writing off / disposing of redundant books. Conduct quality control on the library system following the adding of new books, publications, and user profiles. Delete item records following receipt approved disposal authorities. Transfer item records between libraries on the library system to reflect staff movement within the NPA. Maintain the asset register of library books and prepare monthly, quarterly and annual financial statement input. As appointed NPA records manager, all duties as described in the National Archives and Records Services of SA Act, No.43 of 1996 must be adhered to. Ensure the NPA file plan is implemented and manage NPA records in line with the granted disposal authority. Ensure all offices are adhering to the National Archives and Records Services of SA Act, No. 43 of 1996 requirements. Implement, roll out and manage the document management system. Conduct regular regional library and document centre inspection visits. Liaise with internal and external stakeholders. Submit monthly report on all activities and an annual report input of achievements to the Chief Director: Information and Systems Management.
<u>ENQUIRIES</u>	:	Denton Serobatse Tel No: 012 845 6358
<u>APPLICATIONS</u>	:	e mail Recruit2023185@npa.gov.za

OTHER POSTS

- POST 14/107** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/186**
Legal Affairs Division
- SALARY** : R1 027 698 per annum (total cost package) - R1 606 404 per annum (total cost package) (LP-9)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : An LLB or any appropriate legal qualification for serving prosecutors. At least eight (8) years post qualification 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. Experience in civil litigation will be an added advantage. Display knowledge of relevant prescripts, policies and practices. Ability to apply technical or professional knowledge and skills. Execute functions as instructed and within the agreed timeframes including punctuality. Ability to express facts, ideas and arguments clearly and logically, both orally and in writing (In and out of court). Ability to plan, prioritise and manage. Ability to plan effectively and efficiently. Ability to execute planning. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. A positive security clearance. Valid driver's licence.
- DUTIES** : Act as nodal point for the Legal Affairs Division. Manage contingency liability register for the Legal Affairs Division. Manage and monitor civil litigation and deal with civil claims on behalf of the State in the division. Obtain background documents and court transcripts. Study case dockets, conduct legal research. Draft and provide State Attorneys and relevant role players with recommendations in respect of civil matters. Draft and settle correspondence, pleadings and affidavits. Arrange and attend consultations with the State Attorneys, counsel and NPA witnesses. Deal with civil applications. Give legal advice and provide training. Improve functional relationship with stakeholders. Liaison with relevant stakeholders. Appear in court where applicable.
- ENQUIRIES** : Mahlatse Radjadji Tel No: 012 845 7427
- APPLICATIONS** : e mail Recruit2023186@npa.gov.za
- POST 14/108** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/187**
Specialised Commercial Crime Unit
- SALARY** : R1 027 698 per annum (total cost package) – R 1 606 404 per annum (total cost package) (LP-9)
- CENTRE** : Cape Town
- REQUIREMENTS** : 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 proficiency 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.
- DUTIES** : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. 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 matters.

- Identify and refer matters to AFU. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
- ENQUIRIES APPLICATIONS** : Francios Brandt Tel No: 021 487 7144
: e mail: Recruit2023187@npa.gov.za
- POST 14/109** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/188**
National Prosecutions Services
- SALARY** : R1 027 698 per annum (total cost package) – R1 606 404 per annum (total cost package) (LP-9)
- CENTRE REQUIREMENTS** : DPP: Cape Town (OCC)
: An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Five years' experience in legal practice will be added advantage. 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. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently.
- DUTIES** : Study case dockets, decide on the institution of prosecution and conduct criminal proceedings. Draft charge sheets, indictments 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 APPLICATIONS** : Francios Brandt Tel No: 021 487 7144
: e mail Recruit2023188@npa.gov.za
- POST 14/110** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/189**
National Prosecutions Service
- SALARY** : R1 027 698 per annum (total cost package) – R1 606 404 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. 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 APPLICATIONS** : Francios Brandt Tel No: 021 487 7144
: e mail Recruit2023189@npa.gov.za
- POST 14/111** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/190 (X3 POSTS)**
Investigating Directorate
- SALARY** : R1 027 698 per annum (total cost package) - R1 606 404 per annum (total cost package) (LP-9)

<u>CENTRE REQUIREMENTS</u>	: Pretoria: Head Office : 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. Experience or knowledge in POCA legislation. 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. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.
<u>DUTIES</u>	: 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's case in court, 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. Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State. 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 the criminal justice independently without supervision and manage court and case flow management independently. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES APPLICATIONS</u>	: Maureen Dibetle Tel No: 012 845 7727 : e mail Recruit2023190@npa.gov.za
<u>POST 14/112</u>	: <u>SENIOR STATE ADVOCATE REFNO: RECRUIT 2023/226</u> National Prosecutions Services
<u>SALARY</u>	: R1 027 698 per annum (total cost package) – R1 606 404 per annum (total cost package) (LP-9)
<u>CENTRE REQUIREMENTS</u>	: DDPP: Durban (OCC) : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Five years' experience in legal practice will be added advantage. 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. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently.
<u>DUTIES</u>	: Conduct prosecution of serious, complex and organised crime cases and terrorism and terror financing matters. Advise the police on the investigation of serious, complex organised crime cases and other 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. Draft heads of arguments and argue appeals. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Apperar in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.
<u>ENQUIRIES APPLICATIONS</u>	: Mzwandile Vilakazi Tel No: 031 3345021 : e mail Recruit2023226@npa.gov.za

<u>POST 14/113</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2023/191</u> National Prosecutions Service
<u>SALARY</u>	:	R885 546 per annum (total cost package) to R1 447 401 per annum (total cost package) (Level SU-3)
<u>CENTRE</u>	:	CPP: Vaal Rand (Sebokeng)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Regional court experience will an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. 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. Experience in prosecuting and guiding investigation of more complex cases that are heard in the Regional court and Sexual Offences cases and cases involving children. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills. A valid driver's licence.
<u>DUTIES</u>	:	Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Godfrey Ramakuella Tel No: 012 351 6808
<u>APPLICATIONS</u>	:	e mail Recruit2023191@npa.gov.za
<u>POST 14/114</u>	:	<u>STATE ADVOCATE</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R797 901 per annum (total cost package) to R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	Cape Town Ref No: Recruit 2023/192; SCCU Mpumalanga Ref No: Recruit 2023/225
<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. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid drivers licence.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with 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. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters. Identify and refer matters to AFU.

ENQUIRIES : Cape Town Francios Brandt Tel No: 021 487 7144
Mpumalanga Tebogo Mashile Tel No: 013 045 0686

APPLICATIONS : Cape Town e mail Recruit2023192@npa.gov.za
Mpumalanga e mail Recruit2023225@npa.gov.za

POST 14/115 : **STATE ADVOCATE REF NO: RECRUIT 2023/193**
Asset Forfeiture Unit

SALARY : R797 901 per annum (total cost package) to R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)

CENTRE : Durban

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least five 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. Valid driver's license. Professional and able to work independently. Willing to travel and able to work extended hours. Excellent communication skills. Well-developed skills in legal drafting and advocacy. Good knowledge of Asset Forfeiture Law will be an added advantage. Excellent interpersonal, analytical and presentation skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. Literacy and numeracy.

DUTIES : Civil litigation on behalf of the State regarding all aspects of freezing of property and obtaining final forfeiture confiscation orders. Liaise with prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train prosecutors and investigators in the use of Asser Forfeiture Law. Keep up to date with legal developments.

ENQUIRIES : Lindie Swanepoel Tel No: 012 845 6638

APPLICATIONS : e mail Recruit2023193@npa.gov.za

POST 14/116 : **STATE ADVOCATE RECRUIT 2023/194 (X5 POSTS)**
Investigating Directorate

SALARY : R797 901 per annum (total cost package) to R1 323 702.per annum (total cost package) (Level LP- 7 to LP-8)

CENTRE : Pretoria: Head Office

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. 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. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.

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's case in court, 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. Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State. 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 the criminal justice independently without supervision and manage court and case flow management independently.

ENQUIRIES APPLICATIONS : Maureen Dibetle Tel No:012 845 7727
: e mail Recruit2023194@npa.gov.za

POST 14/117 : **STATE ADVOCATE (STU) REF NO: RECRUIT 2023/195 (X2 POSTS)**
National Prosecutions Service

SALARY : R797 901 per annum (total cost package) to R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)

CENTRE REQUIREMENTS : DPP: Mmabatho
: 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. At least five years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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, indictments and court documents, dealing with representations. Valid driver's licence.

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 tax 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's case in court, 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. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors and stakeholders. Assist in keeping proper records, statistics and reports. Assist in high profile tax matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.

ENQUIRIES APPLICATIONS : Flora Kalakgosi Tel No: 018 381 9041
: e mail Recruit2023195@npa.gov.za

POST 14/118 : **STATE ADVOCATE REF NO: RECRUIT 2023/196**
National Prosecutions Service

SALARY : R797 901 per annum (total cost package) to R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)

CENTRE REQUIREMENTS : DDPP: Durban (OCC)
: An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently.

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
APPLICATIONS**

: Mzwandile Vilakazi Tel No: 031 334 5021
: e mail Recruit2023196@npa.gov.za

POST 14/119

: **STATE ADVOCATE REF NO: RECRUIT 2023/197 (X2 POSTS)**
National Prosecutions Service

SALARY

: R797 901 per annum (total cost package) to R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)

**CENTRE
REQUIREMENTS**

: DPP: Pretoria
: 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.

**ENQUIRIES
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: Godfrey Ramakuela Tel No: 012 351 6808
: e mail Recruit2023197@npa.gov.za

POST 14/120

: **HEAD CONTROL PROSECUTOR 2**
National Prosecutions Service

SALARY

: R533 631 per annum (excluding benefits) to R1 247 166 per annum (total cost package) (Level SU-1 to SU-2)

CENTRE

: CPP: Pietermaritzburg (New Hanover) Ref No: Recruit 2023/198 (Re-advert)
: CPP: Kimberley (Douglas) Ref No: Recruit 2023/199
: CPP: Pretoria (Bronkhorstspuit) Ref No: Recruit 2023/224

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 reasonably complex or 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 and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel and Outlook. High level of reliability. Ability to act with tact and discretion. Above average planning and organising skills. Ability to identify and handle confidential

		matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.
<u>DUTIES</u>	:	Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the lower courts. 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. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	CPP: Pietermaritzburg (New Hanover) - Thabsile Radebe Tel No: 033 392 8753 CPP: Kimberley (Douglas) - Nicholas Magongwa Tel No: 053 807 4539 CPP: Pretoria Motshabi Malabi Tel No: 012 351 6864
<u>APPLICATIONS</u>	:	CPP: Pietermaritzburg (New Hanover) e mail Recruit2023198@npa.gov.za CPP: Kimberley (Douglas) e mail Recruit2023199@npa.gov.za CPP: Pretoria (Bronkhorstspruit) e mail Recruit2023224@npa.gov.za
<u>POST 14/121</u>	:	<u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2023/200</u> National Prosecutions Service
<u>SALARY</u>	:	R533 631 per annum (excluding benefits) to R1 247 166 per annum (total cost package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	DDPP: Durban
<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. Experience in guiding investigations and giving instructions in law and statutory offences. Experience or knowledge in POCA legislation.
<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. Draft Heads of argument and argue Appeals. 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>	:	Mzwandile Vilakazi Tel No: 031 334 5021
<u>APPLICATIONS</u>	:	e mail Recruit2023200@npa.gov.za
<u>POST 14/122</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R533 631 per annum (excluding benefits) to R1 247 166 per annum (total cost package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	CPP: Pretoria (Pretoria Central) Ref No: Recruit 2023/201 (X6 Posts) CPP: Pretoria (Soshanguve) Ref No: Recruit 2023/202 CPP: Pretoria (Pretoria-North) Ref No: Recruit 2023/203 (X2 Posts) CPP: Vaalrand (Benoni) Ref No: Recruit 2023/204 CPP: Pretoria (Brits) Ref No: Recruit 2023/205 CPP: Nelspruit Ref No: Recruit 2023/206 CPP: Upington (Postmusburg) Ref No: Recruit 2023/207
<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. Experience in guiding investigations and giving instructions in law and statutory offences.
<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>	:	CPP: Pretoria and CPP: Vaal Rand Godfrey Ramakuella Tel No: 012 351 6808 CPP: Vaalrand (Benoni) Motshabi Malabi Tel No: 012 351 6864 CPP: Nelspruit Tebogo Mashile Tel No: 013 045 0686 CPP: Upington Nicholas Mokgongwa Tel No: 053 807 4539
<u>APPLICATIONS</u>	:	CPP: Pretoria (Pretoria Central) e mail Recruit2023201@npa.gov.za CPP: Pretoria (Soshanguve) e mail Recruit2023202@npa.gov.za CPP: Pretoria (Pretoria North) e mail Recruit2023203@npa.gov.za CPP: Vaalrand (Benoni) email Recruit2023204@npa.gov.za CPP:Pretoria (Brits) email Recruit2023205@npa.gov.za CPP: Nelspruit - e mail Recruit2023206@npa.gov.za CPP: Upington (Postmusburg) e mail Recruit2023207@npa.gov.za
<u>POST 14/123</u>	:	<u>ICT ADMINISTRATOR REF NO: RECRUIT 2023/208</u> National Prosecution Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum (Level 09), (excluding benefits) DDPP: Thohoyandou An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three years working experience in an IT environment. Knowledge of Microsoft Windows server 2012, Wide Area Network and User Administration, Active Directory 2012, Exchange 2010, Information Technology Infrastructure Library. LAN Administration. 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 Suite specifically: Ms Word, Excel, PowerPoint, Ms Project and Computer programming skills. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Reliable, tolerant and determined. Knowledge of legislation and regulations pertaining to public service administration, specifically: Good Governance and Batho Pele Principles, The Public Service Act and Regulations, Public Finance Management Act and Electronic Communication and Transaction Act.
<u>DUTIES</u>	:	Manage and monitor network connectivity and servers. Provide support on Window Operating Systems and servers 2012 and MS Exchange client 2010. Ensure data is backed up on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT problems and resolution. Keep website and intranet updated. Keep abreast of ICT and maintain library of information. Provide general end-user and VIP support. Liaise with third parties towards resolution of 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. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed.
<u>ENQUIRIES APPLICATIONS</u>	:	Thuba Thubakgale Tel No: 015 045 0285 e mail Recruit2023208@npa.gov.za

POST 14/124 : **ICT ADMINISTRATOR REF NO: RECRUIT 2023/209**
Investigating Directorate
(Re-advert)

SALARY : R393 711 per annum, (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three years working experience in an IT environment. Knowledge of Microsoft Windows server 2012, Wide Area Network and User Administration, Active Directory 2012, Exchange 2010, Information Technology Infrastructure Library. LAN Administration. 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 Suite specifically: Ms Word, Excel, PowerPoint, Ms Project and Computer programming skills. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Reliable, tolerant and determined. Knowledge of legislation and regulations pertaining to public service administration, specifically: Good Governance and Batho Pele Principles, The Public Service Act and Regulations, Public Finance Management Act and Electronic Communication and Transaction Act.

DUTIES : Manage and monitor network connectivity and servers. Provide support on Window Operating Systems and servers 2012 and MS Exchange client 2010. Ensure data is backed up on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT problems and resolution. Keep website and intranet updated. Keep abreast of ICT and maintain library of information. Provide general end-user and VIP support. Liaise with third parties towards resolution of 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. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed.

ENQUIRIES : Adelle Jankowitz Tel No: 012 845 7727
APPLICATIONS : e mail Recruit2023209@npa.gov.za

POST 14/125 : **ENFORCEMENT OFFICER REF NO: RECRUIT 2023/210**
Asset Forfeiture Unit

SALARY : R393 711 per annum (Level 09), (excluding benefits)
CENTRE : Mmabatho
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 : Lindie Swanepoel Tel No: 012 845 6638
APPLICATIONS : e mail Recruit2023210@npa.gov.za

POST 14/126 : **ASSISTANT DIRECTOR ADMINISTRATION REF NO: RECRUIT 2023/211**
Specialised Commercial Crime Unit
(Re-advert)

SALARY : R393 711 per annum (Level 09), (excluding benefits)
CENTRE : Cape Town
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Financial/ Human Resources/ Administrative or equivalent qualification. Minimum three years relevant experience in a related field. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience working with PERSAL. Excellent written and verbal communication skills, Decisive under pressure and solution orientated. Problem solving skills and ability to meet strict deadlines. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act, Basic Conditions of Employment Act, Skills Development Act, Labour Relations Act, NPA Act, Public Finance Management Act and Treasury Regulations. Knowledge of Finance, Supply Chain Management, Human Resources Management and General Administration. Strong organizational and general office management skills. Good planning skills. Computer literacy in programmes such as MS Word, Excel, PowerPoint and Outlook. Proven experience to Supervise/ manage staff. Drivers licence.

DUTIES : Ensure that finance, supply chain services, human resources and general administration are administered for the SCCU staff. Ensure compliance with all relevant financial, HR and Administrative legislation and prescripts processes and procedures. Provide administrative support in analysing budget and expenditure report. Ensure that records of all finance documents and requisitions are kept. Ensure the administration of petty cash. Ensure proper inventory maintenance of all stores and assets. Ensure processing of leave. Ensure the administration of training requests. Ensure the administration of recruitment and selection. Consolidate staff establishment statistics on a monthly basis. Ensure performance agreements and assessments are submitted on time. Ensure that all court administration is up to date. Ensure proper management of fleet, travel and accommodation services. Project manage the roll out of new offices and courts. Ensure document management is implemented. Supervise and manage administrative staff.

ENQUIRIES : Francios Brandt Tel No: 021 487 7144
APPLICATIONS : e mail Recruit2023211@npa.gov.za

POST 14/127 : **TRANSLATOR REF NO: RECRUIT 2023/212**
National Prosecutions Service
(Re-advert)

SALARY : R393 711 per annum (Level 09), (excluding benefits)
CENTRE : CPP: George
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Specialization in translation will serve as a strong recommendation. Excellent command of English and Afrikaans. Knowledge of isiXhosa and other indigenous languages will be an added advantage. Three 3 years proven translating/ interpreting experience as a sworn translator/ interpreter in the above- mentioned languages. Successful completion of a departmental translation test. Good written and verbal communication skills. Computer literacy (MS Office). Administration and organizational skills. Ability to maintain interpersonal relations. Accuracy and attention to detail. Ability to work under pressure. Knowledge of the National Language Policy. Experience in translation in the public sector. SATI accreditation as a translator and/ or accreditation as a sworn translator in the relevant language (s). Knowledge of other language fields such as

terminology, language planning and human language technologies. A valid driver's license.

DUTIES : Translation of a wide variety of legal documents, statements and/ or exhibits from Afrikaans into English and vice versa. Interpret during consultations or in court for the Prosecutor and/ or witnesses from Afrikaans to English and vice versa. Giving language advice. Liaising with customers of the NPA. Exercising quality control. Safeguarding official documents. Perform any other duties that he/she may be assigned to in terms of translation or the prosecutorial functions in the office. To perform all duties in accordance with the Code of Conduct and the Policy and Directives of the National Prosecuting Authority.

ENQUIRIES APPLICATIONS : Francios Brandt Tel No: 021 487 7144
: e mail Recruit2023212@npa.gov.za

POST 14/128 : **STATE ACCOUNTANT: SALARIES AND BANKING REF NO: RECRUIT 2023/213 (X2 POSTS)**
Financial Accounting- Salaries and Banking

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07), (excluding benefits)
: Pretoria: Head Office
: An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Financial Management or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Minimum two (2) years relevant experience in Finance in the public sector. Must be working in Salaries or Banking section in the public sector. Experience in processing payments on PERSAL. In depth knowledge of PFMA, Treasury Regulations and relevant prescripts.

DUTIES : Provide salary administration service. Perform monthly payroll reconciliations. Provide bookkeeping and financial accounting services. Ensure all mandatory and regulated third party payments are made on time.

ENQUIRIES APPLICATIONS : Jenny Coertzen Tel No: 012 845 6073
: e mail Recruit2023213@npa.gov.za

POST 14/129 : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2023/214 (X2 POSTS)**
Specialized Commercial Crimes Unit

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07), (excluding benefits)
: Cape Town
: An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Administrative Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Problem-solving skills, strong organizational and management skills. Good analytical skills. Experience in working with electronic database. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.

DUTIES : Manage and/ or supervise the legal Administration section. Manage court rolls. Check and sign off court files. Maintain and verify electronic registers (Appeals, Police dockets, etc.). Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Perform general office administration in the areas of finance and/or fleet management and/or facilities management. Perform general office administration related to document management. Manage and/or supervise human resource functions of staff. Perform any other duties as deemed necessary by the supervisor.

ENQUIRIES APPLICATIONS : Francios Brandt Tel No: 021 487 7144
: e mail Recruit2023214@npa.gov.za

POST 14/130 : **ADMINISTRATION OFFICER**
Office for Witness Protection

SALARY CENTRE : R269 214 per annum (Level 07), (excluding benefits)
Johannesburg Ref No: Recruit 2023/215
North West (Potchefstroom) Ref No: Recruit 2023/216
Cape Town Ref No: Recruit 2023/228

REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum two years relevant experience in performing general administrative functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy skills and knowledge in programs such as MS Word, Excel and Outlook. Knowledge of the PFMA Act, Treasury regulations and other government related legislations. Able to handle and record cash transactions and know how to account for public funds according to the PFMA. Knowledge of Accounting and Asset Management. Good Communication, liaison and presentation skills. Ability to act with tact and discreet. Strong interpersonal and communication skills. Good administration skills. Planning and prioritizing skills. Willing to undergo security clearance. A valid driver's license.

DUTIES : Provide asset support services. Provide administrative support to fleet management. Provide administrative support to asset and facilities management. Document and office management support and Governance.

ENQUIRIES : Johannesburg - R Brennan Tel No: 012 845 6602
North West (Potchefstroom) - OJP Olivier Tel No: 018 290 3222
Cape Town - L Rodwell Tel No: 021 487 7098

APPLICATIONS : Johannesburg e mail Recruit2023215@npa.gov.za
North West (Potchefstroom) e mail Recruit2023216@npa.gov.za
Cape Town e mail Recruit2023228@npa.gov.za

POST 14/131 : **LIBRARIAN REF NO: RECRUIT 2023/217**
National Prosecutions Services

SALARY CENTRE : R269 214 per annum (Level 07), (excluding benefits)
DDPP: Thohoyandou

REQUIREMENTS : An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least two years relevant experience preferable in a law library environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility Ability to work on an electronic library management system including e-Books. Computer literacy in MS Word, Excel, and PowerPoint. At least two years' experience in utilization of search of search including Jutastat, Lexis Nexis, Sabinet and WorldShare. Willingness to travel. Valid driver's license.

DUTIES : Catalog and classify library material utilising available databases. Maintain asset register of library material including disposals. Renew standing orders. Conduct inter and intra-Library loans. Conduct periodic stock take and keep statistics. Procure and process new material for both head office and regions. Loose leaf administration. Liaise with external clients. Assist with information projects of the NPA. Process all requests in terms of law reports, statutes and reference material. Assist with training of clients in use of online databases. Submit monthly reports.

ENQUIRIES APPLICATIONS : Thuba Thubakgale Tel No: 015 045 0285
e mail Recruit2023217@npa.gov.za

POST 14/132 : **SUPPLY CHAIN CLERK: SUPERVISOR REF NO: RECRUIT 2023/218**
National Prosecutions Service

SALARY CENTRE : R269 214 per annum (Level 07), (excluding benefits)
DPP: Kimberley

REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). At least two years' experience in the field of travel, fleet and facilities environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good written and verbal communication skills; Ability to organize and prioritize work; General computer literacy skills. Knowledge of programs such as MS Word, Excel, MS Outlook and PowerPoint. Knowledge of

DUTIES : PFMA and Treasury Regulations. Willing to travel. Excellent communication and Administrative Skills. Valid driver's license.

: Ensure that NPA buildings are fully utilized and properly maintained. Perform site visits and act as liaison person with the Public Works and other stakeholder. Ensure that fleet vehicle is properly utilized and maintained. Compile daily invoice payments to service providers. Perform reconciliation of invoice statements and payments made to the service providers. Aid regional staff when needed. Compile and submit monthly reports. Assist the Manager in ensuring compliance. Assist and advice the Assistant Director: Administration.

ENQUIRIES APPLICATIONS : Nicholas Mogongwa Tel No: 053 807 4539
: e mail Recruit2023218@npa.gov.za

POST 14/133 : **PERSONAL ASSISTANT REF NO: RECRUIT 2023/219**
Investigating Directorate

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07), (excluding benefits)
: Head Office: Pretoria
: Grade 12 and secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support to senior management. 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 sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. Basic knowledge of financial administration.

DUTIES : Provide secretarial support service to the office of the ID: Director. Render administrative support services to the office of the ID: Director. Provide support to ID: Director regarding meetings. Support the ID: Director with the administration of the ID: Director's budget. Studies the relevant Public Service and the departmental Prescripts and ensure that the application thereof is understood properly.

ENQUIRIES APPLICATIONS : Maureen Dibetle Tel No: 012 845 7727
: e mail Recruit2023219@npa.gov.za

POST 14/134 : **PERSONAL ASSISTANT REF NO: RECRUIT 2023/220**
National Prosecutions Service

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07), (excluding benefits)
: CPP: Upington
: 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, administration support and personal assistance service to the Chief Prosecutor. Record incoming documents. Check documents for correct referencing before filing. Facilitate leave management and performance management. Coordinate application for access to electronic register. Receive dockets from relevant legislative prescripts. Ensure incoming correspondence are processed and relevant case files are opened and cross referenced. Manage documents. Ensure that documents production is done making photo copies, facsimile and emails iro registers. Ensure sufficient case data capturing.

ENQUIRIES APPLICATIONS : Nicholas Mogongwa Tel No: 053 807 4539
: e mail Recruit2023220@npa.gov.za

POST 14/135 : **COURT PREPARATION OFFICER REF NO: RECRUIT 2023/227**
National Prosecutions Service

SALARY : R269 214 per annum (Level 07), (excluding benefits)
CENTRE : CPP: Pretoria
REQUIREMENTS : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience in a court environment. 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.

DUTIES : 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.

ENQUIRIES : Motshabi Malabi Tel No: 012 351 6864
APPLICATIONS : e mail Recruit2023227@npa.gov.za

POST 14/136 : **HUMAN RESOURCES CLERK REF NO: RECRUIT 2023/221**
National Prosecutions Service

SALARY : R181 599 per annum (Level 05), (excluding benefits)
CENTRE : DPP: Nelspruit
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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.

DUTIES : 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.

ENQUIRIES : Tebogo Mashile Tel No: 013 045 0686
APPLICATIONS : e mail: Recruit2023221@npa.gov.za

POST 14/137 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/222**
Sexual Offences and Community Affairs

SALARY : R181 599 per annum (Level 05) (excluding benefits)
CENTRE : DPP: Mpumalanga
REQUIREMENTS : Grade 12 or equivalent qualification. 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 , SharePoint, and Outlook. Decision making skills, Strong interpersonal and communication skills. Ability to act independently.

DUTIES : Provide administrative and secretarial support to senior management and delegated officials of the SOCA Unit. Liaise and communicate with senior managers within the NPA and other relevant stake holders. Plan, organize and coordinate trainings, events, meetings or other engagements as required by senior management or delegated officials. Manage information and ensure easy reference filing system for the unit. Provide HR related services. Provide Financial management and logistical support services. Prepare correspondence, documents, reports, presentations, etc. as requested and instructed by senior

management or delegated officials. Prepare minutes of meetings and follow up on decisions made where necessary. Make travel and accommodation arrangements. Operate office equipment like fax machines and photocopiers. Making copies and binding documents. Perform any other duties as requested by the senior management or delegated official and provide general administrative support.

ENQUIRIES
APPLICATIONS

: Amukelani Phephenyane Tel No: 012 845 6503
: e mail Recruit2023222@npa.gov.za

POST 14/138

: **ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/223**
National Prosecutions Service

SALARY
CENTRE
REQUIREMENTS

: R181 599 per annum (Level 05), (excluding benefits)
: DPP: Pretoria
: 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.

DUTIES

: 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 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 Cluster. Liaise with customers and stakeholders.

ENQUIRIES
APPLICATIONS

: Motshabi Malabi Tel No: 012 351 6864
: e mail Recruit2023223@npa.gov.za