

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** : 21 November 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. 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:** The post of Enforcement Officer with Recruit 2022/348 and Administrative Clerk with Ref No: Recruit 2022/376 advertised in Public Service Vacancy Circular 30 of 12 August 2022 are hereby withdrawn.

OTHER POSTS

- POST 42/71** : **SENIOR PUBLIC PROSECUTOR**
National Prosecutions Service
- SALARY** : R997 764 per annum (total cost package) to R1 559 616 per annum (total cost package) (Level CM-1)
- CENTRE** : CPP: Port Shepstone (Scottburgh) Ref No: Recruit 2022/529
CPP: Middelburg (Carolina) Ref No: Recruit 2022/531
CPP: East London Ref No: Recruit 2022/580
- 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.
<u>DUTIES</u>	: Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee prosecutor. 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 court, lead and cross examination of witnesses and address court on <i>inter alia</i> conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance to code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	: CPP: Port Shepstone Siyanda Salman Tel No: 031 334 5272 CPP: Middelburg Tebogo Mashile Tel No: 013 045 0686 CPP: East London Talita Raga Tel No: 040 608 6800
<u>APPLICATIONS</u>	: CPP: Port Shepstone (Scottburgh) e mail Recruit2022529@npa.gov.za CPP: Middelburg (Carolina) e mail Recruit2022531@npa.gov.za CPP: East London e mail Recruit2022580@npa.gov.za
<u>POST 42/72</u>	: <u>SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2022/530</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: Mitchells Plain (Khayelitsha)
<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. Display excellent 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 district and regional court prosecutors including trainee prosecutor. Train and guide prosecutors including trainee prosecutors and stakeholders in preparation of case dockets. Display sound decision making skills and routinely decide whether to institute a prosecution. Have a high a degree of proficiency in court litigation and being able and willing to represent the State in all courts. Assist prosecutors, including trainee prosecutors in the presentation of the prosecutions' case in court, leading and cross examination of witnesses and address court on <i>inter alia</i> conviction and sentence, preparation of arguments <i>et al.</i> Receive representations and complaints and managing it effectively. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions timeously. Lead prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with the code of conduct and the policy directives of NPA. Prioritise the interests of witnesses and other customers in the execution of duty in accordance with the objectives of the NPA and Victim's Charter. Promote partner integration and community involvement conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	: Francios Brandt Tel No: 021 487 7144
<u>APPLICATIONS</u>	: e mail Recruit2022530@npa.gov.za

<u>POST 42/73</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/532 (X2 POSTS)</u> National Prosecutions Services (Re-advert)
<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: Port Elizabeth
<u>REQUIREMENTS</u>	:	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. Must be an admitted and enrolled advocate in terms of the Admissions of Advocates Act, or the Legal Practice Act or an attorney who has complied with section 25 of the Legal Practice Act or must have obtained an LLB degree before November 2018 and able to be enrolled and admitted as an advocate. Five years' experience in legal practice will be an added advantage. Ability to act independently.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Andiswa Tengile Tel No: 012 842 1450
<u>APPLICATIONS</u>	:	e mail Recruit2022532@npa.gov.za
<u>POST 42/74</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/533</u> National Prosecutions Services
<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>	:	DPP: Mpumalanga
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Tebogo Mashile Tel No: 013 045 0686
<u>APPLICATIONS</u>	:	e mail Recruit2022533@npa.gov.za
<u>POST 42/75</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/534</u> Specialised Commercial Crime Unit (Re-advert)
<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>	:	Mpumalanga
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation, of which 5 years must be as prosecutor/attorney in the Regional court/High court. 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 procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law, money laundering and corruption/bribery including the relevant legislations. The ability to act independently. Strong computer skills will be required.
<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. Ensure that accurate stats and governance is complied with at all times. Building and maintaining relationship with stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Sello Dibakoane Tel No: 013 045 0622 e mail Recruit2022534@npa.gov.za
<u>POST 42/76</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2021/535 (X2 POSTS)</u> Specialised Commercial Crime Unit (Re-advert)
<u>SALARY</u>	:	R997 764 per annum (total cost package) to R1 559 616 per annum (total cost Package) (Level LP-9)
<u>CENTRE REQUIREMENTS</u>	:	Port Elizabeth (East London) An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience legal experience in civil and/or criminal litigation. Five years' experience in legal practice will be added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Experience or knowledge in environmental cases will be an added advantage. Good knowledge of civil and/or criminal procedure. Ability to draft charge sheets and complex court documents. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.
<u>DUTIES</u>	:	Study case dockets, decide on the institution of and conduct criminal proceedings of a general and more advanced nature. Draft charge sheets and other court documents, 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 in general conduct prosecutions on behalf of the state. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES APPLICATIONS</u>	:	Talita Raga Tel No: 040 608 6800 e mail Recruit2022535@npa.gov.za
<u>POST 42/77</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2022/536</u> Sexual Offences and Community Affairs (Re-advert)
<u>SALARY</u>	:	R997 764 per annum (total cost package) to R1 559 616 per annum (total cost package) (Level LP-9)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria: Head Office An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience regarding common law offences relating to Domestic Violence legislation. Knowledge and expertise of the GBVF mandate of the SOCA unit in the areas of Child Justice, Sexual Offences, Maintenance, Trafficking in Persons and all GBV matters generally. Stakeholder engagement and liaison. Good communication skills. Planning and organising. Good communication skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint.
<u>DUTIES</u>	:	Manage the domestic violence portfolio at head office. Develop initiatives and interventions. Attend to all representations related to the domestic violence portfolio as well as representations in the GBV mandate as allocated by the SDPP. Research, develop and review training material and implement training for all prosecutors and external stakeholders on the domestic violence and GBV mandate. Keep abreast with all national and international domestic violence legislation, case law (reported and unreported), protocol and research and trends and develop legal opinions, directives, training modules thereto. Ensure dissemination of aforementioned information nationally. Manage, mentor and guide prosecutors where required on the domestic violence and GBV mandate. Render advice on matters relating to domestic violence and all GBV matters generally. Provide senior management with legal opinions on parliamentary reports and enquiries as and when required. Participate in the development

		and amendment of current legislation on domestic violence and GBV matters as and when required.
<u>ENQUIRIES</u>	:	Sandra Reddy Tel No: 012 845 6670
<u>APPLICATIONS</u>	:	e mail Recruit2022536@npa.gov.za
<u>POST 42/78</u>	:	<u>HEAD COURT CONTROL PROSECUTOR 3 REF NO: RECRUIT 2022/537</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</u>	:	CPP: Bellville (Vredendal)
<u>REQUIREMENTS</u>	:	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 of 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>	:	Francios Brandt Tel No: 021 487 7144
<u>APPLICATIONS</u>	:	mail Recruit2022537@npa.gov.za
<u>POST 42/79</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2022/539</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</u>	:	CPP: Port Elizabeth
<u>REQUIREMENTS</u>	:	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. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors.
<u>DUTIES</u>	:	Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Andiswa Tengile Tel No: 012 842 1450
<u>APPLICATIONS</u>	:	e mail Recruit2022539@npa.gov.za

<u>POST 42/80</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2022/538</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: Butterworth
	:	An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Regional court experience will an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Experience in prosecuting and guiding investigation of more complex cases that are heard in the Regional court and Sexual Offences cases and cases involving children. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. Excellent administrative skills. A valid driver's licence.
<u>DUTIES</u>	:	Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Tulisa Sibindlana Tel No: 047 501 2669
	:	e mail Recruit2022538@npa.gov.za
	:	Preference will be given to the following categories: People with disability; White Males; Coloureds and Indians.
<u>POST 42/81</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2022/540</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 REQUIREMENTS</u>	:	DPP: Mpumalanga
	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently.
<u>DUTIES</u>	:	Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Tebogo Mashile Tel No: 013 045 0686
	:	e mail Recruit2022540@npa.gov.za

<u>POST 42/82</u>	:	<u>STATE ADVOCATE (CASE MANAGER)</u> Sexual Offences and Community Affairs
<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>	:	TCC Wynberg Ref No: Recruit 2022/541 TCC Lusikisiki Ref No: Recruit 2022/542 TCC Tshilidzini Ref No: Recruit 2022/543 TCC Galeshewe Ref No: Recruit 2022/544
<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. Extensive knowledge of the law and management in respect of Sexual offences, Domestic Violence, Child Offenders and Trafficking in Person, Maintenance matters. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Extensive computer skills will be an advantage. Positive security clearance.
<u>DUTIES</u>	:	Assist in prosecuting complex sexual offences in the Sexual Offences Court. Tracking, monitoring and facilitation of cases through the Criminal Justice System. Assist in managing the court rolls at specialist hybrid court for Thuthuzela Care Centre reported cases and other sexual offences. Secure the attendance of witnesses, investigating officers and accused in custody at court. Ensure a reduction of turnaround time in the finalization of cases to nine (9) months as per unit's strategy. Responsible for prosecutor guided investigators of Thuthuzela Care Centre reported cases and other related sexual offences matters. Help improve functional relationships. Constant follow-up with the relevant stake holders. Help increase the conviction rate. Perform other duties and activities as requested by Provincial Manager or Head of Unit. Assist in the setting up of Thuthuzela Care Centres and maintain the functioning thereof. Supervise, train and develop relevant role players including prosecutors and police. Institute and conduct criminal proceedings on behalf of the State. Perform any act incidental thereto and carry out the duties and functions assigned to the prosecutor under any act and/or Policy Manual. Study case dockets, make assessments thereof and decide on the institution prosecution. 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Sandra Reddy Tel No: 012 845 6670 TCC Wynberg e mail Recruit2022541@npa.gov.za TCC Lusikisiki e mail Recruit2022542@npa.gov.za TCC Tshilidzini e mail Recruit2022543@npa.gov.za TCC Galeshewe e mail Recruit2022544@npa.gov.za
<u>POST 42/83</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2022/545</u> Specialised Commercial Crime Unit
<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>	:	Port Elizabeth (East London)
<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. Conduct

		prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA.
<u>ENQUIRIES APPLICATIONS</u>	:	Talita Raga Tel No: 040 608 6800
	:	e mail Recruit2022545@npa.gov.za
<u>POST 42/84</u>	:	<u>STATE ADVOCATE (ATTORNEY) REF NO: RECRUIT 2022/546</u> Asset Forfeiture Unit
<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 REQUIREMENTS</u>	:	Johannesburg
	:	An LLB or any appropriate legal qualification for serving prosecutors. At least 5 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. Admission as an Attorney of the High Court of South Africa. Appropriate knowledge of or experience in the implementation of the Prevention of Organized Crime Act and in dealing with legal matters relating to Asset Forfeiture Unit is recommended. Excellent interpersonal, analytical, presentation and communication skills. Strong computer skills (Ms Word, Excel, Outlook and PowerPoint is recommended. Professionalism and able to act independently Willingness to travel and work extended hours. Excellent communication and administrative skills are recommended, as well as literacy and numeracy skills in so far as being able to understand profit and loss calculations and basic business finance is recommended. Ability to conduct legal research is recommended. Valid driver's license is recommended.
<u>DUTIES</u>	:	Act as Attorney for the Asset Forfeiture Unit. Execute tasks that by law must be performed by Attorneys. Attend to diverse types of civil litigation in the High Court, Magistrate Courts as well as appeals from these courts, including appeals to the Supreme Court of Appeal. Deal with constitutional issues, including litigation in the Constitutional Court. Draft and / or settle all types of agreements render legal opinions, draft and move applications. Attend to queries from curators on litigation of Asset Forfeiture matters. Collect all taxed bills of all costs in favour of the state.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel No: 012 845 6638
	:	e-mail Recruit2022546@npa.gov.za
<u>POST 42/85</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2022/579</u> Specialised Commercial Crime Unit
<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 REQUIREMENTS</u>	:	Port Elizabeth
	:	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 with voluminous data and paperwork in order to provide sound decisions in Complex Commercial Crime cases. 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. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in

		accordance with the code of conduct policy and directives of the NPA. Prepare detailed written reports on decisions taken regarding complex commercial crimes.
<u>ENQUIRIES</u>	:	Anthony Bean Tel No: 046 602 3041
<u>APPLICATIONS</u>	:	e mail Recruit2022579@npa.gov.za
<u>POST 42/86</u>	:	<u>DEPUTY DIRECTOR: ICT SERVICE DELIVERY MANAGER REF NO: RECRUIT 2022/547</u>
		Information Systems and Management (Re-advert)
<u>SALARY</u>	:	R744 255 per annum (MMS Level 11), (total cost package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Information Technology or equivalent. ITIL certification and project management skills. At least 5 years' experience in ICT. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration. Development of policies, procedures and standards. Strategic planning skills. Excellent report writing skills. Service delivery and operational management experience. Innovation skills. Analysis and problem solving. Project management. And facilitation. Change management. Financial management. Strategic planning. Communication and presentation skills. Customer and supplier engagement. Problem solving and Decision-making skills. Computer literacy.
<u>DUTIES</u>	:	Manage all operations related to the ICT infrastructure and service delivery. Provide technical leadership, develop and manage infrastructure plan and standards according to the ICT strategic plan and roadmaps. Manage implementation and enhancement of ICT Infrastructure projects. Manage operational and organisational change initiatives. Develop and maintain NPA's Information System Management (ISM) service catalogue. Report on ICT Service Management. Manage ICT Security Management services. Manage ICT Assets and Configuration Management. Manage Licenses. Report on operations and annual performance planning, on governance calendars, implementation of policies and manage budget.
<u>ENQUIRIES</u>	:	Imraan Khan Tel No: 012 845 7867
<u>APPLICATIONS</u>	:	e mail Recruit2022547@npa.gov.za
<u>POST 42/87</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2022/548</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: Upington (Postmasburg)
<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>	:	Nicholas Mogongwa Tel No: 053 807 4539
<u>APPLICATIONS</u>	:	e mail Recruit2022548@npa.gov.za

<u>POST 42/88</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR</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: Butterworth (Lady Frere) Ref No: Recruit 2022/549 (Centane) Ref No: Recruit 2022/550
<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>	:	Tulisa Sibindlana Tel No: 047 501 2669
<u>APPLICATIONS</u>	:	CPP: Butterworth (Lady Frere) e mail Recruit2022549@npa.gov.za (Centane) e mail Recruit2022550@npa.gov.za
<u>NOTE</u>	:	Preference will be given to the following categories: People with disability; White Males; Coloureds and Indians.
<u>POST 42/89</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: Witbank Ref No: Recruit 2022/551 (Evander) Ref No: Recruit 2022/552 CPP: Port Elizabeth Ref No: Recruit 2022/581 (Kariega) Ref No: Recruit 2022/582 CPP: Welkom Ref No: Recruit 2022/589 (X2 Posts) (Kroonstad) Ref No: Recruit 2022/590 (Odendaalsrus) Ref No: Recruit 2022/591
<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: Witbank Tebogo Mashile Tel No: 013 045 0686 CPP: Port Elizabeth Andiswa Tengile Tel No: 012 842 1450 CPP: Welkom Lemmer Ludwick Tel No: 051 410 6001
<u>APPLICATIONS</u>	:	CPP: Witbank e mail Recruit2022551@npa.gov.za (Evander) e mail Recruit2022552@npa.gov.za CPP: Port Elizabeth e mail Recruit2022581@npa.gov.za (Kariega) e mail Recruit2022582@npa.gov.za CPP: Welkom e mail Recruit2022589@npa.gov.za

(Kroonstad) e mail Recruit2022590@npa.gov.za
(Odendaalsrus) e mail Recruit2022591@npa.gov.za

<u>POST 42/90</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: Mthatha Ref No: Recruit 2022/553 CPP: Butterworth (Cala) Ref No: Recruit 2022/554
<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. A valid driver's license.
<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: Mthatha & CPP: Butterworth Tulisa Sibindlana Tel No: 047 501 2669
<u>APPLICATIONS</u>	:	CPP: Mthatha e mail Recruit2022553@npa.gov.za CPP: Butterworth (Cala) e mail Recruit2022554@npa.gov.za
<u>NOTE</u>	:	Preference will be given to the following categories: People with disability; White Males; Coloureds and Indians.
<u>POST 42/91</u>	:	<u>SENIOR HR PRACTITIONER REF NO: RECRUIT 2022/555</u> Human Resources Management and Development- (HRM)
<u>SALARY</u>	:	R321 543 per annum (Level 08), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B degree (NQF level 7) or Three year Diploma (NQF level 6). Minimum two years' relevant experience in Human Resources 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 Word, Excel, Outlook and 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>	:	Administer recruitment and selection. Preside as an HR rep for shortlisting and interviews. Prepare appointment memorandum. Administer the implementation of service benefits. Ensure processing of leave on PERSAL. Approve transactions on PERSAL. Conduct leave inspections and compile report. Processing of performance rewards (pay progression and grade progression). Implementation of labour relations awards. Implementation of salary structures and updating of personnel information. Process resettlement benefits. Process recognition of long service. Process housing allowance. Process internal transfers. Oversee leave implementation and staff terminations. Process injury on duty. Monitor the processing of salary adjustment. Implementation of job evaluation results. Oversee all Human Resources Administration functions. Supervise staff in the relevant section. Implement and ensure compliance with policies and procedures.
<u>ENQUIRIES</u>	:	Emmy Tsienyane Tel No: 012 845 6208
<u>APPLICATIONS</u>	:	e mail Recruit2022555@npa.gov.za
<u>POST 42/92</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: RECRUIT 2022/556</u> Financial Management-Sub Directorate-Payments
<u>SALARY</u>	:	R321 543 per annum (Level 08), (excluding benefits)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria: Head Office
	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Financial Accounting in public sector or equivalent. Minimum of two years' relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in processing payments on BAS/LOGIS and PERSAL. In depth knowledge in processing Creditors, Travel and Employee allowances/claims (Cell phone and Travel and Subsistence). Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations and other government related legislations. Understanding of the Public Finances in the public sector. Good communication, liaison and presentation skills. Knowledge of Logis, PERSAL and Bas systems and tracking system. Computer literacy including Microsoft Office (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritising skills. Problem solving and decision making. Management and Leadership skills.
<u>DUTIES</u>	:	Authorise payments (Creditors, Travel) and claims (Cellphone and Subsistence and Travel). Track processed payments on the tracking system. Supervise and maintain proper filing system. Provide Support to auditors and Business units. Provide Support to auditors and Business units. Clear suspense accounts. Providing reports to management. Excellent presentation skills. Manage scanned batches. Attend to queries. Supervise and train subordinates.
<u>ENQUIRIES APPLICATIONS</u>	:	Refilwe Matsetela Tel No: 012 845 7283
	:	e mail Recruit2022556@npa.gov.za
<u>POST 42/93</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: RECRUIT 2022/557</u> Supply Chain Management-Logistics
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum (Level 08), (excluding benefits)
	:	Pretoria: Head Office
	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Logistics Management, Purchasing Management, Supply Chain Management, Public Administration or equivalent. Minimum of two years' relevant experience in logistics (Orders, Payments and Warehouse). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of PFMA, Logistical Information System (LOGIS), Treasury Regulations and Preferential Procurement Policy framework Act. Communication skills, Organising skills and analytical skills. Computer literacy including Microsoft Office (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritising skills. Problem solving and decision making. Management and Leadership skills.
<u>DUTIES</u>	:	Administer invoices and orders on LOGIS. Administer turnaround times on processing of invoices and orders. Handle all payments and orders related queries. Handle all statements from various service providers. Receive, register and verify documents for Orders. Receive and distribute invoices. Ensure that documents are properly filed on 0-9 file. Follow up on commitments. Administer warehouse and inventory. Receiving and issuing of stock. Stocktaking process. Expediting Orders. Administer monthly reports. Ensure payments are reconciled with customer statements. Provide service providers with reconciled statements. Administer and interpret system generated reports. Reconcile all Logistics monthly reports. Follow up on all outstanding invoices as per customer statement. Administer invoice tracking system. Provide information on the preparation of monthly management reports. Supervise staff.
<u>ENQUIRIES APPLICATIONS</u>	:	John Solomon Tel No: 012 845 6770
	:	e mail Recruit2022557@npa.gov.za
<u>POST 42/94</u>	:	<u>THUTHUZELA CARE CENTRE: SITE CO-ORDINATOR</u> Sexual Offences and Community Affairs
<u>SALARY CENTRE</u>	:	R321 543 per annum (Level 08), (excluding benefits)
	:	TCC: Wynberg Ref No: Recruit 2022/558
	:	TCC Vosloorus Ref No: Recruit 2022/559
	:	TCC Mdantsane Ref No: Recruit 2022/560

		TCC: Tshepong Ref No: Recruit 2022/583 (Re-advert) TCC: Dilokong Ref No: Recruit 2022/584
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Law/ Social Sciences or equivalent. Minimum two years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Good planning and supervisory experience. Leadership, people management and empowerment. Sound coordination, administrative skills and counselling experience. Strong Stakeholder Management experience. Knowledge of Rape care management. Working knowledge of court and police processes General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint).
<u>DUTIES</u>	:	Manage and prioritize matters. Liaise with medical offices and nurses to ensure that medical examinations take place. Liaise with police for statement taking. Contact prosecutor to liaise with police. Contact other relevant government departments or NGO's for services required to survivor. Arrange transport for survivor and ensure service is available. Assist and give necessary support to the rape survivor if required. Arrange and co-ordinate meetings between role-players to deal with difficulties. Execute a variety of administrative tasks for line function departments: controlling documents, drafting documents. Rendering advice to personnel with regards to official matters. Keep a database of survivors accessing services. Submit monthly and quarterly reports on work activities. Host a range of donors, government etc that will visit the Centre. Other related duties deemed necessary.
<u>ENQUIRIES</u>	:	William Matlala Tel No: 012 845 6637
<u>APPLICATIONS</u>	:	TCC: Wynberg e mail Recruit2022558@npa.gov.za TCC Vosloorus e mail Recruit2022559@npa.gov.za TCC Mdantsane e mail Recruit2022560@npa.gov.za TCC: Tshepong e mail Recruit2022583@npa.gov.za TCC: Dilokong e mail Recruit2022584@npa.gov.za
<u>POST 42/95</u>	:	<u>STATE ACCOUNTANT REF NO: RECRUIT 2022/561</u> Financial Management -Sub Directorate Payments
<u>SALARY</u>	:	R261 372 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Minimum two years relevant experience in dealing with processing of Creditors Payments and employee allowances such as cellphone and S&T claims. Knowledge of BAS; LOGIS and PERSAL and tracking system. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison and presentation skills. Knowledge of LOGIS System, PERSAL, BAS and tracking system. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritising skills. Problem solving and decision making.
<u>DUTIES</u>	:	Process Creditors Payments including Travel agency. Process Cell phone reimbursement and S&T Claims. Track creditors payments on tracking system. Scan all creditors payments processed batches. Provide support to auditors and Business units. Clearing of suspense Accounts. Compile monthly recons and other reports. Make sure that all processed payment batches are properly filed. Attend to all payments section related queries.
<u>ENQUIRIES</u>	:	Ndivhuho Ndou Tel No: 012 845 6038
<u>APPLICATIONS</u>	:	e mail Recruit2022561@npa.gov.za
<u>POST 42/96</u>	:	<u>OFFICE ADMINISTRATOR REF NO: RECRUIT 2021/562</u> Security Management Services
<u>SALARY</u>	:	R261 372 per annum (Level 07), (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 Public Administration, Office Management Assistant or equivalent. Demonstrable

	competency in acting Independently, Professionally, Accountable and with Credibility. Minimum two years relevant experience in office administration. Excellent communication, presentation and administrative skills. Good report writing skills and be able to work under pressure. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Sound knowledge of security management in the public sector, relevant legislation, prescripts and procedures applicable to the Public sector administration. (M.I.S.S & M.P.S.S). Ability to work independently and under pressure.
<u>DUTIES</u>	: Provide office administrative support including (but not limited to) document recording and tracking, Chief Director's diary, office asset management and procurement function for the Chief Directorate. Manage the diaries and incoming telephone calls for the Chief Director. Support budget management within the Chief Directorate. Manage travel arrangements and claims for the Chief Directorate. Provide a comprehensive support function for meetings and workshops. Drafting of internal memorandum for the Chief Director, update Microsoft planner, taking minutes and resolutions during stakeholders engagements.
<u>ENQUIRIES</u>	: Tshinyadzo Mudau Tel No: 012 845 6298
<u>APPLICATIONS</u>	: e mail Recruit2022562@npa.gov.za
<u>POST 42/97</u>	: <u>VICTIM ASSISTANT OFFICER</u> Sexual Offences and Community Affairs
<u>SALARY</u>	: R261 372 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	: TCC Mamelodi Ref No: Recruit 2022/563 TCC Mdantsane Ref No: Recruit 2022/564 TCC Atlantis Ref No: Recruit 2022/565 TCC Wynberg Ref No: Recruit 2022/566 TCC: Queenstown Ref No: Recruit 2022/585 TCC: Rob Ferreira Ref No: Recruit 2022/586 TCC: Dilokong Ref No: Recruit 2022/587 TCC: Tonga Ref No: Recruit 2022/588
<u>REQUIREMENTS</u>	: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Social Sciences/ Behavioral Studies or equivalent. Minimum one year working experience in gender-based violence environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Knowledge of Rape care management. Working knowledge of court and police processes General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint).
<u>DUTIES</u>	: Provide victim assistance services within the Thuthuzela Care Centre. Receive and establish early contact with the victim on the first day of reporting. Make follow through within a week of reporting. Access and respond to the need of victim and identify the victims needs for counselling and specific services. Refer victim for court preparation when the court date has been set. Ensure that a place of safety is provided where needed. Refer victim for psychological therapy or any needs. Receive and attend to any complaint from victims with regard to the possible delay on the case and accelerate the matter to the relevant stakeholder. Liaise with the site coordinator about the support services that have been provided to the victim or where the victim has been referred to and contact details of stakeholders. Maintain a cooperative approach with other role players to help a victim holistically to increase the conviction rate. Liaise with other role players on the progress of the case. Keep victim notified on the progress of the case. Conduct community awareness sessions. Compile monthly statistics.
<u>ENQUIRIES</u>	: Rhulani Baloyi Tel No: 012 845 6413
<u>APPLICATIONS</u>	: TCC Mamelodi e mail Recruit2022563@npa.gov.za TCC Mdantsane e mail Recruit2022564@npa.gov.za TCC Atlantis e mail Recruit2022565@npa.gov.za TCC Wynberg e mail Recruit2022566@npa.gov.za TCC: Queenstown e mail Recruit2022585@npa.gov.za TCC: Rob Ferreira e mail Recruit2022586@npa.gov.za TCC: Dilokong e mail Recruit2022587@npa.gov.za TCC: Tonga e mail Recruit2022588@npa.gov.za

<u>POST 42/98</u>	:	<u>COURT PREPARATION OFFICER</u> National Prosecutions Service
<u>SALARY</u>	:	R261 372 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	CPP: Johannesburg Ref No: Recruit 2022/567 (X2 posts) CPP: East Rand Ref No: Recruit 2022/568 CPP: Welkom (Bethlehem) Ref No: Recruit 2022/592
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6) in Social Science/Behavioural Studies or equivalent. At least one year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem solving skills.
<u>DUTIES</u>	:	Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
<u>ENQUIRIES</u>	:	CPP: Johannesburg Nora Malahlela Tel No: 011 220 4274 CPP: East Rand Yassmeen Mbawana Tel No: 011 220 4083 CPP: Welkom Lemmer Ludwick Tel No: 051 410 6001
<u>APPLICATIONS</u>	:	CPP: Johannesburg e mail Recruit2022567@npa.gov.za CPP: East Rand e mail Recruit2022568@npa.gov.za CPP: Welkom (Bethlehem) e mail Recruit2022592@npa.gov.za
<u>POST 42/99</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2022/569</u> National Prosecutions Service
<u>SALARY</u>	:	R261 372 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DDPP: Middelburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Provide secretarial and administration support and personal assistant service to the Deputy Director. Receiving and screening of telephone calls and referring calls to the correct role players if not meant for the Deputy Director. Draft routine correspondence and reports. Operate office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings. Take minutes during meetings and prepare same for signature in advance. Develop, 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 administration function. Set up schedules for meetings and events.
<u>ENQUIRIES</u>	:	Tebogo Mashile Tel No: 013 045 0686
<u>APPLICATIONS</u>	:	e mail Recruit2022569@npa.gov.za
<u>POST 42/100</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2022/570</u> National Prosecutions Service
<u>SALARY</u>	:	R176 310 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	CPP: Middelburg (Carolina)
<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. Draft correspondence to members of the public, other organisations and state departments. Liaise with administration with all matters pertaining to the administrative function of the office. Provide administrative support to legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.
<u>ENQUIRIES APPLICATIONS</u>	:	Tebogo Mashile Tel No: 013 045 0686
	:	e mail Recruit2022570@npa.gov.za
<u>POST 42/101</u>	:	<u>FINANCE CLERK RECRUIT 2022/571 (X2 POSTS)</u> Financial Management- Sub Directorate- Payments
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05), (excluding benefits)
	:	Pretoria: Head Office
	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic numeracy skills. Knowledge of Financial Accounting dealing with processing of creditors payments and employee allowances such as cell phone and travel and subsistence claims. Experience in Clearing BAS/PERSAL exceptions. Experience in using payments tracking system. In depth knowledge of PFMA, Treasury Regulations and relevant prescripts. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Good communication skills, verbal and written. Knowledge of Public Finances. Knowledge of LOGIS, PERSAL, BAS systems.
<u>DUTIES</u>	:	Provide support to Financial Accounting. Manage payments register, check invoices for correctness. Process and capture suppliers' payments including S&T and Cell phone claims. Scanning and filing of all Creditors payments. Filing of all documents including S&T claims; Travel Agency and Cell phone payments. Track creditors payments on tracking system. Provide support to Auditors and other Business units. Attend to general queries.
<u>ENQUIRIES APPLICATIONS</u>	:	Ndivhuho Ndou Tel No: 012 845 6038
	:	e mail Recruit2022571@npa.gov.za
<u>POST 42/102</u>	:	<u>ADMINISTRATIVE CLERK</u> National Prosecutions Service
<u>SALARY CENTRE</u>	:	R176 310.per annum (Level 05), (excluding benefits)
	:	DDPP: Middelburg Ref No: Recruit 2022/572
	:	DPP: Mpumalanga Ref No: Recruit 2022/578
<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 quality administrative support to the office of the Deputy Director of Public Prosecutions and Advocates in the office. Receive guests and visitors, and screening calls. Management of correspondence. Liaise and communicate with a range of stakeholders in the justice sector. Plan, organise and coordinate events, meetings or other arrangements. Manage information and ensure an appropriate filing system. Provide a high quality typing service for the unit. Assist with providing high quality switchboard service to the office. Make travel arrangement when necessary, diary management. Receive correspondence for the section. Collect information for civil matters addressed to the unit/group. Do pending dockets and collect them. Collate and capture statistics.
<u>ENQUIRIES APPLICATIONS</u>	:	Tebogo Mashile Tel No: 013 045 0686
	:	e mail Recruit2022572@npa.gov.za

<u>POST 42/103</u>	:	<u>REGISTRY CLERK REF NO: RECRUIT 2022/573</u> National Prosecutions Service
<u>SALARY</u>	:	R176 310 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Mpumalanga
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good administrative skills. Good planning and organizing skills. Ability to work under pressure and independently. Ability to prioritize. Good verbal and oral communication skills. Client orientation and customer focus. Good interpersonal skills.
<u>DUTIES</u>	:	Provide registry counter service. Handle incoming and outgoing correspondence. Render an effective record management service. Operate office machines in relation to registry functions. Process documents for archiving and/or disposal.
<u>ENQUIRIES</u>	:	Tebogo Mashile Tel No: 013 045 0686
<u>APPLICATIONS</u>	:	e mail Recruit2022573@npa.gov.za
<u>POST 42/104</u>	:	<u>ADMINISTRATIVE CLERK: ENFORCEMENT REF NO: RECRUIT 2022/574</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R176 310 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Administration, communication skills. Interpersonal relations skills. Reporting skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Thorough knowledge of supply chain management regulations, PFMA, Treasury Regulations and Asset management guidelines. Knowledge in Document Administration, writing and task/time management skills.
<u>DUTIES</u>	:	Provide general clerical support services. Provide asset management administrative services. Provide administrative support with regards to unfulfilled cases. Receive and open files for Curator accounts. Capture and stamp incoming Curator accounts in the register. Capture and update spreadsheets and registers. Forward Curator accounts for approval. Record invoices and forward for payments. Keep and maintain the filing system. Maintain register for incoming and outgoing correspondence. Asset management. Maintain all unfulfilled cases. Capture and update a list of CARA and victims unfulfilled cases and ensure backlog is reduced. Capture and updated a list of abandoned cases. Ensure that payment of confiscation order is not outstanding for more than 60 days.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	Kimberley e mail Recruit2022574@npa.gov.za
<u>POST 42/105</u>	:	<u>ADMINISTRATIVE CLERK</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R176 310 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Port Elizabeth (East London) Ref No: Recruit 2022/594 Port Elizabeth Ref No: Recruit 2022/587 (Re-advert) Bloemfontein Ref No: Recruit 2022/593 (X2 Posts)
<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.
<u>ENQUIRIES</u>	:	Port Elizabeth (East London): Talita Raga Tel No: 040 608 6800 Port Elizabeth: Andiswa Tengile Tel No: 012 842 1450 Bloemfontein: Lemmer Ludwick Tel No: 0510 410 6001
<u>APPLICATIONS</u>	:	Port Elizabeth (East London) e mail Recruit2022594@npa.gov.za Port Elizabeth e mail Recruit2022587@npa.gov.za Bloemfontein e mail Recruit2022593@npa.gov.za
<u>POST 42/106</u>	:	<u>DRIVER MESSENGER</u> National Prosecutions Service
<u>SALARY</u>	:	R147 459 per annum (Level 04), (excluding benefits)
<u>CENTRE</u>	:	DPP: Mthatha Ref No: Recruit 2022/576 DPP: Kimberley Ref No: Recruit 2022/577
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Registry procedures. Able to work extended hours. Excellent communication skills. Able to work under pressure. Valid driver's license.
<u>DUTIES</u>	:	Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the DPP office. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribute correspondence using the approved file plan for the office.
<u>ENQUIRIES</u>	:	DPP: Mthatha: Tulisa Sbindlana Tel No: 047 501 2669 DPP: Kimberley: Nicholas Mogongwa Tel No: 053 807 4539
<u>APPLICATIONS</u>	:	DPP: Mthatha e mail Recruit2022576@npa.gov.za DPP: Kimberley e mail Recruit2022577@npa.gov.za