

**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** : 20 May 2024
- 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, including SMS, shall undertake two pre-entry assessments (one practical exercise and an Integrity (Ethical Conduct) Assessment. Following the interview and assessments the SMS candidates are to attend 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 (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://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

<b><u>POST 15/28</u></b>	:	<b><u>CHIEF FINANCIAL INVESTIGATOR REF NO: RECRUIT 2024/02 (X4 POSTS)</u></b> Investigating Directorate (Re-advert)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 162 200 per annum (Level 13), (Total cost package) Pretoria: Head Office An appropriate B -degree or Advanced Diploma (NQF level 7) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner (CFE) or Institute of Commercial Forensic Practitioners (FP (SA)) accreditation. At least eight years minimum experience with five years management experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Communication written and verbal. Planning and organizing skills. Customer focus and responsiveness. Problem solving and decision-making skills. Knowledge of legislation and regulations and regulations pertaining to public service administration specifically: The Constitution of South Africa and the rights of suspects; Prevention of Organised Crime Act 121 of 1988, with the emphasis on racketeering, money laundering and asset forfeiture provisions; Minimum Information Security Standards (MISS); Relevant provisions of the NPA Act, 32 of 1998; The Public Service Act and Regulations; Access to Information Act; Justices of the Peace and Commissioner of Oaths Act 16 of 1963; Prevention and Combating of Corrupt Activities Act 12 of 2004; Protected Disclosures Act 26 of 2000; 10. Criminal Procedure Act 51 of 1977. Knowledge of asset forfeiture law (National and International). Know and understand the Law of Evidence in Civil Matters. Know and understand the Law of Criminal Procedure. Knowledge of NPA and NPS policies and procedures relevant to the job functions. General Management skills. Understand direct and indirect methods of determining income. Information management. Writing skills. Task/time management skills. Strategic thinking. Conflict management. Interpersonal relations. Communication. Planning. Analytics and the application of visual presentation software to present data. Specialist/Professional. Research skills. Problem Solving skills. Processing of digital forensic images through indexing, filtering, collaboration, automation and data visual ID Case Management System. Relevant MS office suite. Valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide strategic planning and implementation of financial investigations. Coordinate and manage stakeholder relations in relations to financial investigations. Manage national financial investigative projects and administrative functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Maureen Dibetle Tel No: (012) 845 7727 email Recruit202402@npa.gov.za

## OTHER POSTS

<b><u>POST 15/29</u></b>	:	<b><u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2024/01</u></b> Investigating Directorate
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 433 289 per annum (Level 14), (Total cost package) Head Office: Pretoria An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten 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. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Knowledge of Labour Relations Act; Access to Information Act; Legal Administration; Knowledge of NPA and NPS policies and procedures relevant to the job functions; Ability to apply technical/professional knowledge and skills; Precca; POCA; CPA51/77; Interpretation. Act 33/1957; Performance Management Superior Court Act 10/2013 and all rules of courts specifically in the superior courts including the Constitutional Court. Knowledge and experience in money

**DUTIES**

laundering and complex corruption cases. Knowledge of State Capture recommendations and offences related threats. Preferred knowledge of FATF, People Management and Empowerment; Strategic Capability and Leadership; Project and Programme Management; Financial Management and head investigations. Good interpersonal, analytical, presentation and communication skills. Valid driver's license.

: 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. Study and manage case dockets and other documents relating to criminal matters, make and review decisions with regard to the institution. Draft charge sheets and Indictments. Lead investigations in accordance of Chapter 5 of NPA Act. 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 motion applications, prepare opinions and heads of argument and argue cases in the appropriate court including the Constitutional Court. Appear in motion applications pertaining to criminal matters. Ensure that the strategic objectives of the NPA and unit are achieved. 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. Adhere to the highest ethical standards and professional conduct. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Deal with voluminous and complex cases within a short time frame. Deal with novel questions of law by way of opinion/review applications appeal. Engage with and manage engagement with internal stakeholders. Attend to mutual legal assistance and extradition matters. The drafting of all processes and the engagement with foreign authorities. Investigate and prosecute cases as per the mandate of the Investigating Directorate. 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 for the Investigating Directorate. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. 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 APPLICATIONS**

: Maureen Dibette Tel No: (012) 845 7727  
: email Recruit202401@npa.gov.za

**POST 15/30**

: **FINANCIAL INVESTIGATOR REF NO: RECRUIT 2024/03 (X2 POSTS)**  
Investigating Directorate

**SALARY CENTRE REQUIREMENTS**

: R444 036 per annum (Level 09), (excluding benefits)  
: Pretoria: Head Office  
: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in the following: Forensic Investigation, Forensic Auditing, Criminal Investigation or equivalent. At least three (3) years financial investigation or related experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, Administration skills, Communication, Planning and Prioritising, Customer focused and Responsiveness, Problem solving and Decision making. General management and project management skills. Research skills. General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint). Valid driver's licence.

**DUTIES**

: Conduct financial investigation assessments. Conduct case planning. Conduct detailed financial investigations in medium value and less complex cases.

**ENQUIRIES**  
**APPLICATIONS**

Undertake stakeholder engagement. Provide administrative support services with regard to case management.  
: Maureen Dibetle Tel No: (012) 845 7727  
: e mail Recruit202403@npa.gov.za