

NATIONAL PROSECUTING AUTHORITY

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

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E mails stated below.
- CLOSING DATE** : 12 June 2023
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV ONLY (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in BLOCK LETTERS. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA. NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that The NPA is not in a position to pay resettlement costs NB! All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting.
- ERRATUM:** the post of Head Control Prosecutor 3 with Ref No: Recruit 2023/235 and Regional Court Prosecutor with Ref No: Recruit 2023/242

advertised in Public Service Vacancy Circular 16 dated 12 May 2023 are hereby withdrawn. The post of Administrative Clerk advertised in Public Service Vacancy Circular 35 dated 16 September 2022 is hereby withdrawn.

MANAGEMENT ECHELON

<u>POST 18/59</u>	:	<u>CHIEF FINANCIAL INVESTIGATOR REF NO: RECRUIT 2023/250 (X4 POSTS)</u> Investigating Directorate
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (total cost package) SMS
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B -degree or Advanced Diploma (NQF level 7) qualification or equivalent in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner (CFE) or Institute of Commercial Forensic Practitioners (FP (SA) accreditation. At least eight years minimum experience with five years management experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Communication written and verbal. Planning and organizing skills. Customer focus and responsiveness. Problem solving and decision-making skills. Knowledge of legislation and regulations and regulations pertaining to public service administration specifically: The Constitution of South Africa and the rights of suspects. Prevention of Organized Crime Act 121 of 1988, with the emphasis on racketeering, money laundering and asset forfeiture provisions. Minimum Information Security Standards (MISS) Relevant provisions of the NPA Act 32 of 1998. The Public Service Act and Regulations. Access to Information Act. Justice of the Peace and Commissioner of Oaths Act 12 of 2004. Protected Disclosures Act 26 of 2000. Criminal Procedure Act 51 of 1977. Knowledge of Asset forfeiture law (National and International). Know and understand the Law of Evidence in Civil Matters. Know and understand the Law of Criminal Procedure. Knowledge of NPA and NPS policies and procedures relevant to the job functions. ID Case Management System. Relevant MS office suite. Valid driver's licence.
<u>DUTIES</u>	:	Provide strategic planning and implementation of financial investigations. Coordinate and manage stakeholder relations in relations to financial investigations. Manage national financial investigative projects and administrative functions.
<u>ENQUIRIES</u>	:	Maureen Dibetle Tel No: 012 845 7727
<u>APPLICATIONS</u>	:	e mail Recruit2023250@npa.gov.za
<u>POST 18/60</u>	:	<u>CHIEF INVESTIGATOR REF NO: RECRUIT 2023/251</u> Investigating Directorate (3 Year Contract)
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (total cost package) SMS
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B -degree or Advanced Diploma (NQF level 7) qualification in policing and/ or criminal investigation related or equivalent. Certified Fraud Examiner (CFE) or Institute of Commercial Forensic Practitioners (FP (SA)) accreditation would be an advantage. At least twenty years criminal investigation experience with ten years operational management experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Vocational training in criminal investigations such as the Detective Learning Programme and/or other specialised courses. Experience in managing and directing Forensic Service providers in criminal and forensic matters. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Communication written and verbal. Planning and organizing skills. Customer focus and responsiveness. Problem solving and decision-making skills. Knowledge of legislation and regulations and regulations pertaining to public service administration specifically: The Public Service Act and Regulations. Knowledge of Asset forfeiture law (National and International). Know and understand the Law of Evidence in Civil Matters. Know and understand the Law of Criminal Procedure. Knowledge of NPA and NPS policies and procedures relevant to the job functions. ID Case Management

	System. Know and understand the Law of Criminal Procedure, POCA, PRECCA and the Companies Act. Relevant MS office suite. Valid driver's licence.
<u>DUTIES</u>	: Provide strategic planning and implementation of criminal investigations. Coordinate and manage stakeholder relations in relation to criminal investigations. Ensure the conducting of criminal quality investigations within the allocated responsibilities of the investigation team. Manage national criminal investigative projects and administrative functions.
<u>ENQUIRIES APPLICATIONS</u>	: Maureen Dibetle Tel No: 012 845 7727 : e mail Recruit2023251@npa.gov.za

OTHER POSTS

<u>POST 18/61</u>	: <u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/252</u> Specialised Commercial Crime Unit
<u>SALARY</u>	: R1 081 953 per annum (total cost package) – R1 679 754 per annum (total cost package) (LP-9)
<u>CENTRE REQUIREMENTS</u>	: Limpopo : 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. A valid driver's licence.
<u>DUTIES</u>	: Conduct prosecution of serious, complex, and organised crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. Knowledge of PFMA, MFMA and money laundering 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. Draft heads of arguments and argue appeals. 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.
<u>ENQUIRIES APPLICATIONS</u>	: Thuba Thubakgale Tel No: 015 045 0285 : e mail Recruit2023252@npa.gov.za
<u>POST 18/62</u>	: <u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/253</u> Asset Forfeiture Unit
<u>SALARY</u>	: R1 081 953 per annum (total cost package) – R1 679 754 per annum (total cost package) (LP-9)
<u>CENTRE REQUIREMENTS</u>	: Nelspruit (Middleburg) : An LLB or any appropriate legal qualification for serving prosecutors. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Valid driver's license. Good advocacy and legal drafting skills. Good knowledge of civil and / or criminal procedure. Admitted Advocate and / or Attorney will be an added advantage. Knowledge of Asset Forfeiture law will be an added advantage. Strong Computer skills and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Willing to travel and work extended hours. Ability to do legal research.
<u>DUTIES</u>	: 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 analysing reports and making recommendations to the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel No: 012 845 6638
	:	e mail Recruit2023253@npa.gov.za
<u>POST 18/63</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/254</u> Sexual Offences and Community Affairs
<u>SALARY</u>	:	R1 081 953 per annum (total cost package) – R1 679 754 per annum (total cost package) (LP-9)
<u>CENTRE REQUIREMENTS</u>	:	Cape Town
	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of criminal procedure. Good interpersonal, analytical, presentation and communication skills. General management and project management skills. Working knowledge of the law and management of gender-based violence related matters, sexual offences matters, domestic violence matters, child justice matters, maintenance related matters and trafficking in persons matters. Knowledge and application of relevant legislation, regulations and policies relating to the aforementioned. Planning and organising skills. Good administrative skills. Skills in public awareness initiatives and stakeholder management. Experience as a trainer in related fields of the SOCA unit mandate. Good verbal and written communication skills. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Valid driver's licence.
<u>DUTIES</u>	:	Manage the portfolios assigned by the Deputy Director of Public Prosecutions. Manage, train and guide SOCA cluster managers, prosecutors, TCC staff and stakeholders in respect of all matters relating to the SOCA mandate. Implement strategic initiatives and deliverables in line with the SOCA business unit plan. Operational management of the TCC sites in the respective province to ensure optimal efficacy. Performance management and assessment of allocated staff members. Quality control of statistics and performance management in relation to the SOCA mandate. Compile reports as and when requested or required by the SOCA mandate for submission. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Liaison and management of relevant stakeholders. Initiate, coordinate, and participate in public awareness campaigns relevant to the SOCA mandate. Participation in GBV fora in respect of the SOCA mandate both provincially and nationally is required. Initiate, coordinate, and deliver training sessions relevant to the SOCA mandate. Provide prosecutor guided investigations and prosecute cases when requested to do so by the Special Director. Study case dockets and other documents relating to the SOCA mandate, representations and to make and review decisions regarding the institution of criminal proceeding. Prepare cases for court, appear in appeals and reviews as well as prepare court opinions on the instruction of Special Director or Deputy Director of Public Prosecutions. Assist in budget planning and donor funding management. Represent the NPA on SOCA mandate related matters with the media on request of the Special Director or her representative. Perform any other task the Special Director or his/her representative deems necessary. Ensure that a high standard of professional work is being carried out. The candidate must be available to travel extensively, both provincially and nationally, when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Lizelle Africa Tel No: 021 487 7390
	:	e mail Recruit2023254@npa.gov.za
<u>POST 18/64</u>	:	<u>SENIOR PUBLIC PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R1 081 953 per annum (total cost package) – R1 679 754.per annum (total cost package) (Level CM-1)
<u>CENTRE</u>	:	CPP: Welkom (Virginia) Ref No: Recruit 2023/255 CPP: Polokwane (Lenyenye) Ref No: Recruit 2023/256 CPP: Wynberg Ref No: Recruit 2023/257 (X2 Posts)

	CPP: Wynberg (Paarl) Ref No: Recruit 2023/258 CPP: Vaalrand (Sebokeng) Ref No: Recruit 2023/284
<u>REQUIREMENTS</u>	: 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 an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
<u>DUTIES</u>	: Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on 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 with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	: CPP: Welkom (Virginia) - Lemmer Ludwick Tel No: 051 410 6001 CPP: Polokwane (Lenyenye) - Thuba Thubakgale Tel No: 015 045 0285 CPP: Wynberg & Paarl - Francios Brandt Tel No: 021 487 7144 CPP: Vaalrand (Sebokeng) - Godfrey Ramakuella Tel No: 012 351 6808
<u>APPLICATIONS</u>	: CPP: Welkom (Virginia) e mail - Recruit2023255@npa.gov.za CPP: Polokwane (Lenyenye) e mail - Recruit2023256@npa.gov.za CPP: Wynberg - email Recruit2023257@npa.gov.za CPP: Wynberg (Paarl) e mail Recruit2023258@npa.gov.za CPP: Vaalrand (Sebokeng) - e mail Recruit2023284@npa.gov.za
<u>POST 18/65</u>	: <u>SENIOR MAINTENANCE PROSECUTOR REF NO: RECRUIT 2023/259</u> Sexual Offences and Community Affairs
<u>SALARY</u>	: R1 081 953 per annum (total cost package) – R1 679 754.per annum (total cost package) (Level CM-1)
<u>CENTRE</u>	: Kimberley
<u>REQUIREMENTS</u>	: An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five-year experience in legal practice will be an added advantage. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Adequate experience in criminal and civil litigation, advocacy and prosecution. In depth and extensive knowledge of the Maintenance Act, 99 of 1998, management in respect of maintenance matters, domestic violence, child justice/ Offenders and trafficking in persons including stakeholder cooperation and collaboration. 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 maintenance matters including commencement of civil litigation in maintenance matters as required and in accordance with the law, common law, statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision, planning and organizing, motivational and communication skills, customer care and good interpersonal relations. Must have good administrative skills / extensive computer skills will be an advantage. Positive security clearance. A valid driver's license.
<u>DUTIES</u>	: Manage, perform duties or functions of Maintenance Officer. Manage, mentor, guide/train Maintenance Prosecutors, Maintenance Officers and Investigators, legal interns and role players involved with maintenance matters. Quality check the work of the Maintenance Prosecutors, Maintenance Officers and Maintenance Investigators. Conduct office inspections and performance management of Maintenance Prosecutors. Provide accurate and reliable

statistics from Maintenance Prosecutors and Officers to ensure a sound knowledge management system. Study appeals and reviews, prepare opinions and heads of argument and argue maintenance cases in appropriate court. Appear in motion applications pertaining to maintenance matters. Attend to formal and informal maintenance enquiries and maintenance representations. Prosecute maintenance defaulters, including test cases or cases of an advanced or complex nature. Render advice on issues of family law related to maintenance. Exercise/perform any power, duty or function conferred upon or assigned to Maintenance Prosecutors by or under the Maintenance Act 99 of 1998. Provide assistance and guidance to other Prosecutors in relation to maintenance matters at their station of appointment and surrounding courts where no Maintenance Prosecutors is appointed. Direct and oversee Maintenance Investigators. Establish an efficient and effective maintenance system through working with role players in the maintenance court services. Perform all duties related thereto, including administrative duties and duties assigned by the supervisor in accordance with the law, 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. 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, Policy Manual and Directives. Study case dockets, decide in the institution of conduct criminal proceedings including proceedings of an advanced or complex nature. Prepare cases for court, guide investigations and consult with witnesses, draft charge sheets and other court documents, including indictments 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. Develop and review and participate in the drafting of policies, procedures and related legislation in line with SOCA Unit mandate.

**ENQUIRIES
APPLICATIONS**

: Molaudi Mooketsi Tel No: 053 807 4546
: e mail Recruit2023259@npa.gov.za

POST 18/66

: **STATE ADVOCATE REF NO: RECRUIT 2023/260 (X2 POSTS)**
Investigating Directorate

SALARY

: R844 572 per annum (total cost package) - R1 387 725 per annum (total cost package) (Level LP- 7 to LP-8)

**CENTRE
REQUIREMENTS**

: Pretoria: Head Office
: 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 and knowledge of tax matters 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.

<u>ENQUIRIES APPLICATIONS</u>	:	Maureen Dibetle Tel No: 012 845 7727 e mail Recruit2023260@npa.gov.za
<u>POST 18/67</u>	:	<u>STATE ADVOCATE RECRUIT 2023/261 (X3 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R844 572 per annum (total cost package) - R1 387 725 per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE REQUIREMENTS</u>	:	DPP: Cape Town An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.
<u>DUTIES</u>	:	Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Francois Brandt Tel No: 21 487 7144 e mail Recruit2023261@npa.gov.za
<u>POST 18/68</u>	:	<u>STATE ADVOCATE (CASE MANAGER)</u> Sexual Offences and Community Affairs
<u>SALARY</u>	:	R844 572 per annum (total cost package) - R 1 387 725.per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	TCC: Themba & Rob Ferreira Ref No: Recruit 2023/262 TCC: Edendale Ref No: Recruit 2023/263
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least five years' post qualification legal experience in prosecution in Criminal and/or civil litigation. In depth and 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. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Positive security clearance. Valid drivers licence.
<u>DUTIES</u>	:	Assist in prosecuting complex sexual offences in the Sexual Offences Court. Tracking, monitoring and facilitation of cases through the Criminal Justice System. Assist in managing the court rolls at specialist hybrid court for Thuthuzela Care Centre reported cases and other sexual offences. Secure the attendance of witnesses, investigating officers and accused in custody at court. Ensure a reduction of turnaround time in the finalisation 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 Centre and maintain the functioning thereof.

		Supervise, train and develop relevant role players including prosecutors and police. Institute and conduct criminal proceedings on behalf of the State. Perform any act incidental thereto and carry out the duties and functions assigned to the prosecutor under any act and/or Policy Manual. Study case dockets, make assessments thereof and decide on the institution prosecution. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence.
<u>ENQUIRIES</u>	:	TCC Themba & Rob Ferreira - Sandra Reddy Tel No: 012 845 6670
<u>APPLICATIONS</u>	:	TCC: Edendale - Omashani Naidoo Tel No: 031 334 5192 TCC: Themba & Rob Ferreira e-mail - Recruit2023262@npa.gov.za TCC: Edendale e-mail - Recruit2023263@npa.gov.za
<u>POST 18/69</u>	:	<u>STATE ADVOCATE (ATTORNEY) REF NO: RECRUIT 2023/264</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R844 572 per annum (total cost package) - R1 387 725 per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	Polokwane (Thohoyandou)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least five years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admission as an Attorney of the High Court of South Africa. Appropriate knowledge of or experience in the implementation of the Prevention of Organized Crime Act and in dealing with legal matters relating to Asset Forfeiture Unit is recommended. Excellent interpersonal, analytical, presentation and communication skills. Strong computer skills (Ms Word, Excel, Outlook and PowerPoint). Professionalism and able to act independently. Willingness to travel and work extended hours. Excellent communication and administrative skills, as well as literacy and numeracy skills in so far as being able to understand profit and loss calculations and basic business finance. Ability to conduct legal research. Valid driver's license.
<u>DUTIES</u>	:	Act as Attorney for the Asset Forfeiture Unit. Execute tasks that by law must be performed by Attorneys. Attend to diverse types of civil litigation in the High Court, Magistrate Courts as well as appeals from these courts, including appeals to the Supreme Court of Appeal. Deal with constitutional issues, including litigation in the Constitutional Court. Draft and / or settle all types of agreements render legal opinions, draft and move applications. Attend to queries from curators on litigation of Asset Forfeiture matters. Collect all taxed bills of all costs in favour of the state.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	e-mail Recruit2023264@npa.gov.za
<u>POST 18/70</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2023/265</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R844 572 per annum (total cost package) - R1 387 725 per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	Durban
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal grafting. Good knowledge of civil and / or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents, and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments, and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Study appeals and reviews, attend to representations, prepare opinions and head of arguments. Conduct

		prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the State. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA.
<u>ENQUIRIES APPLICATIONS</u>	:	Bongiwe Mlaba Tel No: 031 335 6617
	:	e mail Recruit2023265@npa.gov.za
<u>POST 18/71</u>	:	<u>SENIOR FINANCIAL INVESTIGATOR REF NO: RECRUIT 2023/266 (X6 POSTS)</u>
		Investigating Directorate
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum (total cost package) (MMS Level 11)
	:	Pretoria: Head Office
	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner or ICFP SA accreditation will be an added benefit. At least 5 years' financial investigation related experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, General management skills, People management and empowerment, Administration, Communication skills, Planning and Prioritising, Customer Focus and Responsiveness, Problem solving and decision making. Knowledge of relevant MS Office Suite. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Constitution of South Africa and the rights of suspects Public service Regulations, Prevention of Organized Crime Act 121 of 1988, with the emphasis on racketeering, money laundering and asset forfeiture provisions. Minimum Information Security Standards (MISS) Relevant provisions of the NPA Act 32 of 1998. The Public Service Act and Regulations. Access to Information Act. Justice of the Peace and Commissioner of Oaths Act 12 of 2004. Protected Disclosures Act 26 of 2000. Knowledge of Asset forfeiture law (National and International). Know and understand the Law of Evidence in Civil Matters. Know and understand the Law of Criminal Procedure. A valid driver's licence.
<u>DUTIES</u>	:	Conduct financial investigation assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Manage Staff Development.
<u>ENQUIRIES APPLICATIONS</u>	:	Maureen Dibetle Tel No: 012 845 7727
	:	e mail Recruit2023266@npa.gov.za
<u>POST 18/72</u>	:	<u>HEAD CONTROL PROSECUTOR 3 REF NO: RECRUIT 2023/267</u>
		National Prosecutions Service
<u>SALARY</u>	:	R570 921 per annum (excluding benefits) - R1 308 663 per annum (total cost package) (Level SU-1 to SU-2)
<u>CENTRE REQUIREMENTS</u>	:	CPP: Empangeni (Mahlabathini)
	:	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. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must manage, give guidance and train prosecutors. Good management and administrative skills.
<u>DUTIES</u>	:	Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the District and Regional court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration,

		community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	Anele Ngubane Tel No: 031 334 5049
<u>APPLICATIONS</u>	:	e mail Recruit2023267@npa.gov.za
<u>POST 18/73</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2023/268</u> National Prosecutions Service (Re-advert)
<u>SALARY</u>	:	R570 921 per annum (excluding benefits) to R1 308 663 per annum (total cost package) (Level SU-1 to SU-2)
<u>CENTRE</u>	:	CPP: Vaal Rand (Benoni)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently. Professionally, Accountable and with Credibility. Good management skills. Proficiency in Prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Ability to work independently.
<u>DUTIES</u>	:	Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal, proceedings of a general and more advanced nature in both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.
<u>ENQUIRIES</u>	:	Godfrey Ramakuela Tel No: 012 351 6808
<u>APPLICATIONS</u>	:	e mail Recruit2023268@npa.gov.za
<u>POST 18/74</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R570 921 per annum (excluding benefits) to R1 308 663 per annum (total cost package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	CPP: Bellville Ref No: Recruit 2023/269 CPP: Cape Town Ref No: Recruit 2023/270 CPP: Mitchells Plain Recruit 2023/271 CPP: George (Oudtshoorn) Ref No: Recruit 2023/272 CPP: Modimolle (Burgersfort) Ref No: Recruit 2023/283
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences. Valid drivers licence.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Draft Heads of arguments and argue Appeals. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	CPP: Bellville; CPP: Cape Town; CPP: Mitchells Plain & CPP: George (Oudtshoorn) - Francios Brandt Tel No: 021 487 7144
<u>APPLICATIONS</u>	:	CPP: Modimolle (Burgersfort) Thuba Thubakgale Tel No: 015 045 0285 CPP: Bellville - e mail Recruit2023269@npa.gov.za CPP: Cape Town - e mail Recruit2023270@npa.gov.za CPP: Mitchells Plain - e mail Recruit2023271@npa.gov.za

CPP: George (Oudtshoorn) e mail Recruit2023272@npa.gov.za
 CPP: Modimolle (Burgersfort) e mail Recruit2023283@npa.gov.za

<u>POST 18/75</u>	:	<u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2023/273</u> Organized Crime Unit
<u>SALARY</u>	:	R570 921 per annum (excluding benefits) to R1 308 663.per annum (total cost package) (Level LP-5 to LP-6)
<u>CENTRE</u>	:	DPP: Kimberley (OCC)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences. Experience or knowledge in POCA legislation.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Draft Heads of arguments and argue Appeals. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
<u>ENQUIRIES APPLICATIONS</u>	:	Nicholas Mogongwa Tel No: 053 807 4539 e mail Recruit2023273@npa.gov.za
<u>POST 18/76</u>	:	<u>DATABASE ADMINISTRATOR REF NO: RECRUIT 2023/274</u> Investigating Directorate (Re-advert)
<u>SALARY</u>	:	R424 104 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B degree (NQF level 7) or Advanced Diploma (NQF level 7) / B-tech or equivalent qualification in Information Systems, Computer Science, Information Technology with specialisation in databases design and implementation. At least three (3) years of technical experience in database design, implementation, and administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to data for criminal investigations. Strategic capability and leadership. General management skills. Administration skills. Planning and Prioritising. Good communication skills. Customer focus and responsiveness. Problem solving and decision-making skills. Excellent knowledge of relational databases such as SQL Server, Oracle, Microsoft Access, OLAP and other database software. Valid drivers' licence.
<u>DUTIES</u>	:	Ensure the integrity of the data related to financial and criminal investigations. Continuously review and monitor cybersecurity measures. Authentic data. Monitor the administration of a crime analysis database and data tracking systems. Preserve data integrity. Monitor the performance of hardware and software. Configure servers and databases for optimal functioning and performance. Provide database technical support and resolve issues. Identify problems at the database and system level and recommends solutions to problem. Monitor and maintain database health and performance. Perform database upgrades and patching. Provide backup, safekeeping, and recovery of data. Make recommendations regarding enhancements and improvements of databases applications. Monitor malware protection software. Perform troubleshooting and solve problems. Perform relational database design. Apply rules to make the data entry, updates, and deletions to be efficient. Ensure that the data retrieval, summarisation, and reporting is efficient. Design a database in a way that it behaves predictably. Refine the physical design to meet system storage requirements. Implement standards that allow the database to be self-documenting. Implement processes that make changes to the database schema. Conduct resource planning. Implement database privileges to users and groups required to meet audit requirements. Control access permissions

and privileges. Implement policies for allocation of resource by both plan and consumer groups. Apply resource plan directives by implementing a plan that assigns consumer groups or subplans to resource plans. Evaluate database features and database related products required to support business application systems. Conduct research into latest technology and trends related to databases.

ENQUIRIES : Maureen Dibetle Tel No: 012 845 7727
APPLICATIONS : e mail Recruit2023274@npa.gov.za

POST 18/77 : **FINANCIAL INVESTIGATOR REF NO: RECRUIT 2023/275**
 Asset Forfeiture Unit

SALARY : R424 104 per annum (Level 09), (excluding benefits)
CENTRE : Durban
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' experience in financial investigation. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/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. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analysing 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 : Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Provide administration support services with regard to case management.

ENQUIRIES : Lindie Swanepoel Tel No: 012 845 6638
APPLICATIONS : e mail Recruit2023275@npa.gov.za

POST 18/78 : **FINANCIAL ANALYST REF NO: RECRUIT 2023/276**
 Asset Forfeiture Unit
 (Re-advert)

SALARY : R424 104 per annum (Level 09), (excluding benefits)
CENTRE : Kimberley
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Accounting, Forensic Auditing or equivalent. Three (3) years financial analysis experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The ability to offer direction and leadership to a team of officials to ensure the attainment of objectives. Seeks opportunities to increase personal contribution and level of responsibility. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/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 organise work and distinguish between urgent and important tasks/activities. Must be able to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and ensure the highest level of customer care and customer satisfaction. Must be able to identify and solve problems by analysing 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.

<u>DUTIES</u>	:	Capture and convert data into usable information. Conduct analysis of information gathered.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	e mail Recruit2023276@npa.gov.za
<u>POST 18/79</u>	:	<u>ENFORCEMENT OFFICER REF NO: RECRUIT 2023/277</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R424 104 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Finance or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' relevant experience. Strategic capability and leadership. General management, administration, and communication skills. People management and empowerment skills. Customer focus and responsiveness. Planning and prioritizing, including interpersonal relation skills. Problem solving and Decision-making skills. Knowledge of the following Acts: PSA, SA Archives, PFMA, POCA, Administration of Estates, Insolvency, NPA, Access to Information and SCM Framework. Knowledge of Finance, Supply Chain Management, Information Management. Knowledge of NPA and AFU policies and procedures relevant to the job functions. Skills in MS Office suite, specifically MS Word, Excel, Outlook, Power Point, Visio and MS Project. Skills in ECMS and iBase, including Operations Management, Public, Information and Finance Management and Writing. Skills in Administration systems, Task/time management, conflict and Analytic.
<u>DUTIES</u>	:	Facilitate the SCM process of identifying curators and appointing auctioneers. Monitor the performance of curators or delegated officials to ensure prompt collection of money due to the state. Perform reconciliations on curator accounts and the criminal asset recovery account. Capture finance information on the system: Curator disbursements and fees, deposits, and payment to victims. Process payments.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	e mail Recruit2023277@npa.gov.za
<u>POST 18/80</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2023/ 278</u> National Prosecutions Service
<u>SALARY</u>	:	R294 321 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	CPP: Vaal Rand (Benoni)
<u>REQUIREMENTS</u>	:	Grade 12 and secretarial Diploma or equivalent qualification. Minimum three years' experience in rendering support to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Provide secretarial, administration support and personal assistance service to the Chief Prosecutor. Record incoming documents. Check documents for correct referencing before filing. Facilitate leave management and performance management. Coordinate application for access to electronic register. Receive dockets from relevant legislative prescripts. Ensure incoming correspondence are processed and relevant case files are opened and cross referenced. Manage documents. Ensure that documents production is done making photo copies, facsimile and emails iro registers. Ensure sufficient case data capturing.
<u>ENQUIRIES</u>	:	Godfrey Ramakuela Tel No: 012 351 6808
<u>APPLICATIONS</u>	:	e mail Recruit2023278@npa.gov.za

<u>POST 18/81</u>	:	<u>PERSONAL ASSISTANT</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R294 321 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office Ref No: Recruit 2023/279 Durban Ref No: Recruit 2023/280
<u>REQUIREMENTS</u>	:	Grade 12 and secretarial Diploma or equivalent qualification. Minimum three years' experience in rendering support to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation, and professionalism. Knowledge of the relevant legislations, policies, prescripts, and procedures applicable in the public sector.
<u>DUTIES</u>	:	Receive telephone calls and refer the calls to the correct role player if not meant for the relevant manager. Record appointments and events in the diary of the manager. Type documents for the Manager and other staff within the unit. Provide high level secretarial, administration support and perform a variety of administrative tasks for the Manager and unit. Draft routine correspondences and reports. Operates office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Arrange meetings for the Manager and the staff in the unit and take minutes during meetings and prepare same for signature in advance. Develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items such as stationery and refreshments. Liaise with travel agency to make travel and accommodation arrangements and process S & T claims. Set up schedules for meetings and events. Provide general administration support to the manager and operation staff. Handle the procurement of standard items like stationary, refreshments for the Manager and office.
<u>ENQUIRIES</u>	:	Pretoria: Head Office & Durban - Lindie Swanepoel Tel No: 012 845 6638
<u>APPLICATIONS</u>	:	Pretoria: Head Office - e mail Recruit2023279@npa.gov.za Durban - e mail Recruit2023280@npa.gov.za
<u>POST 18/82</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/281 (X2 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R202 233 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Liaise with Administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resource. Deliver mails and correspondences within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents.
<u>ENQUIRIES</u>	:	Francios Brandt Tel No: 021 487 7144
<u>APPLICATIONS</u>	:	e mail Recruit2023281@npa.gov.za
<u>POST 18/83</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/282</u> Investigating Directorate
<u>SALARY</u>	:	R202 233 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of

registry duties. Good verbal and written communication skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding the filing and registry framework. Planning and organization skills.

DUTIES

: Provide registry counter services. Handling incoming and outgoing correspondence. Rendering an effective filing and record management service. Operating office machines in relation to the registry function. Processing documents for archiving and / disposal.

ENQUIRIES

: Maureen Dibetle Tel No: 012 845 7727

APPLICATIONS

: e mail Recruit2023282@npa.gov.za