

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.

<u>APPLICATIONS</u>	:	All applications must be submitted to the relevant Recruitment Response E mails stated below.
<u>CLOSING DATE</u>	:	02 February 2026
<u>NOTE</u>	:	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). 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. The 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, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. 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 assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test 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 (SMS pre-entry certificate to be submitted prior to appointment). 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.

OTHER POSTS

<u>POST 01/81</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (TRC) REF NO: RECRUIT 2026/01</u> National Prosecutions Services Re-advert
<u>SALARY</u>	:	R1 563 183 per annum (Level 14), (total cost package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Knowledge and experience in Strategic and Operations Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Experience or knowledge in TRC matters and related legislation will be an added advantage. High level of proficiency in prosecuting and presenting/arguing cases in court. Extensive knowledge of civil and/or criminal procedure. Proficiency in MS Word, Excel and PowerPoint, and MS Teams is required. Ability to act independently without constant supervision. Must have good administrative skills. Must be able to work under pressure, which may involve long working hours. An overall understanding of the work of all the NPS units will be an added advantage. Good interpersonal, analytical, problem solving, presentation and communication skills. General management skills. Computer skills. Valid driver's license.
<u>DUTIES</u>	:	Manage the portfolio assigned by the DNDPP or the supervisor. Manage, train and guide Advocates, Prosecutors, dedicated TRC investigators and stakeholders in respect of all TRC matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Study and consider the TRC recommendations (including relevant volumes of the TRC and its final report, related articles, video clips and records and all exhibits and documents handed in at the TRC hearings, inquest and trial proceedings) pertaining to allocated TRC matters. Investigate and prosecute cases and manage all TRC matters. Draft documents pertaining to access to crime scenes, court documents, documents and exhibits in possession of other departments, universities, non-governmental organisations and any other assistance as may be required by investigators. Conduct research, prepare reports, draft legal opinions, policies, legislation, legal documents and attend to representations and complaints arising out of the TRC matters. Make legal decisions in accordance with the law, NPA policies and directives. Assist with the preparation of charge sheets/indictments where applicable. Cooperate and engage with all relevant stakeholders and colleagues pertaining to TRC matters. Represent the NPA in stakeholder engagements and projects. Monitor, analyse and report on performance information and statistics. Map out strategic planning for the office and lead staff members towards achieving the strategic objectives. Development, performance management and assessment of staff members. Ensure that a high standard of professional work is being carried out. Assist with the development of strategic, operational and implementation plans. Perform other ad hoc assignments as required by the DNDPP and/or supervisor.
<u>ENQUIRIES</u>	:	Gija Maswanganyi Tel No: (012) 845 6944
<u>APPLICATIONS</u>	:	e mail: Recruit202601@npa.gov.za
<u>POST 01/82</u>	:	<u>SENIOR STATE ADVOCATE</u> Sexual Offences Community Affairs
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum (LP-9), (total cost package)
<u>CENTRE</u>	:	Pietermaritzburg Ref No: Recruit 2026/02 Mmabatho Ref No: Recruit 2026/03 Mpumalanga (Nelspruit) Ref No: Recruit 2026/04 Bloemfontein Ref No: Recruit 2026/05
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight years post qualification legal experience. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally,

	Accountable and with Credibility. Extensive experience in criminal and civil litigation as well as advocacy. Knowledge & expertise of the GBVF mandate of the SOCA unit in the areas of Child Justice, Sexual Offences, Maintenance, Trafficking in Persons, Domestic Violence & all other GBV matters generally is required. Positive security clearance. A valid driver's licence.
<u>DUTIES</u>	: Manage the Domestic Violence portfolio at Head Office. Develop initiatives & interventions to improve the NPA's management of GBVF at all levels. Ensure National implementation of all GBVF initiatives & interventions. Attend to all Representations related specifically to the GBVF mandate as allocated by the SDPP. Research, develop & review training material & implement training for all prosecutors and external stakeholders on the GBVF mandate. Keep abreast with all National & International GBVF legislation, case law (reported & unreported), Protocols, and Research & trends & Develop Legal Opinions, directives, training modules thereto. Ensure dissemination of aforementioned information nationally. Manage, mentor & guide prosecutors, where required, on the GBVF mandate. Render advice on matters relating to GBVF generally. Provide Senior Management with legal opinions on parliamentary reports & enquiries as & when required. Participate in the development & amendment of current legislation on GBVF matters as & when required. Design, develop & maintain an accurate data management system relating to the civil & criminal aspects of GBVF matters. Analyse trends based on the statistics & develop interventions to be implemented with the approval of senior management. Develop, review and participate in the drafting of policies, procedures and related legislation in line with the SOCA mandate. Design, facilitate & implement ongoing Public Awareness campaigns in respect of GBVF campaigns generally. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Formalise ongoing Stakeholder Cooperation & engagement in respect of GBVF generally. Create & participate in GBVF fora provincially & nationally. Implement Performance Management in terms of the NPA policies. 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 as & when requested by the SDPP. Study appeals and reviews, prepare opinions and heads of argument and argue GBVF cases as instructed by the SDPP. Perform all duties, including administrative and those assigned to by a duly delegated authority, in accordance with the Code of Conduct, policy and directives of the Public Service & the National Prosecuting Authority. Perform other duties and activities as requested by the SDPP in line with SOCA unit's mandate. Available to travel extensively when required.
<u>ENQUIRIES</u>	: Pietermaritzburg Adv. Omashani Naidoo Tel No: (031) 334 5192 Mmabatho Adv. Joseph Phelane Tel No: (018) 381 9053 Mpumalanga (Nelspruit) Adv. Christa du Plessis Tel No: (013) 045 0652 Bloemfontein Adv Ernst Van Rensburg Tel No: (051) 410 6044
<u>APPLICATIONS</u>	: Pietermaritzburg e mail: Recruit202602@npa.gov.za Mmabatho e mail: Recruit202603@npa.gov.za Mpumalanga (Nelspruit) e mail: Recruit202604@npa.gov.za Bloemfontein e mail: Recruit202605@npa.gov.za
<u>POST 01/83</u>	: <u>STATE ADVOCATE</u> Sexual Offences and Community Affairs
<u>SALARY CENTRE</u>	: R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (total cost package) TCC: Tembisa (Masakhane) Ref No: Recruit 2026/06 TCC: Mankweng Ref No: Recruit 2026/07 TCC: Galeshewe Ref No: Recruit 2026/08
<u>REQUIREMENTS</u>	: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience in prosecution in Criminal and/or civil litigation in regional court. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge and expertise in the litigation of GBVF matters. Positive security clearance inclusive of the National Register for Sex Offenders (NRSO). Extensive knowledge of the law in respect of GBVF including Sexual offences, Domestic Violence, Child Justice, Trafficking in Person and

		Maintenance. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Skilled in the usage of Microsoft Power Point, Microsoft TEAMS, Microsoft word, Microsoft excel, Microsoft Outlook is mandatory. Strong Communication and Presentation Skills. High Court litigation experience will be an added advantage. A valid driver's licence.
<u>DUTIES</u>	:	Provide services in respect of the designated Thuthuzela Care Centre (TCC) which includes Prosecutor Guided Investigations (PGI) in respect of matters reported to a TCC or referred to them. Tracking, monitoring and facilitation of GBVF cases through the Criminal Justice System. Secure the attendance of witnesses, investigating officers and accused in custody at court. Contribute to the reduction in turnaround time in the finalisation of GBVF cases to nine (9) months as per the unit's strategy. Assist to improve stakeholder relationships which includes regular follow-ups and facilitating of meetings with stakeholders. Increase the conviction rate in GBVF cases. Perform other duties and activities as requested by the Provincial Manager or Head of Unit. Assist in the establishment and functioning of Thuthuzela Care Centres. Provide training to relevant role players and stakeholders including prosecutors and police. Institute and conduct criminal proceedings on behalf of the State when required to do so by the SOCA unit and perform any act incidental thereto and carry out the duties and functions assigned to a prosecutor under any act and/or Policy Manual. Study and assess allocated decision case dockets and make prosecutorial decisions. Collation and submission of TCC statistics and any other statistics required by the SOCA unit. Compulsory participation in public awareness campaigns as required by the SOCA unit.
<u>ENQUIRIES</u>	:	TCC: Tembisa (Masakhane) Carina Coetzee at 072 643 1073 TCC: Mankweng Patamedi Mogale Tel No: (015) 045 0292 TCC: Galeshewe Mooketsi Molaudi Tel No: (053) 807 4546
<u>APPLICATIONS</u>	:	TCC: Tembisa (Masakhane) e mail: Recruit202606@npa.gov.za TCC: Mankweng e mail: Recruit202607@npa.gov.za TCC: Galeshewe e mail: Recruit202608@npa.gov.za
<u>POST 01/84</u>	:	<u>ASSISTANT DIRECTOR: ASSET, FLEET AND FACILITY REF NO: RECRUIT 2026/09</u> Office for Witness Protection
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (Level 09), (excluding benefits) Mpumalanga (Witbank) An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum three years relevant experience. Three years supervisory experience in Administration. In depth knowledge of the Public Service Act, Regulations and its application. 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, Labour Relations Act, EEA, Skills Development Act. Excellent writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Knowledge of Witness Protection Act. Experience of Supply Chain Management Framework, Public Finance Management Act and National Treasury Practice Notes. Experience in Asset , Fleet and Facilities management, internal control and risk management. Experience in leasing of properties and lease contract management. Information Management. Knowledge of the constitution, Bill of Rights, National Prevention Strategy, Victims Charter and Batho Pele. Knowledge of the MISS document. Performance Management Skills. Execution, interpretation and recommendations on policies and procedures. Computer Literacy. Reliable, organized and able to work in a team.
<u>DUTIES</u>	:	Manage office and operational assets, fleet and facilities. Manage procurement services. Office Administration and Document Management. Compiling of the Asset Management and Procurement Plans. Assist to monitor expenditure and ensure correct inputs in respect of regional budget. Perform physical bank withdrawals and deposits when needed. Perform electronic banking transactions. Assist to manage cash book and petty cash. Conduct performance management with individual staff reporting to the position. Work under pressure and ensure adherence to timelines.
<u>ENQUIRIES APPLICATIONS</u>	:	S Davids Tel No: (012) 845 6616 e mail: Recruit202609@npa.gov.za

<u>POST 01/85</u>	:	<u>THUTHUZELA CARE CENTRE: CO-ORDINATOR REF NO: RECRUIT 2026/10</u>
		Sexual Offences and Community Affairs
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08), (excluding benefits)
	:	TCC: Rietvlei
	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Law/ Social Sciences or equivalent. Minimum two (2) years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Good planning and supervisory experience. Leadership, people management and empowerment. Sound coordination, administrative skills and counselling experience. Strong Stakeholder Management experience. Knowledge of Rape care management. Working knowledge of court and police processes General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint).
<u>DUTIES</u>	:	Manage and prioritize matters. Liaise with medical offices and nurses to ensure that medical examinations take place. Liaise with police for statement taking. Contact prosecutor to liaise with police. Contact other relevant government departments or NGO's for services required to survivor. Arrange transport for survivor and ensure service is available. Assist and give necessary support to the rape survivor if required. Arrange and co-ordinate meetings between role-players to deal with difficulties. Execute a variety of administrative tasks for line function departments: controlling documents, drafting documents. Rendering advice to personnel with regards to official matters. Keep a database of survivors accessing services. Submit monthly and quarterly reports on work activities. Host a range of donors, government etc that will visit the Centre. Other related duties deemed necessary.
<u>ENQUIRIES APPLICATIONS</u>	:	Adv. Omashani Naidoo Tel No: (031) 334 5194
	:	e mail: Recruit202610@npa.gov.za
<u>POST 01/86</u>	:	<u>SENIOR HUMAN RESOURCES DEVELOPMENT PRACTITIONER REF NO: RECRUIT 2026/11</u>
		Strategy, Operations and Compliance: Human Resources Management and Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum (Level 08), (excluding benefits)
	:	Pretoria: Head Office
	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Human Resources or equivalent. Minimum three (3) years' experience in Human Resource Development. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of legislation and regulations pertaining to Public Service Administration Specifically Public Service Act, Labour Relations Act, EEA, Skills Development and Levies Act. Knowledge of Human Resources in general and information management. Strong organizational and management skills. Excellent written and verbal communication skills, innovative and proactive. General computer literacy and knowledge in programs such as MS Word, Excel, MS Outlook and PowerPoint. Experience in working on Persal. A valid driver's license.
<u>DUTIES</u>	:	Assist with managing effective bursary and induction administration. Develop and implement the Workplace Skills Plan. Ensure effective gathering and maintenance of the training and bursary databases. Assist with the Skills Auditing, needs identification and analysis. Ensure compliance with HRM&D policies and procedures. Coordinates and assist with learnership and internship programmes. Liaise with internal and external stakeholders. Coordinate performance management system in the NPA.
<u>ENQUIRIES APPLICATIONS</u>	:	Themba Mnguni Tel No: (012) 845 6175
	:	e mail: Recruit202611@npa.gov.za

<u>POST 01/87</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: ENTERPRISE RISK MANAGEMENT</u> <u>REF NO: RECRUIT 2026/12 (X2 POSTS)</u> Strategy, Operations and Compliance: Strategy and Enterprise Risk Management
<u>SALARY</u>	:	R397 116 per annum (Level 08), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Commercial/Business Management/Internal Audit/Risk Management or equivalent. Minimum two (2) years working experience in risk management/auditing field. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Previous work experience in risk management, administrative experience in legal environment will be an added advantage. Experience in any recognised Risk Management Software. Exposure to BCM process Administration capabilities/skills, Coordination skills, Communication, drafting of minutes, Customer Focus and Responsiveness, Planning and Prioritizing, Problem Solving and Decision Making. Willing to travel, able to work extended hours. Facilitation skills, Risk assessment, analysis and evaluation, Problem solving and negotiating skills, Task/time management skills, good communication skills (written and verbal). Computer skills – General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point. Literacy and numeracy – Able to understand profit and loss calculations and basic business finance.
<u>DUTIES</u>	:	Conduct risk assessments to identify strategic and operational risks. Draft risk control action plans and strategies. Monitor and report on progress of risk mitigation in the risk control action plans. Maintain, report on risk registers and facilitate updates. Monitor risk profile. Conduct research on requested aspects of enterprise management. Attend to internal and external audit queries related to enterprise risk management. Provide support in the coordination of risk management training or workshop. Prepare training packs and any other logistical issues to ensure the smooth and effective delivery of training or workshop. Provide end-user support and guidance to all users of the ERM software tool.
<u>ENQUIRIES</u>	:	Thapelo Molokomme Tel No: (012) 845 6375
<u>APPLICATIONS</u>	:	e mail: Recruit202612@npa.gov.za
<u>POST 01/88</u>	:	<u>ADMINISTRATION OFFICER REF NO: RECRUIT 2026/13</u> Office for Witness Protection
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Mpumalanga (Witbank)
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum two (2) 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, National Treasuries' Central Supplier Database (CSD) 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 act with tact and discreet. Strong interpersonal and communication skills. Good administration skills. Planning and prioritizing skills. Willing to undergo security clearance. A valid driver's license.
<u>DUTIES</u>	:	Provide asset, Fleet and Facilities management services. Provide financial operational support services. Provide office administration services and document management. Provide Human Resources management services.
<u>ENQUIRIES</u>	:	S Davids Tel No: (012) 845 6616
<u>APPLICATIONS</u>	:	e mail: Recruit202613@npa.gov.za
<u>POST 01/89</u>	:	<u>VICTIM ASSISTANT OFFICER REF NO: RECRUIT 2026/14</u> Sexual Offences and Community Affairs
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	TCC Rietvlei

<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Social Sciences/ Behavioural Studies or equivalent. Minimum one (1) year working experience in gender-based violence environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Knowledge of Rape care management. Working knowledge of court and police processes General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint).
<u>DUTIES</u>	:	Provide victim assistance services within the Thuthuzela Care Centre. Receive and establish early contact with the victim on the first day of reporting. Make follow through within a week of reporting. Access and respond to the need of victim and identify the victims needs for counselling and specific services. Refer victim for court preparation when the court date has been set. Ensure that a place of safety is provided where needed. Refer victim for psychological therapy or any needs. Receive and attend to any complaint from victims with regard to the possible delay on the case and accelerate the matter to the relevant stakeholder. Liaise with the site coordinator about the support services that have been provided to the victim or where the victim has been referred to and contact details of stakeholders. Maintain a cooperative approach with other role players to help a victim holistically to increase the conviction rate. Liaise with other role players on the progress of the case. Keep victim notified on the progress of the case. Conduct community awareness sessions. Compile monthly statistics.
<u>ENQUIRIES APPLICATIONS</u>	:	Omathani Naidoo Tel No: (031) 334 5192
	:	e mail: Recruit202614@npa.gov.za
<u>POST 01/90</u>	:	<u>MESSANGER/ DRIVER REF NO: RECRUIT 2026/15</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R193 359 per annum (Level 04), (excluding benefits)
	:	DDPP: Thohoyandou
	:	Grade twelve (12) or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Registry procedures. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver's license.
<u>DUTIES</u>	:	Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the DDPP office. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribute correspondence using the approved file plan for the office.
<u>ENQUIRIES APPLICATIONS</u>	:	Thuba Thubakgale Tel No: (015) 045 0285
	:	e mail: Recruit202615@npa.gov.za