

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** : 17 October 2022
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV ONLY (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (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. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please Do Not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA. NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants Who Are Successful Must Please Note That The NPA Is Not In A Position To Pay Resettlement Costs
- Erratum:** Administrative Clerk with Recruit 2022/376 advertised in circular 30 of 2022; Deputy Director of Public Prosecutions with Recruit 2022/417 and Head Control Prosecutor 2 with Recruit 2022/459 advertised in Circular 35 of 2022 are hereby withdrawn.

MANAGEMENT ECHELON

<u>POST 37/71</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES RECRUIT 2022/498</u> National Prosecuting Authority
<u>SALARY</u>	:	R1 544 415 per annum (Level 15) (Total Cost Package)
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) and a post-graduate qualification (NQF level 8) as recognised by SAQA in Management or related field. Minimum 8 years' experience on a senior management level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. A Pre-entry certificate (Nyukela Certificate) for entry into the SMS obtained from the National School of Government (NSG). Knowledge and understanding of the Labour Relations Act, BCEA, Public Service Act, Employment Equity Act, COIDA, PFMA and Treasury Regulations. Experience and in-depth understanding of relevant government policies, prescripts, and procedures. Experience in a legal environment will be an advantage. Must be a South African citizen and able to obtain a Top-Secret Security clearance. Valid driver's licence. Skills, Competencies and Attributes: Strategic capabilities. Ability to successfully mobilise financial resources. Ability to drive the organisation to a performance-based culture. Proven mature leadership and management capabilities. Tactful diplomat and excellent negotiator. Demonstrated ability to function effectively in a team.
<u>DUTIES</u>	:	Provide strategic direction to advance the achievement of the NPA's mission, strategic objectives, and targets. Deploy financial and all other resources to ensure allocation according to the strategic direction and objectives of the NPA. Review activity reports and financials to determine progress and status towards attainment of objectives and to revise where required. Direct and guide towards the Planning, Development, and implementation of strategies for service delivery improvements. Oversee operations to ensure efficiency, quality, service, and cost-effective management of resources. Ensure effective and efficient governance and policy framework for the NPA. Evaluate performance of various units and management structures for compliance with established policies and objectives of the NPA. Represent the NPA at parliamentary committees, meetings, and at any other forum as mandated by the NDPP and the Director General. Represent the NPA at the DoJCD ExCo and ManCo meetings. Build a culture and a team driven by performance.
<u>ENQUIRIES</u>	:	Shirley Magano Tel No: 012 845 6087
<u>APPLICATIONS</u>	:	e mail Recruit2022498@npa.gov.za
<u>NOTE</u>	:	The National Prosecuting Authority (NPA) of South Africa was established in terms of Section 179 of the Constitution of the Republic of South Africa, to institute and conduct criminal proceedings on behalf of the State and carry out any necessary functions incidental to instituting and conducting such criminal proceedings The NPA seeks to appoint an experienced and dynamic individual with high levels of integrity, professionalism, accountability and credibility to support the Deputy National Director of Public Prosecution: Strategy, Operations and Compliance (SOC) as the delegated accounting officer. SOC leads the administration and support services for the NPA and is the strategic business partner to the prosecution services. The NPA has embarked on an ambitious five year strategy to rebuild the organisation to ensure that it is equipped to address the growing challenges of crime. SOC is responsible for the implementation of the NPA's strategy and the DDG: Corporate Services will be required to provide strategic guidance, corporate management and delegated accounting officer functions for the NPA in line with its approved structure, and relevant delegations from the Director General (DG) of the Department of Justice and Constitutional Development.
<u>POST 37/72</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS RECRUIT 2022/499</u> (Re-advert) Specialised Commercial Crime Unit
<u>SALARY</u>	:	R1 327 971 per annum (Level 14) (Total Cost Package)
<u>CENTRE</u>	:	Cape Town (George)
<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. Driver's licence.
<u>DUTIES</u>	:	Manage and direct activities and portfolios assigned by the Regional Head. Manage and direct the activities of the office. Provide guidance and training to stakeholders and staff members. Ensure appropriate performance management and development is implemented. Conduct prosecution of complex commercial crime cases. Advise police on the investigation of complex commercial crime cases. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present 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>	:	Francios Brandt Tel No: 021 487 7144
<u>APPLICATIONS</u>	:	e mail Recruit2022499@npa.gov.za
<u>POST 37/73</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS RECRUIT 2022/500 (2 POSTS)</u> National Prosecutions Services
<u>SALARY</u>	:	R1 327 971.per annum (Level 14) (Total Cost Package)
<u>CENTRE</u>	:	DPP: Johannesburg
<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 driver's 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>	:	Charity Mpofu Tel No: 011 220 4235
<u>APPLICATIONS</u>	:	e mail Recruit2022500@npa.gov.za
<u>POST 37/74</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (REGIONAL HEAD)</u> Recruit 2022/501 Asset Forfeiture Unit
<u>SALARY</u>	:	R1 327 971.per annum (Level 14) (Total Cost Package)
<u>CENTRE</u>	:	Limpopo (Polokwane)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least ten years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admitted Attorney and/or Advocate. Right of

appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Ability to act independently. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. Willing to travel and able to work extended hours

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

ENQUIRIES : Lindie Swanepoel Tel No: 012 845 6638

APPLICATIONS : e mail Recruit2022501@npa.gov.za

OTHER POSTS

POST 37/75 : **SENIOR PUBLIC PROSECUTOR RECRUIT 2022/502**
National Prosecutions Service

SALARY : R997 764.0per annum (Total Cost Package) to R1 559 616.per annum (Total Cost Package) (Level CM-1)

CENTRE : CPP: Port Elizabeth (Uitenhage-Kariega)

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five year experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills. General computer literacy with excellent knowledge of MS Word, PowerPoint, Excel and Outlook.

DUTIES : Manage and supervise allocation of work and management of performance for lower level prosecutors. Train and guide prosecutors including trainee prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee prosecutors in presentation of state's case in court, lead and cross examination of witnesses and address court inter alia conviction and sentencing. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead prosecutor towards achieving strategic goals and operational targets set by the NPA, DPP office and CPP. Perform all duties including administrative duties related thereto in accordance to the code of conduct, policy directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : Andiswa Qamba Tel No: 012 842 1450

APPLICATIONS : e mail Recruit2022502@npa.gov.za

POST 37/76 : **HEAD COURT CONTROL PROSECUTOR 3 RECRUIT 2022/503**
National Prosecutions Service

SALARY : R859 752.per annum (Total Cost Package) to R1 405 245.per annum (Total Cost Package) (Level SU-3)

CENTRE : CPP: Polokwane (Nkawkowa)

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train Prosecutors. Excellent administrative skills.

<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 inquests 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>	:	Thuba Thubakgale Tel No: 015 045 0285
<u>APPLICATIONS</u>	:	e mail Recruit2022503@npa.gov.za
<u>POST 37/77</u>	:	<u>STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY</u>	:	R774 660.per annum (Total Cost Package) to R1 285 149.per annum (Total Cost Package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	DPP: Mmabatho - Recruit 2022/504 (2 Posts) DDPP: Bhisho - Recruit 2022/505
<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.
<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 appeals and reviews, attend to representations, prepare opinions and heads of arguments. Perform all duties including administrative 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 the partners in the criminal justice system.
<u>ENQUIRIES</u>	:	DPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9041 DDPP: Bhisho Talita Raga Tel No: 040 608 6800
<u>APPLICATIONS</u>	:	DPP: Mmabatho e mail Recruit2022504@npa.gov.za DDPP: Bhisho e mail Recruit2022505@npa.gov.za
<u>POST 37/78</u>	:	<u>SENIOR FINANCIAL INVESTIGATOR RECRUIT 2022/506</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R744 255.per annum (Total Cost Package) (MMS Level 11)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner will be an added advantage. At least 5 years' experience in financial investigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership. General management and empowerment. People management and empowerment. Administration skills. 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. Computer skills, such as MS Word, MS Excel, MS Outlook, MS PowerPoint, etc.
<u>DUTIES</u>	:	Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake

	stakeholder engagements. Undertake all administration functions with regard to case management.
<u>ENQUIRIES</u>	: Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	: e mail Recruit2022506@npa.gov.za
<u>POST 37/79</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: Polokwane (Phalaborwa-Lulekani) - Recruit 2022/50 CPP: Nelspruit (Lydenburg) - Recruit 2022/524 (Re-advert)
<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: Polokwane Thuba Thubakgale Tel No: 015 045 0285 CPP: Nelspruit (Lydenburg) Tebogo Mashile Tel No: 013 045 0686
<u>APPLICATIONS</u>	: CPP: Polokwane (Phalaborwa-Lulekani) e mail Recruit2022507@npa.gov.za CPP: Nelspruit (Lydenburg) e mail Recruit2022524@npa.gov.za
<u>POST 37/80</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: East London - Recruit 2022/508 (3 Posts) CPP: Kimberley - Recruit 2022/509 CPP: Upington (Kuruman) - Recruit 2022/510 CPP: Middelburg (Elukwatini) - Recruit 2022/511 CPP: West Rand (Protea) - Recruit 2022/525 (2 posts); (Randfontein) - Recruit 2022/526
<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: East London Talita Raga Tel No: 040 608 6800 CPP: Kimberley & CPP: Upington Nicholas Mogongwa Tel No: 053 807 4539 CPP: Middelburg Tebogo Mashile Tel No: 013 045 0686 CPP: West Rand Sydwell Namuhuchu Tel No: 011 220 4005

<u>APPLICATIONS</u>	:	CPP: East London e mail Recruit2022508@npa.gov.za CPP: Kimberley e mail Recruit2022509@npa.gov.za CPP: Upington (Kuruman) e mail Recruit2022510@npa.gov.za CPP: Middelburg (Elukwatini) e mail Recruit2022511@npa.gov.za CPP: West Rand (Protea) e mail Recruit2022525@npa.gov.za (Randfontein) e mail Recruit2022526@npa.gov.za
<u>POST 37/81</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS RECRUIT 2022/512</u> (Re-advert) HRM & D - Labour Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090.per annum (Level 10) (Excluding Benefits) Pietermaritzburg An appropriate B Degree (NQF 7) in Law. LLB will be an added advantage. Minimum three years' experience in Labour Relations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. Experience in appearing in conciliations, mediations and arbitration proceedings. Knowledge and experience in the handling of complaints, disciplinary hearings and grievances. Dispute resolution skills. Valid driver's license.
<u>DUTIES</u>	:	Represent the NPA in disciplinary hearings, conciliations, mediations and arbitration proceedings. Facilitate NPA representations and provide support to the counsel representing the NPA in external disputes. Facilitate the resolution of grievances and conduct necessary investigations for such resolutions. Facilitate disciplinary proceedings and conduct necessary investigations. Proactively implement mechanisms that minimize disputes and create sound employment relations. Participate in collective bargaining and facilitate the implementation of collective agreements. Prepare the necessary documents and provide opinions on the management and resolution of labour matters. Ensure compliance with grievances and disciplinary policies. Research and advice the NPA on the relevant legislative framework.
<u>ENQUIRIES APPLICATIONS</u>	:	Ronnie Pather Tel No: 012 845 6186 e mail Recruit2022512@npa.gov.za
<u>POST 37/82</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT RECRUIT 2022/513</u> HRM & D - Human Resource Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 9) (Excluding Benefits) Pretoria: Head Office An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum 3 years' experience in Human Resource Management dealing with recruitment and selection processes and procedures, staff provisioning, staff maintenance and staff exit. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration, specifically the Public Service Act and Regulations, Employment Equity Act and Access to Information act. Understanding of the Public Service generally and Human Resources. Sound knowledge of labour and public service legislation. Good communication, liaison and presentation skills. Working knowledge of PERSAL (PERSAL certificates to be attached). A good command of computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Good administration skills. People management and empowerment. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and decision making. Management and leadership skills.
<u>DUTIES</u>	:	Monitor and ensure the implementation of recruitment and selection processes. Plan, execute and oversee recruitment of permanent and contract employees. Filling of positions in the organisation. Participate in policy formulation and project activities. Oversee all functions of staff provision, staff maintenance and staff exit. Oversee all functions of staff provision, staff maintenance and staff exit. Oversee all functions of staff provision, staff maintenance and staff exit. Oversee all functions of staff provision, staff maintenance and staff exit. Approve transactions on PERSAL. Manage staff and unit. Train and develop staff. Train and develop staff.
<u>ENQUIRIES</u>	:	George Khosa Tel No: 012 845 6666

<u>APPLICATIONS</u>	:	e mail Recruit2022513@npa.gov.za
<u>POST 37/83</u>	:	<u>SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER RECRUIT 2022/514</u> HRM & D: Organisational Development
<u>SALARY</u>	:	R321 543.per annum (Level 8) (Excluding Benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Management Services/Operations Management/Production Management or equivalent qualification. Minimum of 1 year experience in field of organisational design/development/work-study. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Public Service Act, Public Service Regulations and NPA Act. Good knowledge of organisational design, frameworks, practices, and processes in the Public service. Knowledge of various DPSA directives, circulars etc. related to organisational development/change management. Knowledge of Human Resource Management and labour relations in general. Knowledge of job evaluation process, business process management, Total quality management, project management principles and methodologies. Strong Project management skills. Practical knowledge of Microsoft Office Suite (Specifically Project, Visio, Word, Excel, Powerpoint and Outlook). Communication skill (both written and verbal). Presentation skill. Good report writing skills. People management and empowerment. A valid driver's license. Undertake work-study investigations within the NPA. Conduct job evaluation. Compile and review job descriptions. Optimise work procedures and methods (work processes, work flow). Render organisation development administrative duties.
<u>DUTIES</u>	:	Undertake work-study investigations within the NPA. Conduct job evaluation. Compile and review job descriptions. Optimise work procedures and methods (work processes, work flow). Render organisation development administrative duties.
<u>ENQUIRIES</u>	:	Doreen Maphisa Tel No: 012 845 6141
<u>APPLICATIONS</u>	:	e mail Recruit2022514@npa.gov.za
<u>POST 37/84</u>	:	<u>SENIOR LABOUR RELATIONS PRACTITIONER RECRUIT 2022/515</u> (Re-advert) HRM & D: Labour Relations
<u>SALARY</u>	:	R321 543.per annum (Level 8) (Excluding Benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6) in Labour Relations. At least two years' experience in a labour relations environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound knowledge of the Labour Relations regulatory environment, including but not limited to Labour Relations Act, Public Service Act, Public Service Regulations, and applicable Collective Agreements. Good communication skills, both verbal and written. Strong interpersonal skills and ability to work under pressure. Computer Literacy. Driver's License is a requirement. Job knowledge. Initiative. Reliability. Communication. Interpersonal Skills.
<u>DUTIES</u>	:	Attend to labour relations matters with a view to resolve them. Prepare submissions for approval. Liaise with the NPA business units and external stakeholders. Capture data on the case management system and on PERSAL and maintain ER database. Extract and analyse PERSAL reports related to labour relations and report thereon. Compile labour relations reports and memoranda. Provide general labour relations advice. Research relevant legislation and policy and procedures and case law to inform management of cases. Analyse data and trends and participate in the development of mitigation plans. Assist with facilitation and investigation of grievance, complaints and misconduct cases. Represents the NPA in disciplinary matters. Facilitate labour relations training.
<u>ENQUIRIES</u>	:	Ronnie Pather Tel No: 012 845 6186
<u>APPLICATIONS</u>	:	e mail Recruit2022515@npa.gov.za
<u>POST 37/85</u>	:	<u>HUMAN RESOURCES PRACTITIONER RECRUIT 2022/516</u> Human Resources Management
<u>SALARY</u>	:	R261 372 per annum (Level 7) (Excluding Benefits)
<u>CENTRE</u>	:	Pretoria: Head Office

<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum two years relevant experience in Human Resource Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Working knowledge of PERSAL. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Public Service Act and Regulations, NPA Act, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills Development Act. Knowledge of HR information management. Computer literacy in MS Office suite, specifically MS Word, Excel, Outlook, PowerPoint. Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination, administrative skills.
<u>DUTIES</u>	:	Implement and ensure compliance with policies and procedures. Administer recruitment, selection and appointment. Administer probation administration. Liaise with customers/stakeholders. Provide HR administration services. Compile and submit monthly HR statistics. Accommodation and travel claims. Prepare memorandums for remuneration and service benefits. Processing of state guarantees. Processing of housing allowances. Processing of long service recognition. Processing of leave, service bonus, performance rewards, pay progression, general salary adjustments, acting allowance, resettlement and overtime. Process retirement, resignation, dismissal & death. Process staff movement.
<u>ENQUIRIES APPLICATIONS</u>	:	Emmy Tsienyane Tel No: 012 845 6208
	:	e mail Recruit2022516@npa.gov.za
<u>POST 37/86</u>	:	<u>HUMAN RESOURCES PRACTITIONER RECRUIT 2022/517</u> Human Resources Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372.per annum (Level 7) (Excluding Benefits)
	:	Pretoria: Head Office
	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum two years relevant experience in Human Resource Administration dealing recruitment processes and public service remuneration. Working knowledge of PERSAL. PERSAL introduction course compulsory. Excellent knowledge of MS Excel. Knowledge of other MS Office packages. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Public Service Act and Regulations, NPA Act, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills Development Act. Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination, administrative skills.
<u>DUTIES</u>	:	Deal with the advertising of positions and related aspects, like the filing, communication and record keeping of advertising requests, panel approvals, etc. Following up on outstanding panel requests as well requests to advertise posts. Dealing with remuneration matters for the National Prosecuting Authority for Public Service Act and NPA Act employees. Generate and compile monthly, quarterly and annual reports. Keep monthly data of relevant information for monthly, quarterly and annual reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Thabiso Vena Tel No: 012 845 6199
	:	e mail Recruit2022517@npa.gov.za
<u>POST 37/87</u>	:	<u>ADMIN OFFICER: FLEET & FACILITIES MANAGEMENT RECRUIT 2022/518</u> Financial Management: Asset, Fleet & Facilities Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 7) (Excluding Benefits)
	:	Pretoria: Head Office
	:	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 communication skills, verbally and written. Computer literacy (Excel, Word, PowerPoint and Outlook). High level of reliability and able to work independently. Knowledge of PFMA and National Treasury Regulations. Willingness to travel and work afterhours. Valid driver's license.

<u>DUTIES</u>	:	Travel bookings management and administration. Ensuring that vehicles are properly utilised and maintained. Compile payments to service providers. Ensuring buildings are properly maintained.
<u>ENQUIRIES</u>	:	Paul Brisley Tel No: 012 845 7039
<u>APPLICATIONS</u>	:	e mail Recruit2022518@npa.gov.za
<u>POST 37/88</u>	:	<u>SUPPLY CHAIN CLERK: SUPERVISOR RECRUIT 2022/519</u> National Prosecutions Service
<u>SALARY</u>	:	R261 372.per annum (Level 7) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Kimberley
<u>REQUIREMENTS</u>	:	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 PFMA and Treasury Regulations. Willing to travel. Excellent communication and Administrative Skills. Valid driver's license.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: 053 807 4539
<u>APPLICATIONS</u>	:	e mail Recruit2022519@npa.gov.za
<u>POST 37/89</u>	:	<u>ADMINISTRATIVE CLERK RECRUIT 2022/520</u> National Prosecutions Service
<u>SALARY</u>	:	R176 310 per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. 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.
<u>ENQUIRIES</u>	:	Mlungisi Baloyi Tel No: 012 845 6927
<u>APPLICATIONS</u>	:	e mail Recruit2022520@npa.gov.za
<u>POST 37/90</u>	:	<u>ADMINISTRATIVE CLERK: FLEET MANAGEMENT RECRUIT 2022/521</u> Financial Management: Asset, Fleet & Facilities Management
<u>SALARY</u>	:	R176 310.per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good communication skills, verbally and written. Computer literacy (Excel, Word and Outlook). High level of reliability and able to work independently. Willingness to travel and work after hours. A valid driver's license.
<u>DUTIES</u>	:	Issuing of pool vehicles. Assist in travel bookings. Payment to suppliers. General administration.
<u>ENQUIRIES</u>	:	Yongeza Tshutshane Tel No: 012 845 6927
<u>APPLICATIONS</u>	:	e mail Recruit2022521@npa.gov.za

<u>POST 37/91</u>	:	<u>ADMINISTRATIVE CLERK: FLEET MANAGEMENT RECRUIT 2022/522</u> Financial Management: Asset, Fleet & Facilities Management
<u>SALARY</u>	:	R176 310.per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good communication skills, verbally and written. Computer literacy (Excel, Word and Outlook). High level of reliability and able to work independently. Willingness to travel and work after hours. A valid driver's license.
<u>DUTIES</u>	:	Payment to suppliers. Assist in maintaining the buildings. General administration.
<u>ENQUIRIES</u>	:	Paul Brisley Tel No: 012 845 7039
<u>APPLICATIONS</u>	:	e mail Recruit2022522@npa.gov.za
<u>POST 37/92</u>	:	<u>ADMINISTRATIVE CLERK RECRUIT 2022/523</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R176 310.per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Register incoming dockets and scanning thereof. Capturing information on the electronic case register (ECR). Daily updating of information from court. Provide dockets electronically to Defence on request of Prosecutors. Liaise with Prosecutors in respect of matters dealt with. Verify what is happening in court. Write up information to be captured on access. Contact Prosecutors for information to reconcile to access. Generate reports from ECR for statistics purposes. Generate various Statistics Sheet. Draw up reports from Access, Power BI and PowerPoint tools. Draw reports from ECR for submission to Supervisors, DPP and National Office for monthly reporting. Update electronic case register as and when additional data becomes available. Attend to queries on case flow from Prosecutors and SAPS from the ECR. Provide case administration and document management. Prepare and maintain files. Release appropriate documents to any other interested party. Maintain E disclosure platform. Handle Prosecutor caseloads. Assist with other administrative functions and duties as required by the line manager.
<u>ENQUIRIES</u>	:	Francios Brandt Tel No: 021 487 7144
<u>APPLICATIONS</u>	:	e mail Recruit2022523@npa.gov.za