

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** : 08 June 2026
- 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). 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.
- ERRATUM:** Deputy Director: Performance Information Management (Bloemfontein) with Recruit 2026/91 advertised in Public Service Vacancy Circular 11 dated 27 March 2026 is hereby withdrawn.

MANAGEMENT ECHELON

<u>POST 17/53</u>	:	<u>DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2026/147</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (total cost package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 as recognised by SAQA in Finance/Public Administration/Management or relevant equivalent qualification. Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government). At least five (5) years relevant experience at middle/senior managerial level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to Public Service Administration. Knowledge and understanding of PFMA Act. Basic Conditions of Employment Act. Skills Development Act. Labour Relations Act. Ability to use PERSAL and BAS. General computer literacy skills and knowledge in programs such as MS Word, MS Excel, Ms outlook and MS PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
<u>DUTIES</u>	:	Manage Finance and Supply Chain. Manage Human Resources. Manage Information. Manage Security. Ensure the provision of general administration. Provide administrative leadership on the finances of the unit through developing the budget of the unit. Manage and monitor expenditure of the unit and report as required. Ensure compliance of the unit with financial management framework and applicable legislation and prescripts. Monitor suppliers/vendor to ensure the development of an HR plan for the unit in conjunction with the national HR plan. Manage and facilitation of skills development plan. Ensure the compliance with the performance management development system. Manage the provision of an effective HR administration (leave and recruitment). Ensure the co-ordination of Employment Equity Forum. Ensure effectiveness of document management system. Facilitate the development of annual operational plans and strategy for the unit. Ensure the overall compliance of the unit with all applicable legislation and policies. Ensure the implementation of information and knowledge management.
<u>ENQUIRIES</u>	:	Katlego Phiri Tel No: (012) 845 6713
<u>APPLICATIONS</u>	:	e mail: Recruit2026147@npa.gov.za

OTHER POSTS

<u>POST 17/54</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS</u> National Prosecutions Services
<u>SALARY</u>	:	R1 563 183 per annum (Level 14), (total cost package)
<u>CENTRE</u>	:	DPP: Pietermaritzburg Ref No: Recruit 2026/204 (Re-advert) DDPP: Middelburg Ref No: Recruit 2026/143 DDPP: Durban Ref No: Recruit 2026/144
<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. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid driver's license.
<u>DUTIES</u>	:	Manage the portfolio assigned by the Director of Public Prosecutions. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the

institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : DPP: Pietermaritzburg & DDPP: Durban Thabsile Radebe Tel No: (033) 392 8753

APPLICATIONS : DDPP: Middelburg Sello Dibakoane Tel No: (013) 045 0622
DPP: Pietermaritzburg e mail: Recruit2026204@npa.gov.za
DDPP: Middelburg e mail: Recruit2026143@npa.gov.za
DDPP: Durban e mail: Recruit2026144@npa.gov.za

POST 17/55 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2026/145**
National Prosecutions Services

SALARY CENTRE REQUIREMENTS : R1 563 183 per annum (Level 14), (total cost package)
: DPP: Pietermaritzburg (STU)
: 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. 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. Admission as an Attorney/Advocate will be an added advantage. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasions/avoidance, commercial crimes, fraud and related matters. Good advocacy and legal drafting skills. Strong organisational leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management. Valid driver's license.

DUTIES : Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES APPLICATIONS : Thabsile Radebe Tel No: (033) 392 8753
: e mail: Recruit2026145@npa.gov.za

POST 17/56 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2026/146**
Specialised Commercial Crime Unit

SALARY CENTRE : R1 563 183 per annum (Level 14), (total cost package)
: Johannesburg (Palm Ridge)

<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. 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. Good interpersonal, analytical, presentation and communication skills. Computer skills. Able to work extended hours. Valid driver's license.
<u>DUTIES</u>	:	Manage the portfolio assigned by the SCCU Regional Head and the DPP. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the Constitutional Court. Investigate and prosecute cases. To provide high level and well researched opinions and reports to the Regional Head of the SCCU. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Charity Matika Tel No: (011) 220 4235
<u>APPLICATIONS</u>	:	e mail: Recruit2026146@npa.gov.za
<u>POST 17/57</u>	:	<u>SENIOR STATE ADVOCATE (TRC) REF NO: RECRUIT 2026/148</u> National Prosecutions Service Re-advert
<u>SALARY</u>	:	R1 242 915 – R1 934 208 per annum (Level LP 9), (total cost package)
<u>CENTRE</u>	:	DPP: Pietermaritzburg
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. 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. Proficiency in MS Word, Excel, and PowerPoint is required. Experience with MS Teams and Power BI will be an advantage. Ability to act independently without constant supervision. Must have good administrative skills. Able to work under pressure, which may involve long hours. Excellent analytical and problem-solving skills. Adaptability, communication and teamwork are also required in respect of working with other role-players. Knowledge and experience on TRC matters will be an added advantage. A valid driver's licence.
<u>DUTIES</u>	:	Study the recommendations of the TRC (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 hearings, trials, inquests, proceedings), pertaining to allocated TRC matters. Consider the recommendations of the TRC and related matters. Provide guidance to dedicated TRC investigating officers. Drafting documents pertaining to access to crime scenes, court documents, documents and exhibits in possession of other state departments, universities, non- governmental organisations and other assistance as may be required by investigators. Conduct research, drafting of legal documents and attend to representations arising out of TRC matters. Make legal decisions in accordance with the law, policies and justice. Assist with the preparation of charge sheets/indictments where applicable. Co-operate and engage with all relevant stakeholders and colleagues pertaining to TRC matters. Make legal decisions in accordance with the law, NPA prosecution policies and directives. Also conduct research, prepare reports, and draft legal opinions, policies,

		legislation, and other legal documents. Participate in and represent the NPA in stakeholder engagements, meetings and projects. Monitor, analyse 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.
<u>ENQUIRIES</u>	:	Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	e mail: Recruit2026148@npa.gov.za
<u>POST 17/58</u>	:	<u>SENIOR STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY</u>	:	R1 242 915 – R1 934 208 per annum (Level LP 9), (total cost package)
<u>CENTRE</u>	:	DPP: Pietermaritzburg Ref No: Recruit 2026/149 (X4 Posts) (X3 Re-adverts)
	:	DPP: Makhandla (Grahamstown) Ref No: Recruit 2026/150
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) 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 (5) years' experience in legal practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. A valid driver's license.
<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 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. Attend to representations, prepare opinions and head of arguments and argue cases in 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. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES</u>	:	DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	DPP: Makhandla (Grahamstown) Nomfuneko Ntapane Tel No: (046) 602 3000
	:	DPP: Pietermaritzburg e mail: Recruit2026149@npa.gov.za
	:	DPP: Makhandla (Grahamstown) e mail: Recruit2026150@npa.gov.za
<u>POST 17/59</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/151 (OCC)</u> National Prosecutions Services
<u>SALARY</u>	:	R1 242 915 – R1 934 208 per annum (Level LP 9), (total cost package)
<u>CENTRE</u>	:	DDPP: Durban
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) 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. Knowledge of the POCA legislation, willing to travel. Able to work extended hours. 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. Good knowledge of civil and/or criminal procedure. Good advocacy, well developed skills in legal research and legal drafting skills. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently.
<u>DUTIES</u>	:	Conduct prosecution of serious, complex and organised crime cases and terrorism and terror financing matters. Advise the police on the investigation of serious, complex organised crime cases and other 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</u>	:	Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
<u>APPLICATIONS</u>	:	e mail: Recruit2026151@npa.gov.za
<u>POST 17/60</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/152 (OCC)</u> National Prosecutions Services
<u>SALARY</u>	:	R1 242 915 – R1 934 208 per annum (Level LP 9), (total cost package)
<u>CENTRE</u>	:	DPP: Cape Town
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight years post qualification legal experience in civil and/or criminal litigation. Five years' experience in legal practice will be added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. 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.
<u>DUTIES</u>	:	Study case dockets, decide on the institution of prosecution and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES</u>	:	Phyllis Lujabe Tel No: (021) 487 7144
<u>APPLICATIONS</u>	:	e mail: Recruit2026152@npa.gov.za
<u>POST 17/61</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/153 (X2 POSTS)</u> Specialised Commercial Crime Unit Re-adverts
<u>SALARY</u>	:	R1 242 915 – R1 934 208 per annum (Level LP 9), (total cost package)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) 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. 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. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, organization and communication skills. Valid drivers' licence.
<u>DUTIES</u>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: (043) 807 4539
<u>APPLICATIONS</u>	:	e mail: Recruit2026153@npa.gov.za
<u>POST 17/62</u>	:	<u>SENIOR PUBLIC PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R1 242 915 – R1 934 208 per annum (CM-1), (total cost package)
<u>CENTRE</u>	:	CPP: George Ref No: Recruit 2026/154

	CPP: Wynberg Ref No: Recruit 2026/155 CPP: Bellville (Malmesbury) Ref No: Recruit 2026/156
<u>REQUIREMENTS</u>	: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) 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: George & CPP: Wynberg Thuso Damane Tel No: (021) 487 7129 CPP: Bellville - (Malmesbury) Sonwabiso Mkwakwi Tel No: (021) 487 7234
<u>APPLICATIONS</u>	: CPP: George e mail: Recruit2026154@npa.gov.za CPP: Wynberg e mail: Recruit2026155@npa.gov.za CPP: Bellville (Malmesbury) e mail: Recruit2026156@npa.gov.za
<u>POST 17/63</u>	: <u>SENIOR PUBLIC PROSECUTOR (COMMUNITY PROSECUTION) REF NO: RECRUIT 2026/157</u> National Prosecution Service Re-advert.
<u>SALARY</u>	: R1 242 915 – R1 934 208 per annum (Level LP 9), (total cost package)
<u>CENTRE</u>	: DPP: Kimberley (Upington)
<u>REQUIREMENTS</u>	: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) 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.
<u>DUTIES</u>	: 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. Analyse 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
APPLICATIONS**

: Nicholas Mogongwa Tel No: (053) 807 4539
: e mail: Recruit2026157@npa.gov.za

POST 17/64

: **SENIOR PUBLIC PROSECUTOR (COMMUNITY PROSECUTION) REF NO:
RECRUIT 2026/158**
National Prosecution Service

**SALARY
CENTRE
REQUIREMENTS**

: R1 242 915 – R1 934 208 per annum (Level LP 9), (total cost package)
: DPP: Cape Town
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) 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. Analyse 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. The incumbent may also, for a defined period or in an acting capacity, be assigned the responsibilities of a Senior Public Prosecutor at a particular court centre.

**ENQUIRIES
APPLICATIONS**

: Phyllis Lujabe Tel No: (021) 487 7281
: e mail: Recruit2026158@npa.gov.za

<u>POST 17/65</u>	:	<u>SENIOR DIGITAL FORENSIC ANALYST REF NO: RECRUIT 2026/159</u> Investigating Directorate Against Corruption (Re-advert)
<u>SALARY</u>	:	R1 101 468 per annum (MMS Level 12), (total cost package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) Advanced Diploma (NQF level 7) / B-tech qualification in policing, law, forensics, computer science, data and physical science; software engineering or equivalent. At least five(5) years' experience of which three (3) years should be in a junior level in criminal and/or forensic investigations environment in a legal/investigative or financial environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Vocational training in criminal investigations specialised courses. Certification in either Cellebrite, FTK, Oxygen or any forensic tools. Experience in testifying on criminal matters in at least the Regional Court. (Persons that have been found as an unreliable witness in any court would not be considered). Experience in managing and directing forensic service providers in criminal and forensic matters. Strategic capability and leadership, administration skills, communication, planning and prioritising, customer focused and responsiveness, problem solving and decision making. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Constitution of South Africa and the rights of suspects, the criminal Procedure Act 51 of 1977, Investigation of common law offences as it pertains to fraud, forgery, uttering, theft, and offence involving dishonesty. Understanding of law of evidence in civil matters. Knowledge and experience of a wide range of computer/digital/devices/ cellular phones, software/operating systems, Knowledge of database structures and configuration for formats such as SQL, SQLite, ESE, plist and MXL. Experience in at least EnCase, Cellebrite and XRY. Valid drivers' license.
<u>DUTIES</u>	:	Manage/ recover evidential data from computers, mobile devices, CCTV systems, servers, emails, cloud storage and other electronic devices with the standing Cyber Crime Act, and ISO17025 accredited investigative techniques. Manage the conducting of quality digital forensic examination in relation to all investigations on hand at IDAC within a multi-disciplinary project team approach. Manage the development, maintenance and implementation of policies, standards, procedures and guidelines on digital forensic and related matters. Provide operational leadership and guidance with regards to overall conducting of digital forensics, handling, and safekeeping of electronic devices. Manage the planning and implementation for expert services regarding digital forensic examination and research. Manage/compile investigation report. Ensure that appropriate security and access control of forensic tools, system and evidence are maintained at all times. Guide expert testimony in court relevant to the investigations. Testify on the data extracted from the devices. Manage and develop staff
<u>ENQUIRIES</u>	:	Maureen Dibetle Tel No: (012) 845 7727
<u>APPLICATIONS</u>	:	e mail: Recruit2026159@npa.gov.za
<u>POST 17/66</u>	:	<u>DEPUTY CHIEF PROTECTOR REF NO: RECRUIT 2026/160</u> Office of Witness Protection
<u>SALARY</u>	:	R1 101 468 per annum (MMS Level 12), (total cost package)
<u>CENTRE</u>	:	Gauteng (Johannesburg)
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Policing or equivalent. Must have at least six (6) years' experience in the field of the post. Must have police, military, or correctional service basic training. Must have successfully completed a VIP and/or Close Protection course. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of understanding of and competency in people protection. Knowledge and experience of undercover work. Must be competent in at least two (2) official languages of which one must be English. Must be prepared to be available 24/7 and travel extensively, even after-hours. Know how to account for public funds according to the PFMA. Knowledge of Asset Management in the Public service, Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims Charter, and Batho Pele Principles. Sound knowledge the Witness Protection Act, 1998, Firearm control Act and Criminal Procedure Act, 1977. Sound knowledge of the Public Service Act and Regulations, the PFMA, 1999 and

		Treasury Regulations. Sound knowledge of the Minimum-Security Information Standards (MISS). Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analysis test. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Good communication skills. Planning and Prioritizing. Customer Focus and Responsiveness. Problem solving and decision making. Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving, and fitness assessment. A valid driver's licence.
<u>DUTIES</u>	:	Manage admissions of vulnerable and intimidated witnesses and related persons. Manage and coordinate the protection of witnesses and related persons and contribute to their safety. Ensure that operations are conducted in line with the OWP mandate. Ensure effective and efficient utilization of resources and good governance. Provide sound stakeholder relationships.
<u>ENQUIRIES</u>	:	MF Modisane Tel No: (012) 845 5604
<u>APPLICATIONS</u>	:	e mail: Recruit2026160@npa.gov.za
<u>POST 17/67</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R1 074 222 - R1 742 772 per annum (Level SU-3), (total cost package)
<u>CENTRE</u>	:	CPP: Ntuzuma (KwaDukuza) Ref No: Recruit 2026/161 CPP: George (Mossel Bay) Ref No: Recruit 2026/162
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) 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. A valid driver's license.
<u>DUTIES</u>	:	Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	CPP: Ntuzuma (KwaDukuza) Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
<u>APPLICATIONS</u>	:	CPP: George (Mossel Bay) Thuso Damane Tel No: (021) 487 7129 CPP: Ntuzuma (KwaDukuza) e mail: Recruit2026161@npa.gov.za CPP: George (Mossel Bay) e mail: Recruit2026162@npa.gov.za
<u>POST 17/68</u>	:	<u>HEAD CONTROL PROSECUTOR 3 REF NO: RECRUIT 2026/168</u> National Prosecutions Service
<u>SALARY</u>	:	R1 074 222 - R1 742 772 per annum (Level SU- 3), (total cost package), (excluding benefits)
<u>CENTRE</u>	:	CPP: Mitchells Plain (Caledon)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel ad

		Outlook ECMS system. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license.
<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 Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court and Regional Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES APPLICATIONS</u>	:	Thuso Damane Tel No: (021) 487 7129
	:	e mail: Recruit2026168@npa.gov.za
<u>POST 17/69</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2026/163</u> Specialized Commercial Crime Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (total cost package)
	:	DDPP: Durban
	:	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. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigations; drafting charge sheets, indictments and court documents, dealing with representations. Well – developed skills in legal research and legal drafting. Interpersonal skills, Written and verbal communication skills. Administrative skills. Computer literacy and knowledge of programs in MS Office. Valid driver's licence.
<u>DUTIES</u>	:	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. 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 criminal justice system.
<u>ENQUIRIES APPLICATIONS</u>	:	Bongiwe Mlaba Tel No: (031) 335 6617
	:	e mail: Recruit2026163@npa.gov.za
<u>POST 17/70</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2026/164 (X4 POSTS)</u> Specialised Commercial Crime Unit (X3 Re-advert)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (total cost package)
	:	Kimberley
	:	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. 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. Persons in

		private practice must provide a certificate of good standing with the LPC. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.
<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 and deal with 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. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: (053) 807 4539
<u>APPLICATIONS</u>	:	e mail: Recruit2026164@npa.gov.za
<u>POST 17/71</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2026/165 (X2 POSTS)</u> National Prosecutions Service
<u>SALARY</u>	:	R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	DPP: Makhanda (Grahamstown)
<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. 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</u>	:	Nomfuneko Ntapane Tel No: (046) 602 3000
<u>APPLICATIONS</u>	:	e mail: Recruit2026165@npa.gov.za
<u>POST 17/72</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2026/166 (OCC)</u> National Prosecutions Service
<u>SALARY</u>	:	R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (total cost package)
<u>CENTRE</u>	:	DPP: Cape Town
<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. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least six years' post qualification legal experience. 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.
<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>	:	Phyllis Lujabe Tel No: (021) 487 7281
	:	e mail: Recruit2026166@npa.gov.za
<u>POST 17/73</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2026/167 (X2 POSTS)</u> Investigating Directorate Against Corruption
<u>SALARY CENTRE REQUIREMENTS</u>	:	R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (total cost package)
	:	Pretoria: Head office
	:	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. At least five (5) years in legal practice will be an added advantage. Financial or accounting background an advantage. Experience in litigation offences in terms of POCA, Companies Act, PRECCA, PFMA and FICA necessary. 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, indictments and court documents, dealing with representations. Valid driver's licence.
<u>DUTIES</u>	:	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. Prosecutor led investigations (PLI). 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 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 independently without supervision and manage court and case flow management independently.
<u>ENQUIRIES APPLICATIONS</u>	:	Matodzi Makhari Tel No: (012) 845 6012
	:	e mail: Recruit2026167@npa.gov.za
<u>POST 17/74</u>	:	<u>DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: RECRUIT 2026/169</u> Strategy, Operations and Compliance: ISM
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 292 per annum (Level 11), (total cost package)
	:	Pretoria: Head Office
	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Archives/Records Management/ Library and information Science or equivalent qualification. A minimum of three (3) years' experience in an Assistant Director level. Five (5) years' experience in the field of Electronics Records Management. Strong knowledge of the National Archives Act and Records

		Management standards. Knowledge and understanding of legislative framework. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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 Advance computer literacy skills in Microsoft office application, such as MS Word, Excel and PowerPoint. Ability to work independently and well under pressure. Willing to travel. Ability to work well in a team. Problem solving skills. Good interpersonal and customer relations skills.
<u>DUTIES</u>	:	Advise, develop and implement the Departmental Records policy and procedures. Ensure that records are well managed and controlled in line with the requirements of the National Archives and Records Management policies. Report all additions and amendments on the File Plan to the National Archives. Liaise with the National Archives to get the File Plan approved. Provide administrative support on the handling of NPA records. Standardize records management sources throughout the organization. Manage records and storage components to determine retention periods of records. Develop, implement and maintain the overall records management service. Manage the provision of information sessions throughout the NPA on the correct use of registries in terms of the National Archives Act. Conduct physical periodical inspections and spot checks to ensure compliance. Manage the special auditing, quality assurance processes and requests. Manage human and other resources with the sub-directorate. Monitor staff performance, training and development. Identify and advise on effective Electronic Document and Records Management Systems (EDRMS) in support of the information management strategy. Compile monthly reports on regional performance.
<u>ENQUIRIES</u>	:	Nozuko Mdingi Tel No: (012) 845 6868
<u>APPLICATIONS</u>	:	e mail: Recruit2026169@npa.gov.za
<u>POST 17/75</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT</u> <u>REF NO: RECRUIT 2026/170</u> Strategy Operations and Compliance: Strategy Management Office
<u>SALARY</u>	:	R932 292 per annum (Level 11), (total cost package)
<u>CENTRE</u>	:	DPP: Bloemfontein
<u>REQUIREMENTS</u>	:	Advanced Diploma (NQF 7) / Bachelor's Degree (NQF 7) in management/social sciences or equivalent. Minimum three (3) years' experience in the strategic planning/performance monitoring or relevant experience. Certificate in Strategic Management / Monitoring and Evaluation or Operations Management from accredited institution will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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. Knowledge of the applicable Legislative and Regulatory Framework (e.g Government Planning and Reporting Legislation and Cycle, Framework for Strategic Plans and Annual Performance Plans from the National Treasury 2010, Guideline for the preparation of the Annual Report). 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. Willing to travel, able to work extended hours. A valid driver's license.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Sophy Seema Tel No: (012) 845 6303
<u>APPLICATIONS</u>	:	e mail: Recruit2026170@npa.gov.za
<u>POST 17/76</u>	:	<u>DEPUTY DIRECTOR: SCM RISK AND PERFORMANCE MANAGEMENT</u>
		<u>REF NO: RECRUIT 2026/171</u>
		Strategy Operations and Compliance: Supply Chain Management
<u>SALARY</u>	:	R932 292 per annum (Level 11), (total cost package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Advanced Diploma (NQF 7) / Bachelor's Degree (NQF 7) in management/social sciences or equivalent. Minimum of three (3) years SCM experience and minimum of two (2) year management experience. Sound knowledge of PFMA, PPPFA, Supply Chain Management Framework and all relevant SCM practice note and regulation Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Reliable, integrity, tolerant and determined. Able to act independently. Willing to travel, able to work extended hours and under pressure. Excellent communication and administrative skills. Valid driver's license, strong organisational ad leadership skill, analysis and problem solving, report writing, able to plan and organise work. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point and understanding of the following system applications BAS and LOGIS. Able to draft submissions, Able to perform calculations and basic understanding of business finance. Managing the acquisition process independently and attending to general controls in the bidding process. Able to do performance management of staff, ability to offer direction and leadership to a team of staff.
<u>DUTIES</u>	:	SCM risk management. Prevention of fraud and SCM system abuse. Implement and review of relevant policies and procedures. Manage and undertake performance assessment of the value chain of SCM functions. Serve as appoint of contact between SCM Unit and Bid Committees. Manage the performance of staff in line with the Performance Management System and policies. Produce and submit monthly reports. Provide advisory support to all NPA business units on SCM matters. Provide advisory ad support to the Director and Chief Director. Manage supplier performance. Manage performance of SCM systems including transversal systems. Develop and manage operational plan for the sub-directorate
<u>ENQUIRIES</u>	:	Tebogo Sethabela Tel No: (012) 845 6014
<u>APPLICATIONS</u>	:	e mail: Recruit2026171@npa.gov.za
<u>POST 17/77</u>	:	<u>HEAD CONTROL PROSECUTOR</u>
		National Prosecutions Service
<u>SALARY</u>	:	R655 854 - R1 508 337 per annum (Level SU-1 to SU-2), (total cost package), (excluding benefits)
<u>CENTRE</u>	:	CPP: Pietermaritzburg (New Hanover) Ref No: Recruit 2026/172 (Re-advert)
		CPP: George (Riversdale) Ref No: Recruit 2026/173
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel ad Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts and procedures applicable in the public sector.
<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 Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-

		alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	CPP: Pietermaritzburg (New Hanover) Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	CPP: George (Riversdale) Thuso Damane Tel No: (021) 487 7129 CPP: Pietermaritzburg (New Hanover) e mail: Recruit2026172@npa.gov.za CPP: George (Riversdale) e mail: Recruit2026173@npa.gov.za
<u>POST 17/78</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2026/174</u> National Prosecutions Service
<u>SALARY</u>	:	R655 854 - R1 508 337 per annum (Level SU-1 to SU-2), (total cost package), (excluding benefits)
<u>CENTRE REQUIREMENTS</u>	:	CPP: Wynberg (Worcester) An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) 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. A valid driver's license.
<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 APPLICATIONS</u>	:	Thuso Damane Tel No: (021) 487 7129 e mail: Recruit2026174@npa.gov.za
<u>POST 17/79</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R655 854 - R1 508 337 per annum (Level LP-5 to LP-6), (total cost package), (excluding benefits)
<u>CENTRE</u>	:	CPP: Bellville Ref No: Recruit 2026/175 CPP: Bellville (Blue Downs) Ref No: Recruit 2026/176 (X2 Posts) CPP: Mitchells Plain (Hermanus) Ref No: Recruit 2026/177 CPP: Mitchells Plain (Somerset West) Ref No: Recruit 2026/178 CPP: Cape Town (Goodwood) Ref No: Recruit 2026/179 CPP: Empangeni Ref No: Recruit 2026/180 CPP: Wynberg (Worcester) Ref No: Recruit 2026/181 CPP: Bellville (Vredenburg) Ref No: Recruit 2026/182 (Re - advert) CPP George (Swellendam) Ref No: Recruit 2026/183 CPP: Wynberg (Paarl) Ref No: Recruit 2026/184
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) 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 in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's 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. 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: Bellville (Blue Downs); CPP: Mitchells Plain (Hermanus) & CPP: Mitchells Plain (Somerset West) & CPP: Bellville (Vredenburg) Sonwabo Mkwakwi Tel No: (021) 487 7234 CPP: Cape Town (Goodwood) Phyllis Lujabe Tel No: (021) 487 7281 CPP: Empangeni Thabsile Radebe Tel No: (033) 392 8753 CPP: Wynberg (Worcester); CPP George (Swellendam) & CPP: Wynberg (Paarl) Thuso Damane Tel No: (021) 487 7129
<u>APPLICATIONS</u>	:	CPP: Bellville e-mail: Recruit2026175@npa.gov.za CPP: Bellville (Blue Downs) e-mail: Recruit2026176@npa.gov.za CPP: Mitchells Plain (Hermanus) e-mail: Recruit2026177@npa.gov.za CPP: Mitchells Plain (Somerset West) e-mail: Recruit2026178@npa.gov.za CPP: Cape Town (Goodwood) e-mail: Recruit2026179@npa.gov.za CPP: Empangeni e-mail: Recruit2026180@npa.gov.za CPP: Wynberg (Worcester) e-mail: Recruit2026181@npa.gov.za CPP: Bellville (Vredenburg) e-mail: Recruit2026182@npa.gov.za CPP George (Swellendam) e-mail: Recruit2026183@npa.gov.za CPP: Wynberg (Paarl) e-mail: Recruit2026184@npa.gov.za
<u>POST 17/80</u>	:	<u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2026/185</u> National Prosecutions Service
<u>SALARY</u>	:	R655 854 - R1 508 337 per annum (Level LP-5 to LP-6), (total cost package), (excluding benefits)
<u>CENTRE</u>	:	DPP: Cape Town (OCC)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) 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 in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's 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. 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>	:	Phyllis Lujabe Tel No: (021) 487 7281
<u>APPLICATIONS</u>	:	e-mail: Recruit2026185@npa.gov.za
<u>POST 17/81</u>	:	<u>FINANCIAL INVESTIGATOR REF NO: RECRUIT 2026/186 (X2 POSTS)</u> Investigative Directorate Against Corruption
<u>SALARY</u>	:	R605 742 per annum (Level 10), (excluding benefits)
<u>CENTRE</u>	:	Pretoria Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF Level 7) or NQF level 6 recognised three (3) year Diploma, Advanced Certificate or equivalent in Forensic investigation, forensic Auditing, Criminal Investigation and Policing. Minimum of three years' experience financial investigation in a legal/investigative/financial environment in roles related to investigations, financial crime, financial analysis, forensic accounting or compliance. Vocational training in Forensic Investigation, Forensic Auditing, Law or any other specialized financial investigation courses. Demonstrable competency in acting Independently, Professionally,

		Accountable and with Credibility. Excellent written and verbal communication skills, innovative and proactive. General management and project management Skills. Strategic capability and leadership. People management and empowerment. Customer service and responsiveness. Communication Skills. Planning and Prioritising. Research Skills and Administration skills. A valid driver's license.
<u>DUTIES</u>	:	Conduct case planning. Conduct financial investigation. Execute special operations in line with the provisions of relevant legislation. Attend to stakeholder engagement in relation to financial investigations. Provide administrative support with regard to case management.
<u>ENQUIRIES</u>	:	Naledi Modise Tel No: (012) 845 7738
<u>APPLICATIONS</u>	:	e mail: Recruit2026186@npa.gov.za
<u>POST 17/82</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2026/187</u> Office of the National Director of Public Prosecutions
<u>SALARY</u>	:	R487 197 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Public Administration/ Business Management or equivalent. Minimum of at least Three (3) years Supervisory experience in Administration within the executive office. Proven experience in drafting high-level memoranda, official correspondence and submissions for executive authorities including Ministers' offices and/or the Presidency. Extensive knowledge of NPA Act, PSA Act and Regulations, PFMA and Treasury regulations and prescripts. Excellent written and verbal communication skills, innovative and proactive. Able to work under pressure. Able to work extensive hours. Decisive under pressure and solution orientation. Ability to meet strict deadlines. Strong organisation and management skills. Reliable, organized and able to work in a team. Extensive computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint.
<u>DUTIES</u>	:	Provide administration functions within the office of the NDPP. Render an office support and administration function, filing system and pending system with a task list. Make travel arrangements as and when required. Manage incoming and outgoing correspondence and ensure correct security processes are followed. Prepare documentation (letters, memos etc) as and when required. Ensure prompt completion of tasks for the office of the NDPP. Ensure that finance and supply chain services are administered. Manage performance management. Ensure that human resources management services are administered. Provide general administration services. Supervise staff.
<u>ENQUIRIES</u>	:	Muzikayifani Madhlala Tel No: (012) 845 6265
<u>APPLICATIONS</u>	:	e mail: Recruit2026187@npa.gov.za
<u>POST 17/83</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/188</u> National Prosecutions Service
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	CPP: Vaal Rand (Benoni)
<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 skills, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, writing skills and task time management skills.
<u>DUTIES</u>	:	Provide high quality administrative support to the office of Senior Prosecutor/District Court Control Prosecutor. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Draft correspondence to members of the public, other organisations, and State departments. Liaise with administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources functions of the subcluster. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents. Provide administrative support to SPP and Prosecutor in the cluster and provide

		logistical services thereof. Receive correspondence dockets for the section. Collect information for civil matters addressed to the unit/group. Do pends for docket ad collect them. Liaise with the public/SAPS members and other justice stakeholders. Collate and capture statistics, reports and submit to Chief prosecutors' office.
<u>ENQUIRIES</u>	:	Motshabi Malabi Tel No: (012) 351 6864
<u>APPLICATIONS</u>	:	e mail: Recruit2026188@npa.gov.za
<u>POST 17/84</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/189</u> National Prosecutions Service
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	CPP: East London
<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 skills, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, writing skills and task time management skills.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Provide administrative duties to the office and the unit. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries e.g responsible for workflow and document tracking in the office. Type and forward correspondence to the Advocates, Prosecutors and other stakeholders in the institution. Liaise with corporate services with regards to all matters pertaining to the administrative functioning of the office. Provide high level administrative support to the legal staff, pertaining to logistical and data capturing.
<u>ENQUIRIES</u>	:	Mawande Ntsondwa Tel No: (040) 608 6800
<u>APPLICATIONS</u>	:	e mail: Recruit2026189@npa.gov.za
<u>POST 17/85</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/190</u> Strategy Operations and Compliance: Supply Chain Management
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification Sound knowledge of the PFMA, Treasury Regulations and supply chain management. Able to work extended hours where necessary. Excellent communication and administrative skills Computer literacy in Ms Excel, Word (Intermediate) and Outlook. Good written and verbal communications skills. Able to work under pressure. Be reliable, tolerant and determined.
<u>DUTIES</u>	:	Place orders for goods and services. Capture, approve and authorize requests on the LOGIS system. Liaise with business units and service providers regarding purchase orders. Update request status on the tracking system. Prepare monthly reports for processed requests and issued orders.
<u>ENQUIRIES</u>	:	John Solomon Tel No: (012) 845 6770
<u>APPLICATIONS</u>	:	e mail: Recruit2026190@npa.gov.za
<u>POST 17/86</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/191</u> National Prosecutions Services
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Sound planning and organising skills, written and verbal communication. General computer literacy skills and knowledge in programs Ms Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high level administration support to the office. Keep and maintain the incoming and outgoing documents register for the component. Provide supply chain clerical support services within the component. Provide personnel administrative clerical support services within the office. Handle routine enquiries, keep and maintain the filing system for the component. Provide

		financial administration support in the office. Liaise with internal and external stakeholders.
<u>ENQUIRIES</u>	:	Ethel Mokgoko Tel No: (033) 392 8761
<u>APPLICATIONS</u>	:	e mail: Recruit2026191@npa.gov.za
<u>POST 17/87</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/192</u> National Prosecutions Services
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	CPP: Bellville (Vredendal)
<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-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries Draft correspondence to members of the public, other organizations and State Departments. Liaise with corporate services with regards to all matters pertaining to the administrative functioning of the office. Provide general administrative support to the legal staff. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying and faxing, receiving; dispatching documents. Perform any other duties as deemed necessary by the supervisor/ manager.
<u>ENQUIRIES</u>	:	Sonwabo Mkwakwi Tel No: (021) 487 7234
<u>APPLICATIONS</u>	:	e mail: Recruit2026192@npa.gov.za
<u>POST 17/88</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/193</u> National Prosecutions Services
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Sound planning and organising skills, written and verbal communication. General computer literacy skills and knowledge in programs Ms Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal skills. Ability to act independently.
<u>DUTIES</u>	:	Booking and allocating of fleet vehicles. Conduct vehicle inspection with drivers at issue and return of fleet vehicles. Maintaining accurate records of usage, mileage and fuel. Co-ordinate maintenance/service bookings for fleet vehicles. Liaise with customers and service providers. Ensure efficient record keeping of fleet vehicle files, trip authorities, logbooks, maintenance schedules, vehicles registration documents, copies of drivers' licences and expiry dates. Conduct asset verification when required. Verifying monthly vehicle usage and fuel reports. Checking tracker reports against trip authorities.
<u>ENQUIRIES</u>	:	Ethel Mokgoko Tel No: (033) 392 8761
<u>APPLICATIONS</u>	:	e mail: Recruit2026193@npa.gov.za
<u>POST 17/89</u>	:	<u>ADMINISTRATIVE CLERK</u> National Prosecutions Services
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	CPP: Pietermaritzburg Ref No: Recruit 2026/194 (X2 Posts) CPP: Durban Ref No: Recruit 2026/195 (X3 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. Good people skills. Strong interpersonal and communication skills. Ability to act independently. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint.
<u>DUTIES</u>	:	Generate reports from the ECMS for statistical purposes. Receive and allocate statistics. Update court statistics registers on daily basis. Generate various statistics sheet. Draw up reports from ECMS. Draw ECMS for submission to

supervisors and/or relevant NPA officials (CPP, DPP or National Office) for monthly statistics. Conduct date verification i.e statistics verification. Update electronic case register as and when additional data becomes available. Communicate with Prosecutors in respect of matters dealt with. Validate what is happening in court as and when required. Write up information to be captured on ECMS. Contact Prosecutors for information to reconcile on ECMS. Register incoming dockets and scanning thereof, capturing new cases on the Electronic Case Management System (ECMS). Daily updating of information from court. Maintain integrity and accuracy of the data captured on ECMS. Provide dockets electronically or hard copies to Defence on request of Prosecutors. Make of photocopies of charge sheets in finalised cases. Attend to queries on case flow from Prosecutors and SAPS from the ECMS. Act as a liaison between NPA and SAPS to obtain urgent dockets and to rectify the dockets which cannot be retrieved on the ECMS. Communicate with NPA stakeholders such as witnesses to remind them of court dates, consultations and provide complainants with outcomes of cases. Provide case administration and document management. Prepare and maintain files. Release appropriate documents to any other interested parties.

ENQUIRIES : CPP: Pietermaritzburg & CPP: Durban Ethel Mokgoko Tel No: (033) 392 8761
APPLICATIONS : CPP: Pietermaritzburg e mail: Recruit2026194@npa.gov.za
 CPP: Durban e mail: Recruit2026195@npa.gov.za

POST 17/90 : **ADMINISTRATIVE CLERK (ECMS)**
 National Prosecutions Service

SALARY : R237 453 per annum (Level 05), (excluding benefits)
CENTRE : CPP: Cape Town (Bellville) Ref No: Recruit 2026/196 (X2 Posts)
 CPP: Cape Town Ref No: Recruit 2026/197 (X3 Posts)
 CPP: Cape Town (Goodwood) Ref No: Recruit 2026/198
 CPP: Cape Town (Mitchells Plain) Ref No: Recruit 2026/199
 CPP: Cape Town (Khayelitsha) Ref No: Recruit 2026/200
 CPP: Cape Town (Wynberg) Ref No: Recruit 2026/201

REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Repost 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 : Register incoming dockets and scanning thereof. Communicate with Prosecutors in respect of matters dealt with Generate reports from ECMS for statistical purposes. Attend to queries on case flow from Prosecutors and SAPS from the ECMS. Provide case administration and document management. Capturing new cases on the electronic case management system (ECMS). Daily updating of information from court. Maintain integrity and accuracy of the data captured on ECMS. Provide dockets electronically or hard copies to Defence on request of Prosecutions. Make photocopies of charge sheets in finalised cases. Validate what is happening in court as and when required. Write up information to be captured on ECMS. Contact Prosecutors for information to reconcile on ECMS. Receive and collate statistics. Update court statistics registers on a daily basis. Generate various statistics sheet. Draw up reports from ECMS. Draw reports from ECMS for submission to Supervisors for monthly reporting. Conduct data verification, i.e., statistics verification. Update electronic case register as and when additional data becomes available. Act as a liaison between NPA and SAPS to obtain urgent dockets and to rectify dockets which cannot be retrieved on the ECMS. Communicate with NPA stakeholders such as witnesses to remind of court dates consultations and provide complainants with outcomes of cases. Prepare and maintain files. Release appropriate documents to any other interested party. 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 pertaining to the provision of support to line functionaries. Perform any other duties as deemed necessary by supervisor/manager.

ENQUIRIES : CPP: Cape Town (Bellville); CPP: Cape Town; CPP: Cape Town (Goodwood);
 CPP: Cape Town (Mitchells Plain); CPP: Cape Town (Khayelitsha) & CPP:
 Cape Town (Wynberg) Sonwabiso Mkwakwi Tel No: (021) 487 7234.

APPLICATIONS : CPP: Cape Town (Bellville) e mail: Recruit2026196@npa.gov.za

CPP: Cape Town e mail: Recruit2026197@npa.gov.za
 CPP: Cape Town (Goodwood) e mail: Recruit2026198@npa.gov.za
 CPP: Cape Town (Mitchells Plain) e mail: Recruit2026199@npa.gov.za
 CPP: Cape Town (Khayelitsha) e mail: Recruit2026200@npa.gov.za
 CPP: Cape Town (Wynberg) e mail: Recruit2026201@npa.gov.za

<u>POST 17/91</u>	:	<u>FINANCE CLERK REF NO: RECRUIT 2026/202</u> National Prosecutions Services
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DDPP: Bhisho
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification preferable finance/financial management field. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Financial Accounting dealing with processing creditors payments and employee's allowances such as cell phone and S&T. Ability to work independently without constant supervision. Knowledge of Public Finance, PERSAL; BAS and LOGIS. Good communication skills, verbal and written. Planning and organizing skills. Client orientation and customer focus. Good analytical skills. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint.
<u>DUTIES</u>	:	Process payments of service providers for the unit. Provide support to Finance Section in the department. Manage payment register. Check the correctness of invoices and claims submitted and send to the Director Administration for approval. Capture S & T claims and cell phone claims on PERSAL and BAS system. Administer the petty cash for the office. Track creditors payments on tracking system. Distribute all finance related policies and circulars to officials. Adherent to policies and procedures. Liaise with customers and suppliers. Verify availability of funds and recommend approval of expenditure. Help with compilation of regional budget. Print and distribute expenditure reports to different managers. Compile monthly recons and other reports. Make sure that all processed payments batches are properly filed. Attend to all payment section related queries.
<u>ENQUIRIES</u>	:	Mawande Ntsondwa Tel No: (040) 608 6800
<u>APPLICATIONS</u>	:	e mail: Recruit2026202@npa.gov.za
<u>POST 17/92</u>	:	<u>CLEANER REF NO: RECRUIT 2026/203</u> Office for the Witness Protection
<u>SALARY</u>	:	R144 024 per annum (Level 02), (excluding benefits)
<u>CENTRE</u>	:	Mpumalanga (Witbank)
<u>REQUIREMENTS</u>	:	ABET level 3 or standard 8 or Grade 10 or equivalent qualifications. Grade 12 will serve as an advantage. Two (2) experience as a cleaner. Ability to work in a team and maintain good interpersonal relationships. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Sound planning and organising skills, written and verbal communication. Knowledge of Batho Pele Principles. General computer literacy skills and knowledge in programs Ms Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal skills. Ability to act independently.
<u>DUTIES</u>	:	Cleaning of office. Cleaning of POS. Resource management and good governance. Perform general assistant office work.
<u>ENQUIRIES</u>	:	S Davids Tel No: (012) 845 6616
<u>APPLICATIONS</u>	:	e mail: Recruit2026203@npa.gov.za