

NATIONAL PROSECUTING AUTHORITY

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

CLOSING DATE : 19 April 2023

NOTE : Applications All applications must be submitted to the relevant Recruitment Response E mails stated below. 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. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants Who Are Successful Must Please Note That The Npa Is Not In A Position To Pay Resettlement Costs

MANAGEMENT ECHELON

POST 12/66 : **SENIOR STATE ADVOCATE RECRUIT 2023/172**
Asset Forfeiture Unit

SALARY : R1 027 698.per annum (Total Cost Package) - R1 606 404 per annum (Total cost package) (LP-9)

CENTRE : Nelspruit

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

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

Assist with general management of the unit, including developing the systems, receiving and analyzing reports and making recommendations to the unit.

ENQUIRIES :
APPLICATIONS : Lindie Swanepoel Tel No" 012 845 6638
e mail Recruit2023172@npa.gov.za

POST 12/67 : **SENIOR STATE ADVOCATE RECRUIT 2023/173**
(Re-advert)
National Prosecutions Services

SALARY : R1 027 698.per annum (Total Cost Package) – R1 606 404.per annum (Total cost package) (LP-9)

CENTRE : DPP: Pietermaritzburg (STU)
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. At least 6 years of relevant criminal court work experience in advocacy and drafting. Well-developed skills in legal research. Good interpersonal, analytical, organisational and communication skills. General computer literacy required. Excellent administrative skills. Assist with the Performance management and assessments of staff. Extensive prosecutorial or litigation experience regarding commercial crimes, Fraud, Theft, and other common law/statutory offences relating to tax evasion is essential. Knowledge of legislation relating to Income Tax, VAT, PAYE as well as the Tax Administration Act and the Customs and Excise Act required. Knowledge of Company Law. Proficiency in prosecuting, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor, train and quality check the work of Advocates. Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the Division to prosecute tax cases as and when required. Valid driver's license is required.

DUTIES : To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/or the Policy Manual and/or any directives, inter alia, to study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding the investigation, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the State's case in court. Present evidence, cross-examine and address the court on inter alia, conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument for complex matters and argue cases in the appropriate court with right of appearance. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all duties, including administrative duties and specific tasks assigned by the supervisor, related thereto in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority. Supervise and manage performance of State Advocate(s) (if so required). Conduct performance assessments of staff (if so required). Quality check work of Advocates. Mentor and guide Advocates, prosecutors and stakeholders. Assist in the keeping of proper records/statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics/reports. Middle management, including appeals, court rolls (under supervision) and office inspections. Managing of allocated portfolio within STU. Assist Deputy Directors 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 system.

ENQUIRIES :
APPLICATIONS : Thabsile Radebe 033 392 8753
e mail Recruit2023173@npa.gov.za

POST 12/68 : **STATE ADVOCATE**
National Prosecutions Service

SALARY : R797 901.per annum (Total Cost Package) to R 1 323 702.per annum (Total Cost Package) (Level LP- 7 to LP-8)

CENTRE : DPP: Mmabatho - Recruit 2023/174
DPP: Pietermaritzburg -Recruit 2023/175 (2 posts) (1 re-advert)

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting

Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision. General computer literacy with excellent knowledge of MS Word, PowerPoint, Excel and Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.

DUTIES : Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : DPP: Mmabatho - Flora Kalakgosi Tel No: 018 381 9041
DPP: Pietermaritzburg - Thabsile Radebe Tel No: 033 392 8753

APPLICATIONS : DPP: Mmabatho e mail Recruit2023174@npa.gov.za;
DPP: Pietermaritzburg e mail Recruit2023175@npa.gov.za

POST 12/69 : **STATE ADVOCATE (STU) RECRUIT 2023/176**
National Prosecutions Service

SALARY : R797 901.per annum (Total Cost Package) to R1 323 702.per annum (Total Cost Package) (Level LP- 7 to LP-8)

CENTRE : DPP: Pietermaritzburg

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. At least four years relevant criminal court work experience in advocacy and drafting. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research. Good interpersonal, analytical, organizational and communication skills. General computer literacy required. Excellent administrative skills. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters. Drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor and train prosecutors and stakeholders Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the province to prosecute tax cases as and when required. Valid driver's licence.

DUTIES : To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding investigations, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. Study appeals and review, prepare options and heads of argument in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all duties including administrative duties and specific tasks assigned by the supervisor, related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Mentor and guide prosecutors and stakeholders (SARS CI Investigators, SAPS investigators). Assist in the keeping of proper records, statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics/ reports. Assist Deputy Directors 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 system.

ENQUIRIES
APPLICATIONS

: Thabsile Radebe Tel No: 033 392 8753
: e mail Recruit2023176@npa.gov.za

POST 12/70

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

SALARY

: R533 631.per annum (Excluding Benefits) to R1 247 166.per annum (Total Cost Package) (Level SU-1 to SU-2)

CENTRE

: CPP: East London (Stutterheim) - Recruit 2023/177
CPP: Pietermaritzburg - Recruit 2023/178

REQUIREMENTS

: An LLB or any appropriate legal qualification for serving prosecutors. At least four years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel ad Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.

DUTIES

: Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES

: CPP: East London -Talita Raga 040 608 6800

CPP: Pietermaritzburg - Thabsile Radebe 033 392 8753

APPLICATIONS

: CPP: East London (Stutterheim) e mail Recruit2023177@npa.gov.za;
CPP: Pietermaritzburg e mail Recruit2023178@npa.gov.za

POST 12/71

: **REGIONAL COURT PROSECUTOR**
National Prosecutions Service

SALARY

: R533 631.per annum (Excluding Benefits) to R1 247 166.per annum (Total Cost Package) (LP 5 – LP6)

CENTRE

: CPP: Odi (Moretele) - Recruit 2023/179 (Re-advert)
CPP: Kimberley (De Aar) - Recruit 2023/180
CPP: Ladysmith (Estcourt) - Recruit 2023/181

REQUIREMENTS

: An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel ad Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.

DUTIES

: 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.

ENQUIRIES

: CPP: Odi - Flora Kalakgosi Tel No: 018 381 9041

CPP: Kimberley - Nicholas Magongwa Tel No: 053 807 4539

CPP: Ladysmith - Thabsile Radebe Tel No: 033 392 8752

APPLICATIONS : CPP: Odi (Moretele) e mail Recruit2023179@npa.gov.za
CPP: Kimberley (De Aar) e mail Recruit2023180@npa.gov.za
CPP: Ladysmith (Estcourt) e mail Recruit2023181@npa.gov.za

POST 12/72 : **ADMINISTRATIVE CLERK RECRUIT 2023/182**
Asset Forfeiture Unit

SALARY : R181 599.per annum (Level 5) (Excluding Benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : 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 skills writing skills. Computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good analytical skills. Documentation administration, writing skills and task time management.

DUTIES : Provide high quality administrative support services. Keep a well-organized 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.

ENQUIRIES : Lindie Swanepoel Tel No: 012 845 6638
APPLICATIONS : e mail Recruit2023182@npa.gov.za

POST 12/73 : **ADMINISTRATIVE CLERK**
National Prosecutions Service

SALARY : R181 599.per annum (Level 5) (Excluding Benefits)
CENTRE : CPP: Welkom (Kroonstad) - Recruit 2023/183
DPP: Mmabatho - Recruit 2023/184 (Re-advert)
REQUIREMENTS : 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. Problem-solving skills and good analytical skills. General computer skills such as MS Word, Excel, MS Office suite and Outlook. Ability to act independently.

DUTIES : Provide high level administration support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organisations and state Departments. Liaise with corporate with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resource. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents.

ENQUIRIES : CPP: Welkom - Lemmer Ludwick Tel No: 051 410 6001
DPP: Mmabatho - Flora Kalagosi Tel No: 018 381 9041
APPLICATIONS : CPP: Welkom (Kroonstad) e mail Recruit2023183@npa.gov.za
DPP: Mmabatho e mail Recruit2023184@npa.gov.za