

ANNEXURE O

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 2016, 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** : 07 February 2022
- NOTE** : For your application to be accepted: Applications must be submitted on the new Z83 version, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in BLOCK LETTERS. Only copies of required qualifications, identity document and other listed documents as per the advert, must be included with your application. Such copies need not be certified when applying for the post. 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. 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. NBI Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs.

MANAGEMENT ECHELON

- POST 02/190** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (REGIONAL HEAD)**
Asset Forfeiture Unit
- SALARY** : R1 308 345 per annum (Level 14), (Total Cost Package)
- CENTRE** : Mmabatho Ref No: Recruit 2022/01(Re-advert)
Durban Ref No: Recruit 2022/02 (Re-advert)
Pretoria Ref No: Recruit 2022/03 (Re-advert)
- 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.
<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>	:	Mmabatho e mail: Recruit202201@npa.gov.za Durban e mail: Recruit202202@npa.gov.za Pretoria e mail: Recruit202203@npa.gov.za
<u>POST 02/191</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/04</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R1 308 345 per annum (Level 14), (Total Cost Package)
<u>CENTRE</u>	:	Head Office: Pretoria
<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 /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 criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. The ability to act independently. 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. Assist in managing the regional office.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit202204@npa.gov.za
<u>POST 02/192</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/05</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R1 308 345 per annum (Level 14), (Total Cost Package)
<u>CENTRE</u>	:	Bloemfontein
<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.
<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.
<u>ENQUIRIES</u>	:	Lemmer Ludwick Tel No: 051 410 6001
<u>APPLICATIONS</u>	:	e mail: Recruit202205@npa.gov.za

<u>POST 02/193</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS</u> National Prosecutions Services
<u>SALARY CENTRE</u>	:	R1 308 345 per annum (Level 14), (Total Cost Package) DPP: Bloemfontein Ref No: Recruit 2022/06 DPP: Kimberley Ref No: Recruit 2022/07 (Re-advert) DPP: Cape Town Ref No: Recruit 2022/08 (X2 Posts) DPP: Mmabatho Ref No: Recruit 2022/09
<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: Kimberley Nicholas Mogongwa Tel No: 053 807 4539 DPP: Cape Town Francios Brandt Tel No: 021 487 7144 DPP: Mmabatho Flora Kalagosi Tel No: 018 381 9041
<u>APPLICATIONS</u>	:	DPP: Bloemfontein e mail: Recruit202206@npa.gov.za DPP: Kimberley e mail: Recruit202207@npa.gov.za DPP: Cape Town e mail: Recruit202208@npa.gov.za DPP: Mmabatho e mail: Recruit202209@npa.gov.za
<u>POST 02/194</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/10</u> National Prosecutions Services
<u>SALARY CENTRE</u>	:	R1 308 345.00 per annum (Level 14), (Total Cost Package) Pretoria Head Office
<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.
<u>DUTIES</u>	:	Manage the portfolio assigned by the Head of NPS. 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.

ENQUIRIES : Phuti Mahanyele Tel No: 012 845 6945
APPLICATIONS : e mail Recruit202210@npa.gov.za

POST 02/195 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/11**
Specialised Commercial Crime Unit

SALARY : R1 308 345 per annum (Level 14), (Total Cost Package)
CENTRE : Mmabatho
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.

DUTIES : Guide investigations and conduct prosecution of identified serious and complex cases. Exercise oversight on and give any necessary advice and report to the Head of SCCU. Ensure that decisions to prosecute or not to 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 the SCCU. Monitor and review strategy and operations. Provide enterprise performance reports. Liaise with regional offices 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 in line with the strategy and plan. Continuously analyse, review and monitor operational performance of the offices in order, inter alia. To identify any operational deficiencies and monitor the achievement of strategic objectives and annual targets. Develop any performance or delivery improvement plans or make such interventions as circumstances may require. 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 the SCCU.

ENQUIRIES : Flora Kalagosi Tel No: 018 381 9041
APPLICATIONS : e mail Recruit202211@npa.gov.za

POST 02/196 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/12**
National Prosecutions Services

SALARY : R1 308 345 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. 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.
<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 APPLICATIONS</u>	:	Godfrey Ramakuela Tel No: 012 351 6808 e mail Recruit202212@npa.gov.za
<u>POST 02/197</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/13</u> National Prosecutions Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 308 345 per annum (Level 14), (Total Cost Package) DPP: Mmabatho (Tax Unit) 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.
<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 APPLICATIONS</u>	:	Flora Kalagosi Tel No: 018 381 9041 e mail: Recruit202213@npa.gov.za

POST 02/198 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2022/14**
National Prosecutions Services

SALARY : R1 308 345 per annum (Level 14), (Total Cost Package)
CENTRE : DPP: Grahamstown (DDPP: Bisho) (Tax Unit)
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasions/avoidance, commercial crimes, fraud and related matters. Sound knowledge and understanding of SARS functions and financial accounting background. Good advocacy and legal drafting skills. Strong organisational leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management. Valid driver's license.

DUTIES : 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 and advising and decisions 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 stakeholders 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 strategic objectives. Development, performance management and assessment of staff members. Deal with 30 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 : Anthony Bean Tel No: 046 602 3000
APPLICATIONS : e mail: Recruit202214@npa.gov.za

POST 02/199 : **CHIEF PROSECUTOR REF NO: RECRUIT 2022/15**
National Prosecutions Service

SALARY : R1 308 345 per annum (Level 14), (Total Cost Package)
CENTRE : CPP: Bellville
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 : Francios Brandt Tel No: 021 487 7144
APPLICATIONS : e mail: Recruit202215@npa.gov.za

OTHER POSTS

POST 02/200 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/16 (X2 POSTS)**
National Prosecutions Services

SALARY : R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP-9)

CENTRE : DPP: Limpopo (OCC)

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Admitted advocate and/or attorney will be an added advantage. Ability to act independently. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Willing to travel and work extended hours. Ability to do legal research. Knowledge of asset forfeiture law will be an added advantage.

DUTIES : Conduct prosecution of serious, complex and organized crime cases and corruption matters. Advise the police on the investigation of serious, complex and organized 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. Ability check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES : Thuba Thubakgale Tel No: 15 045 0285
APPLICATIONS : e mail: Recruit202216@npa.gov.za

POST 02/201 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/17**
National Prosecutions Services

SALARY : R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP-9)

CENTRE : DPP: Pietermaritzburg

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. 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.

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

		<p>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.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Thabsile Radebe Tel No: 033 392 8753 e mail: Recruit202217@npa.gov.za</p>
<u>POST 02/202</u>	:	<p><u>SENIOR STATE ADVOCATE</u> Specialised Commercial Crimes Unit</p>
<u>SALARY</u>	:	R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (LP-9)
<u>CENTRE</u>	:	Port Elizabeth (East London) Ref No: Recruit 2022/18 (X2 posts) Port Elizabeth Ref No: Recruit 2022/19
<u>REQUIREMENTS</u>	:	<p>An LLB or any appropriate legal qualification for serving prosecutors. At least eight 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. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of Civil and/ or Criminal procedures. Willing to travel. Able to work extended hours. Proficiency in prosecutions (information should be provided about experience of Commercial crime prosecution), competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations (applicants are required to indicate what experience, if any, they have in the prosecution of Commercial crime cases including Fraud, Theft, Corruption and Money-laundering). Good interpersonal, analytical, presentation and communication skills. Ability to act independently. Strong computer skills.</p>
<u>DUTIES</u>	:	<p>Conduct prosecutions 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.</p>
<u>ENQUIRIES APPLICATIONS</u>	:	<p>Nosiseko Dome Tel No: 012 842 1465 e mail: Port Elizabeth (East London) Recruit202218@npa.gov.za Port Elizabeth e mail: Recruit202219@npa.gov.za</p>
<u>POST 02/203</u>	:	<p><u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/20</u> (Re-advert) National Prosecutions Services</p>
<u>SALARY</u>	:	R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP-9)
<u>CENTRE</u>	:	DDPP: Durban (OCC)
<u>REQUIREMENTS</u>	:	<p>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.</p>
<u>DUTIES</u>	:	<p>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.</p>
<u>ENQUIRIES</u>	:	Siyanda Salman Tel No: 031 334 5272

<u>APPLICATIONS</u>	:	e mail Recruit202220@npa.gov.za
<u>POST 02/204</u>	:	<u>SENIOR PUBLIC PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level CM-1)
<u>CENTRE</u>	:	CPP: Polokwane Ref No: Recruit 2022/21 CPP: Cape Town (Goodwood) Ref No: Recruit 2022/22
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	CPP: Polokwane Thuba Thubakgale Tel No: 015 045 0285; CPP: Cape Town (Goodwood) Francios Brandt Tel No: 021 487 7144
<u>APPLICATIONS</u>	:	CPP: Polokwane e mail: Recruit202221@npa.gov.za CPP: Cape Town (Goodwood) e mail: Recruit202222@npa.gov.za
<u>POST 02/205</u>	:	<u>SENIOR STATE ADVOCATE</u> Asset Forfeiture 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 Ref No: Recruit 2022/23 Mthatha Ref No: Recruit 2022/24
<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. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least eight years' post qualification experience in civil and/or criminal litigation. Well-developed skills in advocacy and legal drafting Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage; Good interpersonal, analytical, presentation and communication skills. The ability to act independently. Valid driver's licence recommended.
<u>DUTIES</u>	:	Litigation and supervising litigation. Conduct civil litigation regarding all aspects of the freezing and forfeiture/confiscation of property / assets derived from criminal activity, drafting applications, preparing heads of argument and presenting cases in court, training of NPA staff in the use of asset forfeiture procedures. Legal research and keeping up to date with legal developments. Assist with the general management of the unit, including developing the systems, receiving and analyzing reports and making recommendations to the unit.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	Johannesburg e mail: Recruit202223@npa.gov.za Mthatha e mail: Recruit202224@npa.gov.za
<u>POST 02/206</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/25</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R997 764 per annum (Total Cost Package) to R1 559 616 per annum (Total Cost Package) (Level LP-9)
<u>CENTRE</u>	:	Durban

<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.
<u>ENQUIRIES APPLICATIONS</u>	:	Bongiwe Mlaba Tel No: 031 335 6617 e mail: Recruit202225@npa.gov.za
<u>POST 02/207</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2022/26</u> National Prosecutions Service
<u>SALARY</u>	:	R859 752 per annum (Total Cost Package) to R1 405 245 per annum (Total Cost Package) (Level SU-3)
<u>CENTRE REQUIREMENTS</u>	:	CPP: Welkom (Bethlehem) An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills.
<u>DUTIES</u>	:	Manage, train and give guidance to 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 APPLICATIONS</u>	:	Lemmer Ludwick Tel No: 051 410 6001 e mail: Recruit202226@npa.gov.za
<u>POST 02/208</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT REF NO: RECRUIT 2022/27</u> Strategy Management Office
<u>SALARY</u>	:	R744 255 per annum (Level 11), (Total Cost Package) (MMS)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Certificate in Strategic Management or Operations Management from an accredited institution will be an added advantage. At least three years working experience in the strategic, business or performance monitoring environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Ability to effectively and timely coordinate the submission of all organizational performance information reports on a national and regional level.

		Knowledge of the prosecutorial environment or sound knowledge of the Criminal Justice System will be an added advantage. Excellent monitoring and evaluation skills. Excellent interpersonal communication skills (verbal and written). Excellent report writing and the ability to write high level reports to management. Good knowledge of government legislature framework prescripts, policies and practices. Good knowledge of service delivery improvement practices and prescripts in the government sector. Good knowledge of performance information management practices and prescripts in the public sector. Good knowledge on compliance requirements for the performance information management field. Advanced computer literacy skills in MS Word, Excel and PowerPoint. Ability to work independently and well under pressure. Ability to work well in a team. Analytical and strategic thinking skills. Problem solving skills. Good Interpersonal and customer relation skills.
<u>DUTIES</u>	:	Manage business unit and regional performance information. Monitor and evaluate the business unit and regional performance in line with their annual performance plans. Monitor the execution of the national and regional operational plans. Collation, analysis and interpretation of organisational performance information. Assist in coordinating the development and maintenance of appropriate management information systems pertaining to Performance Information Management. Keep up to date with compliance requirements and best practice in the field of Performance Information Management and Service Delivery Improvement. Manage the Service Delivery Improvement Plan within the NPA.
<u>ENQUIRIES</u>	:	Alicia Victor Tel No: 012 845 6269
<u>APPLICATIONS</u>	:	e mail: Recruit202227@npa.gov.za
<u>POST 02/209</u>	:	<u>DEPUTY DIRECTOR: SERVICE DELIVERY IMPROVEMENT PROGRAMME</u> <u>REF NO: RECRUIT 2022/28</u> Strategy Management Office
<u>SALARY</u>	:	R744 255 per annum (Level 11), (Total Cost Package) (MMS)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least three years working experience in the Service Delivery Improvement environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the prosecutorial environment or sound knowledge of Criminal Justice System will be an added advantage. Excellent monitoring and evaluation skills. Excellent interpersonal communication skills (verbal and written). Excellent report writing skills and ability to write high level reports to management. Good knowledge of government legislature framework prescripts, policies and practices. Good knowledge of the Public Service Act and Regulations and PFMA. Good knowledge of service delivery improvement practices and prescripts in the government sector. Good knowledge of the compliance requirements for service delivery field. Advanced computer literacy skills in MS Word, Excel and PowerPoint. Ability to work independently and well under pressure. Ability to work well in a team. Analytical and strategic thinking skills. Problem solving skills. Good interpersonal and customer relation skills.
<u>DUTIES</u>	:	Facilitate the development and review of the NPA SDIP Plan. Develop and review the service charter for the organisation. Develop the complaints and compliments management framework. Promote customer care through Batho Pele change management training at the national and in the regions. Monitor the implementation of the SDIP Plan. Monitor the visibility and the implementation of the service charter. Monitor the implementation of the Batho Pele White Paper in the regions. Draft monthly and quarterly operational progress reports. Collate Batho Pele related matters. Participate in SDIP and Batho Pele fora. Manage the service delivery improvement plan within the NPA.
<u>ENQUIRIES</u>	:	Alicia Victor Tel No: 012 845 6269
<u>APPLICATIONS</u>	:	e mail: Recruit202228@npa.gov.za

<u>POST 02/210</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2022/29 (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) (OCC)
<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 in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Knowledge of and experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently.
<u>DUTIES</u>	:	Study case dockets, make assessments thereof and decide on the institution of prosecution. 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. Present the State's case in court, 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 argument 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. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.
<u>ENQUIRIES</u>	:	Thuba Thubakgale Tel No: 015 045 0285
<u>APPLICATIONS</u>	:	e mail: Recruit202229@npa.gov.za
<u>POST 02/211</u>	:	<u>HEAD CONTROL PROSECUTOR 2</u> National Prosecutions Service
<u>SALARY</u>	:	R518 088 per annum (Excluding Benefits) to R1 210 842 per annum (Total Cost Package) (Level SU-1 to SU-2)
<u>CENTRE</u>	:	CPP: Nelspruit (Lydenburg) Ref No: Recruit 2022/30 CPP: Empangeni Ref No: Recruit 2022/31
<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. 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.
<u>DUTIES</u>	:	Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional 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.
<u>ENQUIRIES</u>	:	CPP: Nelspruit Tebogo Mashile Tel No: 013 045 0686 CPP: Empangeni Ntokozo Dlamini Tel No: 031 334 5274
<u>APPLICATIONS</u>	:	CPP: Nelspruit (Lydenburg) e mail: Recruit202230@npa.gov.za CPP: Empangeni e mail: Recruit202231@npa.gov.za

<u>POST 02/212</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<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>	:	CPP: Welkom Ref No: Recruit 2022/32 CPP: Cape Town Ref No: Recruit 2022/33
<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>	:	CPP: Welkom Lemmer Ludwick Tel No: 051 410 6001 CPP: Cape Town Francios Brandt Tel No: 021 487 7144
<u>APPLICATIONS</u>	:	CPP: Welkom e mail: Recruit202232@npa.gov.za CPP: Cape Town e mail: Recruit202233@npa.gov.za
<u>POST 02/213</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2022/34</u> National Prosecutions Service
<u>SALARY</u>	:	R518 088 per annum (Excluding Benefits) to R1 210 842 per annum (Total Cost Package) (Level SU-1 to SU-2)
<u>CENTRE</u>	:	CPP: Ladysmith
<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. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Thabsile Radebe 033 392 8753
<u>APPLICATIONS</u>	:	e mail: Recruit202234@npa.gov.za
<u>POST 02/214</u>	:	<u>PROTECTOR REF NO: RECRUIT 2022/35</u> Office for Witness Protection
<u>SALARY</u>	:	R477 090 per annum (Level 10), (excluding benefits)
<u>CENTRE</u>	:	CPP: Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6) in VIP protection or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Must have police, military or

		correctional service basic training. Must have successfully completed a SWAT or Tactical Policing course. Must be competent in at least two official languages of which one must be English. Must be in possession of a Valid driver's license for a motor vehicle. Knowledge and experience of undercover work will be an added advantage. Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims Charter and Batho Pele Principles. Knowledge of the functioning of the various levels of courts and the Criminal Justice System. Knowledge in cash handling and cash management. Knowledge of the Criminal Procedure Act, 1977, Knowledge of the Witness Protection Act, 1998 and knowledge of the PFMA, 1999. Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analyst test. Knowledge and experience in the implementation of the provisions of the Minimum Information Security Standards (MISS). Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving and fitness assessment.
<u>DUTIES</u>	:	Assist with admission of witnesses and related persons into the Witness Protection Programme. Ensure safety, wellbeing and management of witnesses and extended families. Court protections and consultations. Assist in the transformation of all facets of the Witness Protection Programme to enhance service delivery to vulnerable and intimidated witnesses and related persons, law enforcement and prosecution. Assist in developing best practice module aligned to Bill of Rights, Batho Pele and United National Best Practice. Assist in building relationships with customers and other role players (within NPA, nationally and internationally. Office Administration.
<u>ENQUIRIES APPLICATIONS</u>	:	LM Ledwaba Tel No: 015 045 0333
	:	e mail: Recruit202235@npa.gov.za
<u>POST 02/215</u>	:	<u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: RECRUIT 2022/36</u> Information Systems Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09), (excluding benefits)
	:	Pretoria: Head Office
	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum three years relevant experience. Three years supervisory experience in Administration. In depth knowledge of the Public Service Act, Regulations and its application. 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, Labour Relations Act, EEA, Skills Development Act. Excellent writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Performance Management Skills. Execution, interpretation and recommendations on policies and procedures. Computer Literacy. Reliable, organized and able to work in a team.
<u>DUTIES</u>	:	Implement, maintain and oversee the functioning of as electronic document management system. Provide best practice advice on records management technologies. Provide input in policy and procedure development for the implemented document management system. Provide training input and manual development. Schedule and present trainings on the records management. Provide input to maintain and update the approved file plan. Conduct regular compliance inspections. Manage special auditing and quality assurance processes and requests. Management of team. Submit monthly reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Lerita Pretorius Tel No: 012 845 6640
	:	e mail: Recruit202236@npa.gov.za
<u>POST 02/216</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: RECRUIT 2022/37</u> Office for Witness Protection (Re-advert)
<u>SALARY</u>	:	R261 372 per annum (Level 07), (excluding benefits)

<u>CENTRE REQUIREMENTS</u>	:	North West (Potchefstroom)
	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' experience in performing general administrative functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the PFMA, Treasury Regulations and other relevant Public Service Prescripts. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs such as MS Word, Excel, and outlook. Good people skills. Strong interpersonal and communication skills. Ability to act with tact and discreet. Loyal and honest. Knowledge of accounting and asset management. Valid driver's license. Willing to undergo security clearance. Experience in handling cash and record cash transaction and know how to account for public funds according to PFMA.
<u>DUTIES</u>	:	Assist in managing Support Services. General Office administration. Management and governance. Capturing of financial records. Management accounting. Asset management. Record keeping.
<u>ENQUIRIES APPLICATIONS</u>	:	OJP Olivier Tel No: 018 290 3222 e mail Recruit202237@npa.gov.za
<u>POST 02/217</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE REF NO: RECRUIT 2022/38</u> Office for Witness Protection
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07), (excluding benefits) KwaZulu-Natal (Durban)
	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' experience in performing general administrative functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the PFMA, Treasury Regulations and other relevant Public Service Prescripts. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs such as MS Word, Excel, and outlook. Good people skills. Strong interpersonal and communication skills. Ability to act with tact and discreet. Loyal and honest. Knowledge of accounting and asset management. Valid driver's license. Willing to undergo security clearance. Experience in the handling of cash and recording cash transactions .Able to handle cash and record cash transaction and know how to account for public funds according to PFMA.
<u>DUTIES</u>	:	Assist in managing Support Services. General Office administration. Management and governance. Capturing of financial records. Management accounting. Asset management. Record keeping. Work under pressure and ensure adherence to timelines.
<u>ENQUIRIES APPLICATIONS</u>	:	M Uys Tel No: 031 334 5331 e mail: Recruit202238@npa.gov.za
<u>POST 02/218</u>	:	<u>LIBRARIAN REF NO: RECRUIT 2022/39</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07), (excluding benefits) DPP: Mpumalanga
	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). At least two years relevant experience. Knowledge of AACR2 and Dewey Decimal Classification Systems. Ability to work on an electronic library management system. Experience in utilization of search tools such as internet, LexisNexis, Jutastat and Sabinet online. Experience in Information services. Library and information management skills. General computer literacy in MS Word, Excel, and PowerPoint. Willingness to travel. Good verbal and written communication and administrative skills. Report writing skills. Ability to work independently with minimum supervision. Conduct information searches and monitor information. Cataloguing and classification of library material. Loose-leaf administration including updating. Responsible for library stock taking and keeping of statistics. Training of users on online databases. Procure new material. Shelving and shelf-reading of library material. Assist with the information projects of the NPA.
<u>DUTIES</u>	:	Conduct information searches and monitor information. Cataloguing and classification of library material. Loose-leaf administration including updating. Responsible for library stock taking and keeping of statistics. Training of users on online databases. Procure new material. Shelving and shelf-reading of library material. Assist with the information projects of the NPA.
<u>ENQUIRIES APPLICATIONS</u>	:	Tebogo Mashile Tel No: 013 045 0686 e mail: Recruit202239@npa.gov.za

<u>POST 02/219</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/40</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R176 310 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<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>	:	Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks. Provide administrative support to staff in human resources, finance, procurement and logistical services.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit202240@npa.gov.za
<u>POST 02/220</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK (FLEET) REF NO: RECRUIT 2022/41</u> National Prosecutions Service
<u>SALARY</u>	:	R176 310 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DDPP: Port Elizabeth
<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>	:	Provide support to the office with regards to the Asset Management function. Render asset management clerical support. Compile and maintain records (asset records/databases); check and issue furniture, equipment and accessories to components and individuals. Issuing of government vehicles. Conducting pre and post trip vehicle inspections. Ensure that all government vehicles are properly utilized and maintained.
<u>ENQUIRIES</u>	:	Andiswa Tengile Tel No: 012 842 1450
<u>APPLICATIONS</u>	:	e mail: Recruit202241@npa.gov.za
<u>POST 02/221</u>	:	<u>HUMAN RESOURCES CLERK REF NO: RECRUIT 2022/42</u> National Prosecutions Service
<u>SALARY</u>	:	R176 310 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DDPP: Port Elizabeth
<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</u>	:	Andiswa Tengile Tel No: 012 842 1450
<u>APPLICATIONS</u>	:	e mail: Recruit202242@npa.gov.za

<u>POST 02/222</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/43</u> Sexual Offences and Community Affairs
<u>SALARY</u>	:	R176 310 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<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>	:	Provide secretarial, administration support and personal assistant service to the Director: Administration 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 the Director: Administration or delegated official. Manage legal representation system and perform legal research. Manage information and ensure easy reference filing system for the unit. Compile monthly, quarterly and annual representations statistics. Provide minimal HR related services. Provide Financial management and logistical support services. Prepare correspondence, documents, repots, presentations, etc. as requested and instructed by the Director. Prepare minutes of meetings and follow up on decisions made where necessary. Ensure Liaison with Finance office with regard to travel and logistical arrangement for meetings and events. Operate office equipment like fax machines and photo copies. Liaise with other offices of the NPA and administration with regard to all matters pertaining to the administrative functions of the offices.
<u>ENQUIRIES</u>	:	William Matlala Tel No: 012 845 6637
<u>APPLICATIONS</u>	:	e mail: Recruit202243@npa.gov.za
<u>POST 02/223</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/44</u> Sexual Offences and Community Affairs
<u>SALARY</u>	:	R176 310 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Johannesburg
<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>	:	Provide secretarial, administration support and personal assistant service to the Senior Maintenance Prosecutor 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 the Senior Maintenance Prosecutor or delegated official. Manage legal representation system and perform legal research. Manage information and ensure easy reference filing system for the unit. Compile monthly, quarterly and annual representations statistics. Provide minimal HR related services. Provide Financial management and logistical support services. Prepare correspondence, documents, repots, presentations, etc. as requested and instructed by the Director. Prepare minutes of meetings and follow up on decisions made where necessary. Ensure Liaison with Finance office with regard to travel and logistical arrangement for meetings and events. Operate office equipment like fax machines and photo copies. Liaise with other offices of the NPA and administration with regard to all matters pertaining to the administrative functions of the offices.
<u>ENQUIRIES</u>	:	William Matlala Tel No: 012 845 6637
<u>APPLICATIONS</u>	:	e mail: Recruit202244@npa.gov.za

<u>POST 02/224</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/45</u> National Prosecutions Services
<u>SALARY</u>	:	R176 310 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Kimberley
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. 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.
<u>DUTIES</u>	:	Provide secretarial, administration support and personal assistant service to the Deputy Director of Public Prosecutions. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the Deputy Director of Public Prosecutions. Draft routine correspondence and reports. Type documents for the office. Operate office equipment like fax machines and photocopiers. Make travel arrangements, make logistical arrangements for meeting and events, process travel and subsistence claims for the office, taking minutes during meetings. Draft routine correspondence. Develop and maintain an accessible and user friendly filing system. Handle procurement of standard items such as stationery and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative function. Set up schedules for meetings and events. Liaise with other offices of the NPA and Administration with regards to all matters pertaining to the administrative functions of the office. Perform any other work as will be determined by the unit head from time to time.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: 053 807 4539
<u>APPLICATIONS</u>	:	e mail: Recruit202245@npa.gov.za