

## NATIONAL PROSECUTING AUTHORITY

The NPA is an equal opportunity employer. People with disabilities will be given preference and are encouraged to apply. In the filling of vacancies, the objectives of Section 195(1)(i) of the Constitution of the Republic of South Africa, 1996, and in particular the Employment Equity Act, 1998 (Act 55 of 1998) and the NPA Employment Equity Strategy 2016, will take highest preference in selection of suitable candidates.

**APPLICATIONS:** All applications **must** be submitted to the relevant Recruitment Response E mails stated below.

**CLOSING DATE: 22 March 2022**

**NOTE:** For your application to be accepted: Applications must be submitted on the new Z83 version, obtainable from any Public Service department or on [www.npa.gov.za](http://www.npa.gov.za) which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in **BLOCK LETTERS**.

**Only** copies of required qualifications, identity document and other listed documents as per the advert, **must** be included with your application. Such copies need not be certified when applying for the post. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please **DO NOT** contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. **Erratum: The post of Senior Public Prosecutor Recruit 2021/48; Switchboard Operator Recruit 2022/59 and Driver Messenger Recruit 2022/60 advertised in circular 4 of 2022 are hereby withdrawn.**

*Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered.*

**NB! APPLICANTS WHO ARE SUCCESSFUL MUST PLEASE NOTE THAT THE NPA IS NOT IN A POSITION TO PAY RESETTLEMENT COSTS**

**NB!** All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting.

### **POST: SENIOR STATE ADVOCATE**

Specialised Commercial Crime Unit

**SALARY: R 997 764.00 per annum (Total Cost Package) to R 1 559 616.00 per annum (Total Cost Package) (Level LP-9)**

**CENTRE: Bloemfontein - Recruit 2022/64 (2 posts)(1 Re-advert)**

**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, 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. The ability to act independently. Strong computer skills will be required.

**DUTIES:** 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.

**ENQUIRIES:** Lemmer Ludwick 051 410 6001

**APPLICATIONS:** Bloemfontein e mail [Recruit202264@npa.gov.za](mailto:Recruit202264@npa.gov.za)

**POST: SENIOR STATE ADVOCATE**

National Prosecutions Services

**SALARY:** R 997 764.00 per annum (Total Cost Package) to R 1 559 616.00 per annum (Total Cost Package) (Level LP-9)

**CENTRE:** DPP: Bloemfontein (Re-advert) - Recruit 2022/65; DPP: Pietermaritzburg - Recruit 2022/149 (Re-advert)(2 Posts)

**REQUIREMENTS:** An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Ability to act independently.

**DUTIES:** 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.

**ENQUIRIES:** DPP: Bloemfontein Lemmer Ludwick 051 410 6001; DPP: Pietermaritzburg Thabsile Radebe 033 392 8753

**APPLICATIONS:** DPP: Bloemfontein e mail [Recruit202265@npa.gov.za](mailto:Recruit202265@npa.gov.za); DPP: Pietermaritzburg e mail [Recruit2022149@npa.gov.za](mailto:Recruit2022149@npa.gov.za)

**POST: SENIOR STATE ADVOCATE**

National Prosecutions Services

**SALARY:** R 997 764.00 per annum (Total Cost Package) to R 1 559 616.00 per annum (Total Cost Package) (Level LP-9)

**CENTRE:** DPP: Mpumalanga (STU) - Recruit 2022/66 (2 Posts); DPP: Bloemfontein (STU) - Recruit 2022/145

**REQUIREMENTS:** An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. 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. Extensive prosecutorial or litigation experience regarding common law offences relating to Tax evasion/avoidance, commercial crimes, fraud and related matters. Knowledge of Tax Act, Vat Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint.

**DUTIES:** Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including acquisition of additional evidence and draft charge sheets, indictments and court documents. Represent the state in all courts, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case-flow management of cases independently. Study and deal with appeals and reviews. Assist SARS in keeping proper records of all criminal proceedings. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

**ENQUIRIES:** DPP: Mpumalanga Tebogo Mashile 013 045 0686; DPP: Bloemfontein Lemmer Ludwick 051 410 6001

**APPLICATIONS:** DPP: Mpumalanga e mail [Recruit202266@npa.gov.za](mailto:Recruit202266@npa.gov.za); DPP: Bloemfontein e mail [Recruit2022145@npa.gov.za](mailto:Recruit2022145@npa.gov.za)

**POST: SENIOR PUBLIC PROSECUTOR**

National Prosecutions Service

**SALARY:** R 997 764.00 per annum (Total Cost Package) to R 1 559 616.00 per annum (Total Cost Package) (Level CM-1)

**CENTRE:** CPP: Butterworth - Recruit 2022/67; CPP: Mthatha - Recruit 2022/68; CPP: Empangeni -Recruit 2022/69; CPP: Johannesburg (2 posts) - Recruit 2022/70; CPP: Mmabatho (Taung) - Recruit 2022/71; CPP: Queenstown - Recruit 2022/136

**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.

**DUTIES:** 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 inter alia 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.

**ENQUIRIES:** CPP: Butterworth & CPP: Mthatha Tulisa Sibindlana 047 501 2669; CPP: Empangeni Ntokozo Dlamini 031 334 5274; CPP: Johannesburg Nora Malahlela 011 220 4274; CPP: Mmabatho Flora Kalagosi 018 381 9041; CPP: Queenstown Nomfuneko Ntapane 046 602 3000

**APPLICATIONS:** CPP: Butterworth e mail [Recruit202267@npa.gov.za](mailto:Recruit202267@npa.gov.za); CPP: Mthatha e mail [Recruit202268@npa.gov.za](mailto:Recruit202268@npa.gov.za); CPP: Empangeni e mail [Recruit202269@npa.gov.za](mailto:Recruit202269@npa.gov.za); CPP: Johannesburg e mail [Recruit202270@npa.gov.za](mailto:Recruit202270@npa.gov.za); CPP: Mmabatho (Taung) e mail [Recruit202271@npa.gov.za](mailto:Recruit202271@npa.gov.za); CPP: Queenstown e mail [Recruit2022136@npa.gov.za](mailto:Recruit2022136@npa.gov.za)

#### **POST: SENIOR PUBLIC PROSECUTOR (Community Prosecution)**

National Prosecution Service

**SALARY: R 997 764.00 per annum (Total Cost Package) to R 1 559 616.00 per annum (Total Cost Package) (Level LP 9)**

**CENTRE: DPP: Grahamstown (East London) - Recruit 2022/72; DPP: Free State - Recruit 2022/73; DPP: Pretoria - Recruit 2022/74; DPP: Johannesburg - Recruit 2022/75; DPP: Pietermaritzburg - Recruit 2022/76; DPP: Limpopo - Recruit 2022/77; DPP: Mpumalanga - Recruit 2022/78; DPP: Mthatha - Recruit 2022/79; DPP: Mmabatho - Recruit 2022/80; DPP: Kimberley - Recruit 2022/81; DPP: Cape Town - Recruit 2022/82**

**REQUIREMENTS:** An LLB or any appropriate legal qualification for current prosecutors. At least eight years post qualification litigation experience. Demonstrate required competency in: Acting Independently, Professionally, be Accountable and act with Credibility. Knowledge of legislation and regulations pertaining to the public service specifically: The Constitution; Criminal Procedure Act; Public Service Act, relevant Regulations and other related Legislation. General management skills. Strategic management and stakeholder engagement expertise. People management and empowerment skills. Good communication skills. Customer focus and responsiveness. Problem solving and decision making. Project management. Excellent administrative skills and report writing skills. Service delivery and innovation skills. Negotiation skills. Policy analysis and development of policy. Research, presentation and facilitation skills. Must be able to travel in the DPP-division and nationally. Positive security clearance. Valid driver's license is essential.

**DUTIES:** Develop local crime prevention initiatives and strategies in line with the Community Prosecution Initiative (CPI). Contribute to crime prevention and community justice through this initiative. Analyze local crime trends and dynamics of crime and insecurities of communities in respective DPP-divisions. Organize, execute and participate in community prosecution events and meetings locally, provincially and nationally. Build strategic partnerships for local crime prevention initiatives. Develop effective and efficient working relationships with internal and external stakeholders including current NPA Community Prosecution colleagues. Expand and increase the impact of the current CPI footprint in the division and nationally as a whole. Provide and promote education about the law to targeted groups within this initiative. Promote effective collaboration, interaction and cultivate partnerships with- and between stakeholders. Apply Batho Pele principles, Service Charter- and NPA processes. Participate, contribute and represent the NPA at interdepartmental, local government, divisional and national structures. To monitor and evaluate statistical data and performance of initiatives implemented in the division where appointed. To develop and implement interventions in the divisions in line with the analysis of the statistical data. To provide feedback and the submission of reports (as determined by the National Coordinator at Head Office), regarding the identification of initiatives, the implementation thereof, progress and management of all related activities and initiatives in respective divisions, to both the DPP and the Office of the National Head Office Coordinator. Furthermore, it will be expected of the incumbent to also perform prosecutorial related duties such as prosecutor-guided investigations, the management of dockets, court and case management and the actual prosecution of related cases when required.

**ENQUIRIES:** Jacques du Toit 012 845 6263

**APPLICATIONS:** DPP: Grahamstown (East London) e mail [Recruit202272@npa.gov.za](mailto:Recruit202272@npa.gov.za); DPP: Bloemfontein e mail [Recruit202273@npa.gov.za](mailto:Recruit202273@npa.gov.za); DPP: Pretoria e mail [Recruit202274@npa.gov.za](mailto:Recruit202274@npa.gov.za); DPP: Johannesburg e mail [Recruit202275@npa.gov.za](mailto:Recruit202275@npa.gov.za); DPP: Pietermaritzburg e mail [Recruit202276@npa.gov.za](mailto:Recruit202276@npa.gov.za); DPP: Limpopo e mail

[Recruit202277@npa.gov.za](mailto:Recruit202277@npa.gov.za); DPP: Mpumalanga e mail [Recruit202278@npa.gov.za](mailto:Recruit202278@npa.gov.za); DPP: Mthatha e mail [Recruit202279@npa.gov.za](mailto:Recruit202279@npa.gov.za); DPP: Mmabatho e mail [Recruit202280@npa.gov.za](mailto:Recruit202280@npa.gov.za); DPP: Kimberley e mail e mail [Recruit202281@npa.gov.za](mailto:Recruit202281@npa.gov.za); DPP: Cape Town e mail [Recruit202282@npa.gov.za](mailto:Recruit202282@npa.gov.za)

**POST: SENIOR STATE ADVOCATE**

Asset Forfeiture Unit

**SALARY: R 997 764.00 per annum (Total Cost Package) to R 1 559 616.00 per annum (Total Cost Package) (Level LP-9)**

**CENTRE: East London (Mthatha) - Recruit 2022/83; Bloemfontein - Recruit 2022/84**

**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:** Lindie Swanepoel 012 845 6638

**APPLICATIONS:** East London (Mthatha) e mail [Recruit202283@npa.gov.za](mailto:Recruit202283@npa.gov.za); Bloemfontein e mail [Recruit202284@npa.gov.za](mailto:Recruit202284@npa.gov.za)

**POST: SENIOR STATE ADVOCATE**

National Prosecutions Services

**SALARY: R 997 764.00 per annum (Total Cost Package) to R 1 559 616.00 per annum (Total Cost Package) (Level LP-9)**

**CENTRE: DPP: Grahamstown (PCLU) - Recruit 2022/152**

**REQUIREMENTS:** An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Ability to act independently. 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. Strong computer skills will be required

**DUTIES:** Study case dockets, decide in the institution of conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Stakeholder engagement. Guide investigation to TRC matters. Oversee and monitor prosecutions of serious, complex organized crime cases as well as all priority matters. Advise the police on the investigation of serious, complex organized Crime and priority matters, peruse and process applications for the office of the NDPP. Liaison with DPP and lower court staff. Strong stakeholder engagement skills.

**ENQUIRIES:** Bonisile Vinjwa 012 842 1459

**APPLICATIONS:** e mail [Recruit2022152@npa.gov.za](mailto:Recruit2022152@npa.gov.za)

**POST: SENIOR MAINTENANCE PROSECUTOR**

National Prosecutions Services

**SALARY: R 997 764.00 per annum (Total Cost Package) to R 1 559 616.00 per annum (Total Cost Package) (CM-1)**

**CENTRE: CPP: Johannesburg - Recruit 2022/112 (2 post)**

**REQUIREMENTS:** An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five years- experience in legal practice will be 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.

**DUTIES:** Manage, mentor, guide and/ or train Maintenance Prosecutors, Officers and Investigators, and legal interns involve with maintenance matters. Study appeals and reviews, prepare opinions and heads of argument and argue maintenance cases in the appropriate court. Appear in court in motion applications pertaining to maintenance matters. Attend to formal and informal court in motion applications pertaining to maintenance matters. Attend to formal and informal maintenance enquires and maintenance representations. Prosecute complex and contentious maintenance matters including cases. Render advise on issues of the family law related to maintenance. Establish an efficient and effective maintenance system through working with role players in the maintenance court services. Represent the State in all courts. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. Ensure good governance.

**ENQUIRIES:** Nora Malahlela: 011 220 4274

**APPLICATIONS:** e mail [Recruit2022112@npa.gov.za](mailto:Recruit2022112@npa.gov.za)

**POST: SENIOR STATE ADVOCATE**

National Prosecutions Services

**SALARY:** R 997 764.00 per annum (Total Cost Package) to R 1 559 616.00 per annum (Total Cost Package)  
(Level LP-9)

**CENTRE:** PCLU Head Office: Pretoria - Recruit 2022/144 (2 Posts)

**REQUIREMENTS:** An LLB or appropriate legal qualification for serving prosecutors. At least eight years' post qualification legal experience, in 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. Experience in operations and stakeholder management and a good understanding of the workings of the JCPS cluster will be an advantage. Proficiency in MS Word, Excel, and PowerPoint is required. Experience with MS Teams and Power BI will be an advantage.

**DUTIES:** Make legal decisions in accordance with the law, NPA prosecution policies and directives. Conduct research, prepare reports, and draft legal opinions, policies, legislation, MOU and other legal documents. Participate in and represent the NPA in stakeholder engagements, meetings and projects. Monitor, analyze and report on performance information and statistics. Assist with the development of strategic, operational and implementation plans. Identify and resolve challenges affecting the performance of the NPA and CJS.

**ENQUIRIES:** Gija Maswanganyi 012 845 6944

**APPLICATIONS:** e mail [Recruit2022144@npa.gov.za](mailto:Recruit2022144@npa.gov.za)

**POST: SENIOR STATE ADVOCATE**

National Prosecutions Services

**SALARY:** R 997 764.00 per annum (Total Cost Package) to R 1 559 616.00 per annum (Total Cost Package)  
(Level LP-9)

**CENTRE:** DPP: Mpumalanga (OCC) - Recruit 2022/155

**REQUIREMENTS:** An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. 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. 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. Knowledge of and or experience in the litigation of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently. Valid driver's licence.

**DUTIES:** Conduct prosecution of serious, complex and organised crime cases and corruption matters. Advise the police on the investigation of serious, complex and organized crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the state in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. General conduct prosecution on behalf of the state.

**ENQUIRIES:** Tebogo Mashile 013 045 0686

**APPLICATIONS:** e mail [Recruit2022155@npa.gov.za](mailto:Recruit2022155@npa.gov.za)

**POST: REGIONAL HEAD**

Office for Witness Protection

**SALARY:** R 882 042.00 per annum (Total Cost Package) (MMS Level 12)

**CENTRE:** Bloemfontein Recruit 2022/106 (Re-advert)

**REQUIREMENTS:** An appropriate B degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Btec i Advance Certificate: VIP Protection will be an advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of understanding of and competency in people protection. Competency in at least two official languages, one of which must be English (multi-linguistic skills will be advantageous). Must have

completed middle management course. Must have at least five years relevant experience. Communication skills (verbal and written). Planning, organisational and financial management skills. High level of sensitivity towards people management. Knowledge of the Witness Protection Act, 112 of 1998, the Constitution of the RSA. Sound interpersonal relations. Conflict Management and conflict resolution. Negotiating and analytical skills. High level of dedication. Ability to think logically and high level of empathy. Must be prepared to travel extensively, even after hours. Sound knowledge of the Public Service Act and Regulations. Sound knowledge of National Crime Prevention strategy. Sound knowledge of the Minimum-Security Information Standards. Sound Knowledge of leading and planning operations. Valid driver's license. Willing to undergo security clearance.

**DUTIES** : Provide leadership to and manage the Regional Office under the supervision and guidance of the Director. Responsible for the efficient management and administration of the Regional Office: including the effective utilisation and training of staff, maintenance of discipline, promotion of sound, labour relations and the proper use and care of government property. Manage the finances, budget of the regional office in accordance with the Public Finance Management Act, No 1 of 1999, the prescripts of the Department of State Expenditure and Treasury and comply with the Auditor-General Act, No 12 of 1995. Provide the necessary support to the Director regarding core responsibilities within the OWP. Voluntarily work outside his/her normal hours of work whenever necessary or required, devoted such portion of his/her time, attention and expertise to the affairs of the OWP, as could, in circumstances, be reasonably expected of him/her. Consult with other relevant role players likely to be affected by strategic initiatives with regard to governance, resources and service delivery. Manage the welfare of witnesses within the Province. Manage the Provincial Assets and Fleet. Ensure proper implementation of relevant prescripts and standard operation procedures. Implement Security Measures for Protection of Information as prescribed in the MISS Document. Manage the letting and leasing of properties within the Province.

**ENQUIRIES** : Girles-Kate Maletswa 012 845-6913

**APPLICATIONS** : e mail [Recruit2022106@npa.gov.za](mailto:Recruit2022106@npa.gov.za)

#### **POST: REGIONAL COURT CONTROL PROSECUTOR**

National Prosecutions Service

**SALARY: R859 752.00 per annum (Total Cost Package) to R1 405 245.00 per annum (Total Cost Package) (Level SU-3)**

**CENTRE: CPP: Empangeni - Recruit 2022/94; CPP: Johannesburg - Recruit 2022/95; CPP: Welkom (Bethlehem) Recruit 2022/147 (Re-advert)**

**REQUIREMENTS**: An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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

**DUTIES**: 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.

**ENQUIRIES**: CPP: Empangeni Ntokozo Dlamini 031 334 5274; CPP: Johannesburg Nora Malahlela 011 220 4274; CPP: Welkom Lemmer Ludwick 051 410 6001

**APPLICATIONS**: CPP: Empangeni - e mail [Recruit202294@npa.gov.za](mailto:Recruit202294@npa.gov.za); CPP: Johannesburg [Recruit202295@npa.gov.za](mailto:Recruit202295@npa.gov.za); CPP: Welkom (Bethlehem) e mail [Recruit2022147@npa.gov.za](mailto:Recruit2022147@npa.gov.za)

#### **POST: STATE ADVOCATE**

National Prosecutions Service

**SALARY: R 774 660.00 per annum (Total Cost Package) to R 1 285 149.00 per annum (Total Cost Package) (Level LP- 7 to LP-8)**

**CENTRE: DPP: Kimberley (OCC) - Recruit 2022/85**

**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. 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. Knowledge of and or experience in the litigation

of the Prevention of Organised Crime Act (POCA) matters. Written and verbal communication skills. Ability to work independently

**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 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.

**ENQUIRIES:** Nicholas Mogongwa 053 807 4539

**APPLICATIONS:** e mail [Recruit202285@npa.gov.za](mailto:Recruit202285@npa.gov.za)

### **POST: STATE ADVOCATE**

Investigating Directorate

**SALARY: R 774 660.00 per annum (Total Cost Package) to R 1 285 149.00 per annum (Total Cost Package) (Level LP- 7 to LP-8)**

**CENTRE: Pretoria: Head Office - Recruit 2022/86 (3 Posts)**

**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. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently without supervision and manage court and case flow management independently. Excellent administrative skills.

**DUTIES:** Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice independently without supervision and manage court and case flow management independently.

**ENQUIRIES:** Maureen Dibetle 012 845 7727

**APPLICATIONS:** e mail [Recruit202286@npa.gov.za](mailto:Recruit202286@npa.gov.za)

### **POST: STATE ADVOCATE (CASE MANAGER)**

Sexual Offences and Community Affairs

**SALARY: R 774 660.00 per annum (Total Cost Package) to R 1 285 149.00 per annum (Total Cost Package) (Level LP- 7 to LP-8)**

**CENTRE: TCC RK Khan - Recruit 2022/87**

**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. 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.

**DUTIES:** 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.

**ENQUIRIES:** Sandra Reddy 012 845 6670

**APPLICATIONS:** e mail [Recruit202287@npa.gov.za](mailto:Recruit202287@npa.gov.za)

**POST: STATE ADVOCATE**

National Prosecutions Service

**SALARY: R 774 660.00 per annum (Total Cost Package) to R 1 285 149.00 per annum (Total Cost Package) (Level LP- 7 to LP-8)**

**CENTRE: DPP: Pretoria - Recruit 2022/88; DPP: Mpumalanga (STU) - Recruit 2022/89 (2 posts)**

**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. At least four years relevant work experience in advocacy and drafting. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and tax 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. Interpersonal skills. Written and verbal communication skills. Ability to work independently. Knowledge of Tax Act, Vat Act, Income Tax Act, Foreign tax, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background

**DUTIES:** Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors and stakeholders. Assist in keeping proper records, statistics and reports. Assist in high profile tax matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.

**ENQUIRIES:** DPP: Pretoria Godfrey Ramakuela 012 351 6808; DPP: Mpumalanga Tebogo Mashile 013 045 0686

**APPLICATIONS:** DPP: Pretoria e mail [Recruit202288@npa.gov.za](mailto:Recruit202288@npa.gov.za); DPP: Mpumalanga e mail [Recruit202289@npa.gov.za](mailto:Recruit202289@npa.gov.za)

**POST: STATE ADVOCATE**

National Prosecutions Service

**SALARY: R 774 660.00 per annum (Total Cost Package) to R 1 285 149.00 per annum (Total Cost Package) (Level LP- 7 to LP-8)**

**CENTRE: DPP: Bloemfontein - Recruit 2022/90; DPP: Mpumalanga - Recruit 2022/91; DPP: Pietermaritzburg - Recruit 2022/148 (2 Posts) (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. 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

**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 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.

**ENQUIRIES:** DPP: Bloemfontein Lemmer Ludwick 051 410 6001; DPP: Mpumalanga Tebogo Mashile 013 045 0686; DPP: Pietermaritzburg Thabsile Radebe 033 392 8753

**APPLICATIONS:** DPP: Bloemfontein e mail [Recruit202290@npa.gov.za](mailto:Recruit202290@npa.gov.za); DPP: Mpumalanga e mail [Recruit202291@npa.gov.za](mailto:Recruit202291@npa.gov.za); DPP: Pietermaritzburg e mail [Recruit2022148@npa.gov.za](mailto:Recruit2022148@npa.gov.za)

#### **POST: STATE ADVOCATE**

National Prosecutions Service

**SALARY: R 774 660.00 per annum (Total Cost Package) to R 1 285 149.00 per annum (Total Cost Package)**  
(Level LP- 7 to LP-8)

**CENTRE: DDPP: Durban (OCC) - Recruit 2022/92 (2 posts)**

**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. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently.

**DUTIES:** 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 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:** Ntokozo Dlamini 031 334 5274

**APPLICATIONS:** e mail [Recruit202292@npa.gov.za](mailto:Recruit202292@npa.gov.za)

#### **POST: STATE ADVOCATE**

Specialised Commercial Crime Unit

**SALARY: R 774 660.00 per annum (Total Cost Package) to R 1 285 149.00 per annum (Total Cost Package)**  
(Level LP- 7 to LP-8)

**CENTRE: Bloemfontein - Recruit 2022/93**

**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. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision.

**DUTIES:** 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.

**ENQUIRIES:** Lemmer Ludwick 051 410 6001

**APPLICATIONS:** e mail [Recruit202293@npa.gov.za](mailto:Recruit202293@npa.gov.za)

#### **POST: STATE ADVOCATE**

National Prosecuting Service

**SALARY: R 774 660.00 per annum (Total Cost Package) to R 1 285 149.00 per annum (Total Cost Package)**  
(Level LP- 7 to LP-8)

**CENTRE: CPP Mthatha - Recruit 2022/109**

**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 in

prosecuting Sexual Offences, Criminal Procedure, Civil Litigation and management and management of Gender Based Violence matters. 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 investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently. A valid drivers license.

**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, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the Dedicated Sexual Offences Courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure Criminal and Civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of Gender based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at Dedicated Sexual Offences Courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.

**ENQUIRIES:** Tulisa Sibindlana 047 501 2669

**APPLICATIONS:** e mail [Recruit2022109@npa.gov.za](mailto:Recruit2022109@npa.gov.za)

**POST: DEPUTY DIRECTOR: STRATEGIC SUPPORT**

Strategy Management office

**SALARY: R 744 255.00 per annum (Total Cost Package) (Level 11)**

**CENTRE: Pretoria - Head Office - Recruit 2022/107**

**REQUIREMENTS:** An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Strategy Management or equivalent. Minimum 3 years' experience within a strategy management environment and/ or performance information management, monitoring and evaluation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound knowledge of relevant legislation and framework governing strategic planning. Understanding of government-wide strategic planning process and planning cycle. Must be able to plan, organize and work under extreme pressure. Honest, highly reliable, hard worker and determined. Able to work independently with little supervision. Willing to travel extensively, able to work extended hours. Excellent communication (verbal and written) and administrative skills. General computer literacy and knowledge of programs in MS Office suite, MS Word, Outlook, Power Point, MS Project. Knowledge of government-wide financial systems and processes. Basic auditing and project management knowledge. Apply critical thinking to complex organizational challenges and advice. A valid driver's license.

**DUTIES:** Coordinate the organization's strategic and operational planning processes. Facilitate the compilation and issuing of planning guidelines, instructions on the content and templates as required by the framework for strategic plans and annual performance plans. Facilitate and monitor the development of annual performance plan and BU operational plans. Ensure the alignment of strategic plan with operational plans of various business units, regional offices and service centres. Develop and distribute planning and reporting templates. Provide advance technical guidance and support on planning process, policy and procedure. Provide training to ensure the alignment of annual performance plan with the strategic and annual operational plans of the NPA. Participate in the development and reviewing of policies. Manage the coordination and interaction with other business units and stakeholders on the aspect of work/ issues related to strategy management office. Manage on going innovation and culture change initiatives within the NPA. Provide support during audits of performance information. Manage staff.

**ENQUIRIES:** Makgomo Thupana 012 845 6176

**APPLICATIONS:** e mail [Recruit2022107@npa.gov.za](mailto:Recruit2022107@npa.gov.za)

**POST: DEPUTY DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT**

Strategy Management office

**SALARY: R 744 255.00 per annum (Total Cost Package) (Level 11)**

**CENTRE: DPP: Pretoria - Recruit 2022/137; DPP: Johannesburg - Recruit 2022/138; DPP: Pietermaritzburg - Recruit 2022/139; DPP: Cape Town - Recruit 2022/140; DPP: Grahamstown - Recruit 2022/141**

**REQUIREMENTS:** An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Certificate in Strategic Management or Operations Management from an accredited institution will be an added advantage. Demonstrable competency in acting **Independently, Professionally, Accountable** and with **Credibility**. Minimum 5 years' experience in the strategic, business or performance monitoring. An ability to effectively and timely coordinate the submission of all organisational performance information reports on a regional level. Knowledge of the prosecutorial environment or sound knowledge on the Criminal Justice System (CJS) will be an added advantage. Excellent interpersonal communication skills (verbal and written). Excellent report-written skills and the ability to write high-level reports to management. Good knowledge of government legislature framework prescripts, policies and practices. Good knowledge of performance information management practices and prescripts in the government sector. Good knowledge on compliance requirement for the performance information management field. Advance computer literacy skills in Microsoft office application, such as MS Word, Excel and PowerPoint. Ability to work independently and well under pressure. Ability to work well in a team. Problem solving skills. Good interpersonal and customer relations skills.

**DUTIES:** Manage business unit and regional performance information. Facilitate operational planning sessions and regional review sessions. Monitoring and evaluation of the business unit and regional performance plans. Monitoring of the execution of the regional operational plans. Collation, analysis and interpretation of organisational performance information. Keep up to date with compliance requirements and best practice in the field of performance information management. Risk management.

**ENQUIRIES:** Alicia Victor 012 845 6269

**APPLICATIONS:** North Gauteng: Pretoria e mail [Recruit2022137@npa.gov.za](mailto:Recruit2022137@npa.gov.za); South Gauteng: Johannesburg e mail [Recruit2022138@npa.gov.za](mailto:Recruit2022138@npa.gov.za); Free State: Bloemfontein e mail [Recruit2022139@npa.gov.za](mailto:Recruit2022139@npa.gov.za); Western Cape: Cape Town e mail [Recruit2022140@npa.gov.za](mailto:Recruit2022140@npa.gov.za); Eastern Cape: Grahamstown e mail [Recruit2022141@npa.gov.za](mailto:Recruit2022141@npa.gov.za)

#### **POST: DEPUTY DIRECTOR: ACQUISITION MANAGEMENT**

Finance and Procurement - Supply Chain Management

**SALARY: R 744 255.00 per annum (Total Cost Package) (Level 11)**

**CENTRE: Pretoria - Head Office Recruit 2022/142**

**REQUIREMENTS:** An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum 5 years' experience in Supply Chain Management of which 3 years must be at supervisory level. Demonstrable competency in acting **Independently, Professionally, Accountable** and with **Credibility**. Sound knowledge of the PFMA, PPPFA, Treasury Regulations, SCM Policy and related legislation. Willing to work extended hours where necessary. Excellent communication and administrative skills. Computer literacy - MS Excel (Intermediate or Advanced) and general computer literacy and knowledge of programs in MS Word, Outlook & Power Point. Knowledge of Microsoft Dynamics CRM will be an added advantage. Must have completed LOGIS Literacy (certificate to be submitted). Knowledge and experience of Central Supplier Database (CSD). Knowledge of CSD support function will be an added advantage. Report writing, good verbal and written communication skills. Good problem solving and analytical skills. Ability to work in a team and under pressure. Supervisory skills. A valid driver's license and proof attached.

**DUTIES:** Manage the acquisition or procurement of goods and services. Manage NPA users on the Central Supplier Database. Manage staff within the sub-directorate. Assist with bids where necessary (specification and evaluation). End-to-end management of the sourcing process, incl. market analysis and specifications. Check compliance with all SCM processes and procedures. Respond to audit queries. Perform any other duties as deemed necessary by your supervisor.

**ENQUIRIES:** James Patterson 012 845 6451

**APPLICATIONS:** e mail [Recruit2022142@npa.gov.za](mailto:Recruit2022142@npa.gov.za)

#### **POST: HEAD CONTROL PROSECUTOR 2**

National Prosecutions Service

**SALARY: R 518 088.00 per annum (Excluding Benefits) to R 1 210 842.00 per annum (Total Cost Package) (Level SU 1 to SU-2)**

**CENTRE: CPP: Port Elizabeth (Alexandria) - Recruit 2022/96**

**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 complex and more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision. Excellent administrative skills.

**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. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

**ENQUIRIES:** Bonisile Vinjwa 012 842 1459

**APPLICATIONS:** e mail [Recruit202296@npa.gov.za](mailto:Recruit202296@npa.gov.za)

**POST: DISTRICT COURT CONTROL PROSECUTOR**

National Prosecutions Service

**SALARY: R 518 088.00 per annum (Excluding Benefits) to R 1 210 842.00 per annum (Total Cost Package)**  
**(Level SU-1 to SU-2)**

**CENTRE: CPP: Johannesburg - Recruit 2022/97**

**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. 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.

**DUTIES:** 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.

**ENQUIRIES:** Nora Malahlela 011 220 4274

**APPLICATIONS:** e mail [Recruit202297@npa.gov.za](mailto:Recruit202297@npa.gov.za)

**POST: REGIONAL COURT PROSECUTOR**

National Prosecutions Service

**SALARY: R 518 088.00 per annum (Excluding Benefits) to R 1 210 842.00 per annum (Total Cost Package)**  
**(Level LP-5 to LP-6)**

**CENTRE: CPP: Bloemfontein - Recruit 2022/98; CPP: Bellville - Recruit 2022/99; (Vredenburg) - Recruit 2022/100; CPP: Johannesburg - Recruit 2022/101 (4 Posts); CPP: Butterworth - Recruit 2022/157 (Re-advert); (Willowvale) - Recruit 2022/158 (Re-advert); (Sterkspruit) Recruit 2022/159 (Re-advert); (Cofimvaba) - Recruit 2022/102 (Re-advert); CPP: Queenstown - Recruit 2022/103; (Whittlesea) - Recruit 2022/104 (2 Posts); CPP: Witbank (Secunda) - Recruit 2022/105; CPP: Pietermaritzburg - Recruit 2022/150 (2 Posts); CPP: Ntuzuma - Recruit 2022/154 (2 Posts)**

**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.

**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: Bloemfontein Lemmer Ludwick 051 410 6001; CPP: Bellville Francios Brandt 021 487 7144; CPP: Johannesburg Nora Malahlela 011 220 4274; CPP: Butterworth Tulisa Sibindlana 047 501 2669; CPP: Queenstown Nomfuneko Ntapane 046 602 3000; CPP: Witbank Tebogo Mashile 013 045 0686; CPP: Pietermaritzburg Thabsile Radebe 033 392 8753; CPP: Ntuzuma Siyanda Salman 031 334 5272

**APPLICATIONS:** CPP: Bloemfontein e mail [Recruit202298@npa.gov.za](mailto:Recruit202298@npa.gov.za); CPP: Bellville [Recruit202299@npa.gov.za](mailto:Recruit202299@npa.gov.za); (Vredenburg) e mail [Recruit2022100@npa.gov.za](mailto:Recruit2022100@npa.gov.za); CPP: Johannesburg e mail [Recruit2022101@npa.gov.za](mailto:Recruit2022101@npa.gov.za); CPP: Butterworth e mail [Recruit2022157@npa.gov.za](mailto:Recruit2022157@npa.gov.za); (Willowvale) e mail [Recruit2022158@npa.gov.za](mailto:Recruit2022158@npa.gov.za); (Sterkspruit) e mail [Recruit2022159@npa.gov.za](mailto:Recruit2022159@npa.gov.za); (Cofimvaba) e mail [Recruit2022102@npa.gov.za](mailto:Recruit2022102@npa.gov.za); CPP: Queenstown e mail [Recruit2022103@npa.gov.za](mailto:Recruit2022103@npa.gov.za); (Whittlesea) e mail [Recruit2022104@npa.gov.za](mailto:Recruit2022104@npa.gov.za); CPP: Witbank (Secunda) e mail [Recruit2022105@npa.gov.za](mailto:Recruit2022105@npa.gov.za); CPP: Pietermaritzburg e mail [Recruit2022150@npa.gov.za](mailto:Recruit2022150@npa.gov.za); DPP: Ntuzuma e mail [Recruit2022154@npa.gov.za](mailto:Recruit2022154@npa.gov.za)

**ASSISTANT DIRECTOR: LABOUR RELATIONS**

HRM & D - Labour Relations

**SALARY** : R477 090.00 per annum (Level 10) (Excluding Benefits)

**CENTRE** : Pretoria Head Office - Recruit 2022/108 (2 Posts) (1 Re-advert)

**REQUIREMENTS** : An appropriate B Degree (NQF 7) in Law. LLB will be an added advantage. Minimum three years' experience in Labour Relations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. Experience in appearing in conciliations, mediations and arbitration proceedings. Knowledge and experience in the handling of complaints, disciplinary hearings and grievances. Dispute resolution skills. Valid driver's license.

**DUTIES** : Represent the NPA in disciplinary hearings, conciliations, mediations and arbitration proceedings. Facilitate NPA representations and provide support to the counsel representing the NPA in external disputes. Facilitate the resolution of grievances and conduct necessary investigations for such resolutions. Facilitate disciplinary proceedings and conduct necessary investigations. Proactively implement mechanisms that minimize disputes and create sound employment relations. Participate in collective bargaining and facilitate the implementation of collective agreements. Prepare the necessary documents and provide opinions on the management and resolution of labour matters. Ensure compliance with grievances and disciplinary policies. Research and advise the NPA on the relevant legislative framework.

**ENQUIRIES**: Ronnie Pather 012 845 6186

**APPLICATIONS** : Pretoria Head Office e mail [Recruit2022108@npa.gov.za](mailto:Recruit2022108@npa.gov.za)

**POST: TRANSLATOR**

National Prosecutions Service

**SALARY: R 382 245.00 per annum (Excluding Benefits) (Level 9)**

**CENTRE: CPP: George - Recruit 2022/110**

**REQUIREMENTS**: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Specialization in translation will serve as a strong recommendation. Excellent command of English and Afrikaans. Knowledge of isiXhosa and other indigenous languages will be an added advantage. Three 3 years proven translating/ interpreting experience as a sworn translator/ interpreter in the above- mentioned languages. Successful completion of a departmental translation test. Good written and verbal communication skills. Computer literacy (MS Office). Administration and organizational skills. Ability to maintain interpersonal relations. Accuracy and attention to detail. Ability to work under pressure. Knowledge of the National Language Policy. Experience in translation in the public sector. SATI accreditation as a translator and/ or accreditation as a sworn translator in the relevant language (s). Knowledge of other language fields such as terminology, language planning and human language technologies. A valid driver's license.

**DUTIES**: Translation of a wide variety of legal documents, statements and/ or exhibits from Afrikaans into English and vice versa. Interpret during consultations or in court for the Prosecutor and/ or witnesses from Afrikaans to English and vice versa. Giving language advice. Liaising with customers of the NPA. Exercising quality control. Safeguarding official documents. Perform any other duties that he/she may be assigned to in terms of translation or the prosecutorial functions in the office. To perform all duties in accordance with the Code of Conduct and the Policy and Directives of the National Prosecuting Authority.

**ENQUIRIES**: Francios Brandt 021 487 7144

**APPLICATIONS**: e mail [Recruit2022110@npa.gov.za](mailto:Recruit2022110@npa.gov.za)

**POST: ASSISTANT DIRECTOR: EHWP**

HRM & D

**SALARY: R 382 245.00 per annum (Excluding Benefits) (Level 9)**

**CENTRE: Pretoria-Head Office - Recruit 2022/111 (2 Posts)**

**REQUIREMENTS**: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Social Work or Psychology or equivalent. Valid registration with the SACSSP or HPCSA. A minimum of 3 years' experience in the administration and implementation of Employee Health and Wellness Programmes/ EAP. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge and understanding of Employee Health and Wellness Framework for the Public Service and related policies. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Public Service Act and Regulations, Basic Conditions of Employment Act, Knowledge of the Occupational Health and Safety Act, Public Finance Management Act (PFMA). Promotion of Access to information Act. Employment Equity Act, Labour Relations Act. Understanding and application of policy and Procedure on incapacity Leave and Ill Health Retirement (PILIR). Understanding of Compensation for Occupation Injuries and Diseases Act. Determination of Leave of Absence in the Public Service. Must be reliable, responsive, tolerant and determined. Able to act independently. General computer literacy and knowledge of programs in MS Word,

Excel, Outlook and Power point. Must always be professional when serving colleagues and other stakeholders, be committed to serving people and finding ways to improve service delivery. Be willing to perform according to agreed standard and take responsibility for own work. Good communication (verbal and written) skills, good presentation skills. Able to account for own actions and provide clear reason and/or advice. Knowledge and integration of psycho-social theories, techniques and skills. Policy analysis and development, trend analysis, good report writing skills, conflict management skills, decision making, change management, financial management and good record keeping. A valid driver's license.

**DUTIES:** Conduct trends and needs analysis to identify psychosocial risk factors within the NPA work environment. Participate in the development, reviewing and evaluation of EHWP policies and processes. Coordinate the HIV/AIDS & TB Management, Health and Productivity Management and Wellness Management pillars within the NPA work environment. Provide technical advice and training to supervisors and line managers. Develop and facilitate trauma informed interventions relevant to NPA work environment. Coordinate and facilitate the implementation of health promotion initiatives. Track, analyse data and develop relevant interventions on sick leave and absenteeism management within the NPA work environment. Provide psychosocial counselling and support services to individuals and groups. Manage the allocated resources in the unit. Manage training and development of personnel according to agreed training interventions. Manage, train and give guidance to EHWP regional coordinators. Monitor the performance of external service providers. Coordinate the development and implementation of the EHWP marketing and advocacy initiatives.

**ENQUIRIES:** Faith Phuthi Semenya 012 845 6906

**APPLICATIONS:** e mail [Recruit2022111@npa.gov.za](mailto:Recruit2022111@npa.gov.za)

### **POST: ICT ADMINISTRATOR**

National Prosecutions Service

**SALARY R 382 245.00 per annum (Excluding Benefits) (Level 9)**

**CENTRE: DPP: Cape Town - Recruit 2022/113; DPP: Grahamstown - Recruit 2022/114; DPP: Bloemfontein - Recruit 2022/146**

**REQUIREMENTS:** An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Industry related qualification such as MCSE, MS SQL will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three years working experience in an IT environment. Knowledge of Microsoft Windows server 2012, Wide Area Network and User Administration, Active Directory 2012, Exchange 2010, Information Technology Infrastructure Library. LAN Administration. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able to work in a team and independently. Knowledge of Microsoft Office. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Reliable, tolerant and determined. Valid driver's license required.

**DUTIES:** Manage and monitor network connectivity and servers. Provide support on Window Operating Systems and servers 2012 and MS Exchange client 2010. Ensure data is backed up on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT problems and resolution. Keep website and intranet updated. Keep abreast of ICT and maintain library of information. Provide general end-user and VIP support. Liaise with third parties towards resolution of technical issues. Manage network security and performance. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Oversee file management on centralized resource or on individual workstations. Monitor network and system performance. Provide administrative support to all ICT related issues. Prepare technical reports on the operation of systems. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed.

**ENQUIRIES:** DPP: Cape Town Francios Brandt 021 487 7144; DPP: Grahamstown Nomfuneko Ntapane 046 602 3000; DPP: Bloemfontein Lemmer Ludwick 051 410 6001

**APPLICATIONS:** DPP: Cape Town e mail [Recruit2022113@npa.gov.za](mailto:Recruit2022113@npa.gov.za); DPP: Grahamstown e mail [Recruit2022114@npa.gov.za](mailto:Recruit2022114@npa.gov.za); DPP: Bloemfontein e mail [Recruit2022146@npa.gov.za](mailto:Recruit2022146@npa.gov.za)

### **POST: ASSISTANT DIRECTOR: EMPLOYMENT EQUITY**

HRM & D - Human Resource Planning and Equity

**SALARY: R 382 245.00 per annum (Excluding Benefits) (Level 9)**

**CENTRE: Head Office - Pretoria Recruit 2022/115**

**REQUIREMENTS:** An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in the field of Human Resource Management, Administration or equivalent. Minimum of 3 years' experience in the field of Human Resource Management of which at least 1 year should be experience in the Employment Equity. Knowledge of public service legislation and regulations such as: Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Skills Development Act, Public Finance Management Act, Employment Equity Act, DPSA directives and Transformation prescripts. Computer literacy skills: MS Office suite, MS Excel, MS outlook and MS PowerPoint. Post specific Skills: Experience within an employment equity environment. Communication skills, Policy development and

analysis skill, report writing skills, task/time management skills, conflict management skills, Interpersonal Relations, Planning and organizing skills, problem solving and project management skills, research and presentation skills. Supervisory and decision-making skills.

**DUTIES:** Coordinate input towards the development of EE plan/ Strategies and facilitate reporting. Ensure that the recruitment strategies of the NPA are aligned with the Employment Equity Plan. Provide guidance on the execution of the organization's employment equity strategies. Provide support to all the Employment Equity structures in the organization. Promote advocacy on Employment Equity programmes. Monitor and analyse the implementation of the Employment Equity plan. Provide administrative support to the NPA's Employment Equity structures. Draw-up EE plan in accordance with the HR Plan to reach designated groups within the NPA. Ensure the NPA employment equity matters are addressed accordingly. Provide guidance on recruitment and selection processes to reach targets. Participate in the development, review and implementation of all policies and procedures related to transformation programmes in the NPA. Assist with transformation related projects such as gender, diversity and disability as and when necessary. Provide inputs towards the development and implementation of the HR Plan as and when necessary. Compile monthly, quarterly and annual reports.

**ENQUIRIES:** Anna Mvubu 012 845 6928

**APPLICATIONS:** e mail [Recruit2022115@npa.gov.za](mailto:Recruit2022115@npa.gov.za)

### **POST: ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT**

HRM & D - Human Resource Management

**SALARY: R 382 245.00 per annum (Excluding Benefits) (Level 9)**

**CENTRE: Head Office – Pretoria - Recruit 2022/143**

**REQUIREMENTS:** An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum 3 years' experience in Human Resource Management dealing with recruitment and selection processes and procedures, staff provisioning, staff maintenance and staff exit. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration, specifically the Public Service Act and Regulations, Employment Equity Act and Access to Information act. Understanding of the Public Service generally and Human Resources. Sound knowledge of labour and public service legislation. Good communication, liaison and presentation skills. Working knowledge of PERSAL (PERSAL certificates to be attached). A good command of computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Good administration skills. People management and empowerment. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and decision making. Management and leadership skills.

**DUTIES:** Monitor and ensure the implementation of recruitment and selection processes. Plan, execute and oversee recruitment of permanent and contract employees. Filling of positions in the organisation. Participate in policy formulation and project activities. Oversee all functions of staff provision, staff maintenance and staff exit. Oversee all functions of staff provision, staff maintenance and staff exit. Oversee all functions of staff provision, staff maintenance and staff exit. Approve transactions on PERSAL. Manage staff and unit. Train and develop staff. Train and develop staff.

**ENQUIRIES:** Emmy Tsienyane 012 845 6208

**APPLICATIONS:** e mail [Recruit2022143@npa.gov.za](mailto:Recruit2022143@npa.gov.za)

### **POST: FINANCIAL ANALYST**

Asset Forfeiture Unit

**SALARY: R 382 245.00 per annum (Excluding Benefits) (Level 9)**

**CENTRE: Durban - Recruit 2022/116**

**REQUIREMENTS:** An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Accounting, Forensic Auditing or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years experience in financial analysis or related. The ability to offer direction and leadership to a team of officials to ensure attainment of objectives. Seek opportunities to increase personal contribution and level of responsibility. Ability to perform administrative tasks efficiently, effectively and error free to provide a record of the activities/deliverables. perform administrative tasks efficiently, effectively, and error free to provide a record of the activeness/deliverables. The means of formal, clear and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Written and verbal communication. Must be able to plan and organize work, and distinguish between urgent and important tasks/activities. Must be able to achieve excellent in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure a highest level of customer care and customer satisfaction. Must be able to identify and solve problems by analyzing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.

**DUTIES:** Capture and convert raw data into usable information. Conduct analysis of information gathered. Provide administrative support with regard to financial information.

**ENQUIRIES** Joyce Marogoa 012 845 6700  
**APPLICATIONS:** email [Recruit2022116@npa.gov.za](mailto:Recruit2022116@npa.gov.za)

**POST: ASSISTANT DIRECTOR: STRATEGY SUPPORT**  
Strategy Management Office

**SALARY: R 382 245.00 per annum (Excluding Benefits) (Level 9)**

**CENTRE: Pretoria: Head Office - Recruit 2022/117**

**REQUIREMENTS:** An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Strategic Management or equivalent. Minimum three years relevant experience in the Strategic Management environment or Performance information management, monitoring and evaluation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound knowledge of relevant legislation and framework governing Strategic Planning. Understanding of the strategic planning process and planning cycle. Good planning and organizing, written verbal communication skills. Good problem solving and people skills. High level of reliability and to act with tact and discretion. Knowledge of the relevant legislation, policies and procedures applicable in the public sector. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint.

**DUTIES:** Provide support with regard to the coordination and facilitation of strategic and annual operational planning process. Initiate the development of strategic concept document, prepare agenda and logistical services. Develop, update and maintain the planning schedule. Develop and distribute Annual Performance and Annual Operation Plans templates. Coordinate the development of Annual Performance and Operational Plans by business units. Facilitate during Annual Operational Planning sessions. Compile, moderate the annual performance plan, annual operational plans and ensure alignment to planning framework. Provide administrative support services within the Directorate. Participate in the development and reviewing of strategy management policies and processes. Keep records of approved plans. Prepare planning packs and any other logistical issues to ensure smooth and effective delivery of planning session. Provide inputs towards the monthly and quarterly performance reporting for the Directorate.

**ENQUIRIES:** Makgomo Thupana 012 845 6176  
**APPLICATIONS:** e mail [Recruit2022117@npa.gov.za](mailto:Recruit2022117@npa.gov.za)

**POST: THUTHUZELA CARE CENTRE: SITE CO-ORDINATOR**  
Sexual Offences and Community Affairs

**SALARY: R 321 543.00 per annum (Excluding Benefits) (Level 8)**

**CENTRE: TCC: Edendale - Recruit 2022/118; TCC Galeshewe - Recruit 2022/119; TCC Springbok - Recruit 2022/120; TCC Upington - Recruit 2022/121**

**REQUIREMENTS:** 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).

**DUTIES:** 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.

**ENQUIRIES:** Mr William Matlala 012 845 6637  
**APPLICATIONS:** TCC: Edendale e mail [Recruit2022118@npa.gov.za](mailto:Recruit2022118@npa.gov.za); TCC Galeshewe e mail [Recruit2022119@npa.gov.za](mailto:Recruit2022119@npa.gov.za); TCC Springbok e mail [Recruit2022120@npa.gov.za](mailto:Recruit2022120@npa.gov.za); TCC Upington e mail [Recruit2022121@npa.gov.za](mailto:Recruit2022121@npa.gov.za)

**POST: REGIONAL COMMUNICATIONS OFFICER**  
Communications Unit

**SALARY: R 321 543.00 per annum (Excluding Benefits) (Level 8)**

**CENTRE: DPP: Grahamstown- Recruit 2022/156**

**REQUIREMENTS:** An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum three years' experience in communications and media environment. Demonstrable competency in acting Independently,



Professionally, Accountable and with Credibility. Excellent understanding of public relations principles. Excellent communication (oral and written) skills. Project management skills. Good understanding of branding and event management. Organizational skills. Ability to work under pressure. Must be prepared to travel extensively on a regular basis. Practical experience in employee engagement projects. Ability and confidence to work on own initiative. Highly organized and able to function effectively under pressure. Ability to work flexible and outside working hours when necessary. Ability to function and interact at all levels.

**DUTIES:** Co-ordinate all communications activities and responsibilities for the office of the Director of Public Prosecutions (Eastern Cape Division), in liaison with head office in Pretoria. A spokesperson for the region. Media liaison and media relationship management in the region, Community outreach and event management, Branding, promotions and photography, internal communications and other duties as required as required from time to time. To provide communications support services both internally and externally in promoting the image of NPA. Implement and execute communications strategy, business plan and objectives. Compile monthly and quarterly reports. Manage media monitoring and analysis. Identify platforms for the visibility and profiling of the DDPP in media and manage publicity plans.

**ENQUIRIES:** Bulelwa Makeke 012 845 6821

**APPLICATIONS:** e mail [Recruit2022109@npa.gov.za](mailto:Recruit2022109@npa.gov.za)

**POST: VICTIM ASSISTANT OFFICER**

Sexual Offences and Community Affairs

**SALARY: R 261 372.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE: TCC Upington Recruit - 2022/122; TCC: Port Shepstone - Recruit 2022/123**

**REQUIREMENTS:** 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).

**DUTIES:** 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.

**ENQUIRIES:** William Matlala 012 845 6637

**APPLICATIONS:** TCC Upington e mail [Recruit2022122@npa.gov.za](mailto:Recruit2022122@npa.gov.za); TCC: Port Shepstone e mail [Recruit2022123@npa.gov.za](mailto:Recruit2022123@npa.gov.za)

**POST: ADMINISTRATION OFFICER**

Office for Witness Protection

**SALARY: R 261 372.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE: Pretoria: Head Office (2 Posts) - Recruit 2022/124**

**REQUIREMENTS:** An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum two years relevant experience in performing general administrative functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy skills and knowledge in programs such as MS Word, Excel and Outlook. Knowledge of the PFMA Act, Treasury regulations and other government related legislations. Able to handle and record cash transactions and know how to account for public funds according to the PFMA. Knowledge of Accounting and Asset Management. Good Communication, liaison and presentation skills. Ability to work independently and under pressure. Willingness to travel. Good administration skills. Planning and prioritizing skills. Willing to undergo security clearance. A valid driver's license (Proof attached).

**DUTIES:** Assist in managing support services. General office administration. Management and governance. Capturing of financial records. Record keeping. Management accounting. Asset management.

**ENQUIRIES:** Kamohelo Tsubella 012 845 6925

**APPLICATIONS:** e mail [Recruit2022124@npa.gov.za](mailto:Recruit2022124@npa.gov.za)

**POST: ADMINISTRATION OFFICER: FINANCE**

Office for Witness Protection

**SALARY: R 261 372.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE: Free State: Bloemfontein - Recruit 2022/125**

**REQUIREMENTS:** An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum two years relevant experience in the field of Finance and Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in cash handling and cash management. Knowledge of legislation and regulations pertaining to PFMA Act, Treasury regulations and other government related legislations. Knowledge of Accounting and Asset Management. Good Communication, liaison and presentation skills. Computer Literacy, including Microsoft office suite (Word, Excel, PowerPoint and Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritizing skills. Problem solving and decision making. A valid driver's license required.

**DUTIES:** Ensure proper management of the finances including cash management, internal bank transfers and EFT Payments. Ensure proper usage, management and replenishment of the office Petty Cash. Proper document management of all financial transactions on the covert accounts. Compilation and timeous submission of cash book & petty cash register. Assisting in contributing to cash flow request by ensuring correct inputs to the regional budget. Process and assist in the management of all payments and transactions of covert accounts. Assist in the provisioning of travelling and accommodation services. Responsible for correct financial reporting and administration. Ensure expenditure is complete and correct. Conduct extensive communication as it relates to operational and management of finances. Work under pressure and ensure adherence to timelines.

**ENQUIRIES:** RM Kgosana 051 410 3517

**APPLICATIONS:** e mail [Recruit2022125@npa.gov.za](mailto:Recruit2022125@npa.gov.za)

**PRINCIPAL HUMAN RESOURCES OFFICER**

HRM & D - Organisational Development

**SALARY : R261 372.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE : Pretoria: Head Office - Recruit 2022/126**

**REQUIREMENTS :** An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). At least two years' experience in the post establishment environment. PERSAL Establishment Certificate obtained from SITA. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of legislation and regulations pertaining to Public Service administration specifically the Public Service Act, Knowledge of Human Resources in general and Information management. Strong organizational skills. Excellent written and verbal communication skills, innovative and proactive. Willing to travel and work extended hours. General computer literacy skills and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint, Visio and Equate. Experience in working on PERSAL. Valid driver's license.

**DUTIES :** Implement post establishment transactions on PERSAL. Change of job title, movement with the post, abolishment of posts, create permanent or contract posts, amend post levels, etc. Align post establishment to the organisational structure. Allocate vacant posts for advertisement, interview reports, transfer and acting allowance. Render post establishment administrative support. File approved memoranda and maintain records. Maintain post establishment electronic records. Provide guidance on post establishment processes and procedures.

**ENQUIRIES :** Eunice Mokwatlo 012 845 6168

**APPLICATIONS :** e mail [Recruit2022126@npa.gov.za](mailto:Recruit2022126@npa.gov.za)

**POST: COURT PREPARATION OFFICER**

National Prosecutions Service

**SALARY: R 261 372.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE: CPP: Ladysmith (Newcastle) - Recruit 2022/151**

**REQUIREMENTS:** An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6) in Social Science/Behavioral 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.

**DUTIES:** 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.

**ENQUIRIES:** Thabsile Radebe 033 392 8753

**APPLICATIONS:** e mail [Recruit2022151@npa.gov.za](mailto:Recruit2022151@npa.gov.za)

**POST: SUPPLY CHAIN CLERK – SUPERVISOR**

**National Prosecuting Service**

**SALARY: R 261 372.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE: DPP Mthatha - Recruit 2022/160**

**REQUIREMENTS:** An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Supply Chain. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of finance & financial systems (BAS, Logis etc) Knowledge of public administration, finance and supply chain policies. Ability to develop systems, policies and procedures, strong organizational, decision making and leadership skills. General computer literacy skills and knowledge in programs such as MS Word, PowerPoint, Excel, etc. Strong interpersonal presentation and communication skills. Ability to work independently without close supervision. A valid driver's license.

**DUTIES:** Manage and or Supervise and render asset management clerical services. Oversee the compilation and maintenance of records. Verify the issuing of equipment and accessories to components and individuals in need. Identify redundant, non-serviceable and obsolete equipment for disposal. Oversee the verification of the asset register. Supervise and render demand and acquisition clerical services. Responsible for facilities management (administration of the NPA building). Update and maintain supplier (including contractors) database. Ensure that suppliers are captured and registered on the system. Request and receive quotations. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Supervise and undertake logistical support services. Manage state vehicles and ensure that they are well maintained. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and databases. Receive request for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

**ENQUIRIES:** Tulisa Sibindlana 047 501 2669

**APPLICATIONS:** e mail [Recruit2022160@npa.gov.za](mailto:Recruit2022160@npa.gov.za)

**POST: ADMINISTRATIVE CLERK**

**Strategy Management Office**

**SALARY: R 176 310.00 per annum (Excluding Benefits) (Level 5)**

**CENTRE: Pretoria: Head Office - Recruit 2022/130**

**REQUIREMENTS:** Grade 12 or equivalent. Computer literate (MS Office suite, MS Word, MS Excel MS Power point and MS Project). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge in administration and general functions. Ability to perform administrative task efficiently and effectively. Able to work independently and also as part of a team. Ability to multi-task and general administrative capabilities including reception duties. Must be able to plan and organize work and distinguish between urgent and important tasks/ activities. Ability to work under pressure. Honesty, highly reliable, hard worker and determined. Interpersonal skills and excellent communication (verbal and written) and administrative skills.

**DUTIES:** Provide general clerical / secretarial support services with the Directorates. Operates office equipment like fax machines and photocopiers. Collect relevant documents to enable the Manager to perform their duties. Ensure the effective flow of information and documents to and from the office of the Director/s. Facilitate travel and accommodation arrangements. Render administrative support services. Ensure the safekeeping of all documents within the Directorates in line with the relevant legislation and policies. Draft documents as required. File and retrieve documents as required. Provide inputs in terms of the procurement of goods and services. Provide support to the Manager regarding meetings. Collects and compile all necessary documents for the Director/s. Coordinate logistical arrangements for meetings when required. Take minutes during the Directorate's meeting.

**ENQUIRIES:** Toni Skhosana 012 845 6833

**APPLICATIONS:** e mail [Recruit2022130@npa.gov.za](mailto:Recruit2022130@npa.gov.za)

**POST: ADMINISTRATION OFFICER**

Special Commercial Crime Unit

**SALARY: R 261 372.00 per annum (Excluding Benefits) (Level 7)**

**CENTRE: Pretoria Head Office - Recruit 2022/131**

**REQUIREMENTS:** An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) Basic knowledge of PFMA and treasury Regulations. Sound planning and organizing skills, Good verbal and written communication skills. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Knowledge of how to manage donor funding will be added advantage. Excellent administrative skill and problem-solving skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Ensure compliance with NPA policies and guidelines and all relevant prescripts. Basic numeracy skills.

**DUTIES:** Co-ordinate donor funds and liaising with the regions and stakeholders. Assisting with coordinating training and workshops for the regions. Process the payments for the service providers. Render support in the compilation and control budget. Carry out task relating to the acquisition, supply and distribution of inventory in accordance with procurement policy. Administer stationary in a unit and manage petty cash. Design and keep a well organised administrative system for the office. Liaise with corporate service with all matters pertaining to the administrative functioning of the office. Render general administrative support such as filing, photocopying , faxing, receiving and dispatching documents.

**ENQUIRIES:** Bonakele Jali 012 845 6395

**APPLICATIONS:** e mail [Recruit2022131@npa.gov.za](mailto:Recruit2022131@npa.gov.za)

**POST: ADMINISTRATIVE CLERK**

National Prosecutions Service

**SALARY: R 176 310.00 per annum (Excluding Benefits) (Level 5)**

**CENTRE: DPP: Johannesburg - Recruit 2022/132**

**REQUIREMENTS:** Grade 12 or equivalent. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public service. Knowledge of NPA policies and procedures relevant to the job functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Good verbal and written communication skills. Excellent administrative skill and problem-solving skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Flexibility. Documentation administration, planning and organization skills.

**DUTIES:** Operations administration services. Ensure compliance with the NPA policies and guidelines and all other relevant legislative prescripts. Provide case administration services. Ensure incoming correspondence case types assigned to the litigation and/or appeals section are processed, and relevant case files are opened and cross referenced. Provide court administration services. Assist with the efficient management of court rolls. Provide case records services.

**ENQUIRIES:** Khensani Manganye 011 220 4266

**APPLICATIONS:** e mail [Recruit2022132@npa.gov.za](mailto:Recruit2022132@npa.gov.za)

**POST: ADMINISTRATIVE CLERK**

National Prosecutions Service

**SALARY: R 176 310.00 per annum (Excluding Benefits) (Level 5)**

**CENTRE: CPP: Johannesburg - Recruit 2022/133 (3 Posts)**

**REQUIREMENTS:** Grade 12 or equivalent. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public service. Knowledge of NPA policies and procedures relevant to the job functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Good verbal and written communication skills. Excellent administrative skill and problem-solving skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Flexibility. Documentation administration, planning and organization skills.

**DUTIES:** Operations administration services. Ensure compliance with the NPA policies and guidelines and all other relevant legislative prescripts. Provide case administration services. Ensure incoming correspondence case types assigned to the litigation and/or appeals section are processed, and relevant case files are opened and cross referenced. Provide court administration services. Assist with the efficient management of court rolls. Provide case records services.

**ENQUIRIES:** Nora Malahlela 011 220 4274

**APPLICATIONS:** e mail [Recruit2022133@npa.gov.za](mailto:Recruit2022133@npa.gov.za)

**POST: ADMINISTRATIVE CLERK**

National Prosecutions Service

**SALARY: R 176 310.00 per annum (Excluding Benefits) (Level 5)**

**CENTRE: CPP: Witbank - Recruit 2022/134**

**REQUIREMENTS:** Grade 12 or equivalent qualification. Sound planning and organizing skills. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. 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. writing skills and task time management skills.

**DUTIES:** Provide high level administrative support to the office. Design and keep a well organized administrative system for the office. Draft correspondence to members of the public, other organizations and state Department. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to legal staff, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching of documents. Execute a wide variety of administrative tasks. Provide administrative support to staff in human resources, finance, procurement and logistical services.

**ENQUIRIES:** Tebogo Millicent Mashile 013 045 0686

**APPLICATIONS:** e mail [Recruit2022134@npa.gov.za](mailto:Recruit2022134@npa.gov.za)

**POST: ADMINISTRATIVE CLERK**

National Prosecutions Service

**SALARY: R 176 310.00 per annum (Excluding Benefits) (Level 5)**

**CENTRE: CPP: Bloemfontein (Phuthaditjhaba) - Recruit 2022/135**

**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. 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.

**DUTIES:** Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks. Provide administrative support to staff in human resources, finance, procurement and logistical services.

**ENQUIRIES:** Lemmer Ludwick 051 410 6001

**APPLICATIONS:** e mail [Recruit2022135@npa.gov.za](mailto:Recruit2022135@npa.gov.za)

**POST: ADMINISTRATIVE CLERK**

National Prosecutions Service

**SALARY: R 176 310.00 per annum (Excluding Benefits) (Level 5)**

**CENTRE: DPP: Grahamstown (PCLU) - Recruit 2022/153**

**REQUIREMENTS:** Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic knowledge of PFMA and Treasury Regulations. Sound planning and organizing skills written and verbal communication skills. General computer literacy skills and knowledge in programs MS Word; Excel: Power Point and Outlook. Strong interpersonal and communication skills. Ability to act independently. Ensure compliance with NPA policies and guidelines and all relevant prescripts. Basic numeracy skills.

**DUTIES:** Process the payments for the service providers for the unit e.g. Substance and travelling claims, cellphone claims . Render support in the compilation and control budget . Carry out tasks relating to the acquisition, supply and distribution of inventory in accordance with procurement policy. Administer stationery in a unit and manage petty cash. Design and keep a well organized administrative system for the office. Liaise with corporate service with all matters pertaining to the administrative functioning of the office. Render general administrative support such as filing, photocopying, faxing, receiving and dispatching by documents.

**ENQUIRIES:** Bonisile Vinjwa 012 842 1459

**APPLICATIONS:** e mail [Recruit2022153@npa.gov.za](mailto:Recruit2022153@npa.gov.za)

**POST: SWITCHBOARD OPERATOR**

National Prosecutions Service

**SALARY: R 147 459.00 per annum (Excluding Benefits) (Level 4)**

**CENTRE:** DPP: Johannesburg - Recruit 2022/127; DPP: Mmabatho - Recruit 2022/128; DPP: Bloemfontein - Recruit 2022/129 (Re-advert)

**REQUIREMENTS:** Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills.

**DUTIES:** Answer all incoming calls. Keep staff extension numbers register up to date and change register when staff changes offices. Registration of daily incoming inquest in the section. Report faulty machines when out of order. Attend to public at reception. Sort out incoming faxes and distribute to relevant officials. Maintain register of outgoing mail. Maintain telephone list.

**ENQUIRIES:** Khensani Manganye 011 220 4266; DPP: Mmabatho Flora Kalakgosi 018 381 9038; DPP: Bloemfontein Lemmer Ludwick 051 410 6001

**APPLICATIONS:** DPP: Johannesburg e mail [Recruit2022127@npa.gov.za](mailto:Recruit2022127@npa.gov.za); DPP: Mmabatho e mail [Recruit2022128@npa.gov.za](mailto:Recruit2022128@npa.gov.za); DPP: Bloemfontein e mail [Recruit2022129@npa.gov.za](mailto:Recruit2022129@npa.gov.za)