

NATIONAL PROSECUTING AUTHORITY

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

<u>APPLICATIONS</u>	:	All applications must be submitted to the relevant Recruitment Response E mails stated below.
<u>CLOSING DATE</u>	:	31 August 2026
<u>NOTE</u>	:	Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a comprehensive CV ONLY (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected, and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. All SMS posts will be subjected to a lifestyle audit. 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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: DPP: Pietermaritzburg - Deputy Director of Public Prosecutions with Recruit 2026/206; Strategy Management: Knowledge Information Officer with Recruit 2026/250 and OWP: Mpumalanga (Witbank) – Assistant Director:

Asset; Fleet and Facilities with Recruit 2026/244 advertised in circular 25 of 2026 on 17 July 2026 are hereby withdrawn.

MANAGEMENT ECHELON

<u>POST 29/59</u>	:	<u>DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2026/265</u> National Prosecutions Services
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (Total cost package)
<u>CENTRE</u>	:	DPP: Kimberley
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 as recognized 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 prioritizing 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>	:	I L Mofokeng Tel No: (053) 807 4507
<u>APPLICATIONS</u>	:	e mail: Recruit2026265@npa.gov.za

OTHER POSTS

<u>POST 29/60</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2026/261</u> National Prosecutions Services (Re-advert)
<u>SALARY</u>	:	R1 625 709 per annum (Level 14), (Total cost package)
<u>CENTRE</u>	:	DPP: Pietermaritzburg
<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. 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. Good advocacy and legal drafting skills. Strong organisational leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management. A Valid driver's license.
<u>DUTIES</u>	:	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: Recruit2026261@npa.gov.za

POST 29/61

: **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (REGIONAL HEAD)**
REF NO: RECRUIT 2026/262
Specialised Commercial Crime Unit

**SALARY
CENTRE
REQUIREMENTS**

: R1 625 709 per annum (Level 14), (Total cost package)
: Johannesburg
: 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. 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. Good advocacy, well developed skills in legal drafting skills. Good knowledge of civil and/or criminal procedure. Willing to travel and able to work extended hours. Strong organisational leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management. Strong computer skills will be required. Valid driver's license.

DUTIES

: Manage and direct the activities of the regional office. Exercise oversight on any decisions to prosecute and to give any necessary advice and report to the DPP. Ensure that all decisions to prosecute comply with all relevant legal prescripts, the Constitution and all applicable policies, procedures and directives. Ensure that plans are in place to promote good stakeholder and partner engagement. Ensure that the regional office meets targets, to continuously analyse, review and monitor operational performance of the office in order, inter alia, to identify any operational deficiencies and to monitor the achievement of strategic objectives and annual targets. Develop any performance or delivery improvement plans or make such interventions as circumstances may require. Conduct specialised litigation of complex/high profile criminal and civil matters in the High Court, the Highest Court of Appeal and the Constitutional Court. Study case dockets and other documents relating to criminal cases, make and review decisions with regard to the institution of the criminal proceedings. Represent the States' case in court including examination and cross-examination of witnesses. Study appeals and reviews. Prepare opinions and heads of argument and argue cases in the appropriate court. Appear in the motion applications pertaining to criminal and civil matters. Conduct research and provide advice/legal opinion/case law relevant to specialised field of law. Deal with representations and complaints and ensure that a high standard of professional work is being carried out. Train and guide Advocates, Prosecutors and stakeholders in respect of all specialised matters. Oversee resources and align them to strategic objectives.

**ENQUIRIES
APPLICATIONS**

: Charity Matika Tel No: (011) 220 4235
: e mail: Recruit2026262@npa.gov.za

POST 29/62

: **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT
2026/263**
National Prosecutions Services

SALARY

: R1 625 709 per annum (Level 14), (Total cost package)

<u>CENTRE REQUIREMENTS</u>	:	DPP: Bloemfontein (OCC)
	:	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. At least five (5) years' experience in criminal procedure and the POCA legislation is key. 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. Good advocacy, well-developed skills in legal research and legal drafting skills. Knowledge of civil and /or criminal procedure. Good interpersonal, analytical, presentation and communication skills. The ability to act independently. Strong computer skills will be required. A valid driver's license.
<u>DUTIES</u>	:	To exercise oversight on any decision to prosecute, and to give any necessary advice and report to the Head of the Organised Crime Component. To read and interpret all documents that is developed by the FATF and give guidance / opinions to the NPS on the said documents. To provide high level and well researched opinions and reports to the Head of the Organised Crime Component. To manage and direct governance and operations in the Money Laundering Component. To continuously analyse, review and monitor operational performance of the regional offices in order, inter alia, to identify operational deficiencies and to monitor the achievement of strategic objectives and annual targets. To develop any performance or delivery improvement plans or make such interventions as circumstances may require. To monitor and review strategy and operations. To oversee the development and implementation of appropriate employee performance management systems. To ensure that action plans are in place to promote good stakeholder and partner engagement. To arrange and coordinate internal and external meetings. To participate in all stakeholder meetings. To meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of Money Laundering Component. To prepare presentations for the Executive Committee and the Management Committee. To identify training gaps and communicate same to the head of the Training Component.
<u>ENQUIRIES APPLICATIONS</u>	:	Lemmer Ludwick Tel No: (051) 410 6001
	:	e mail: Recruit2026263@npa.gov.za
<u>POST 29/63</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (REGIONAL HEAD)</u> <u>REF NO: RECRUIT 2026/264</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R1 625 709 per annum (Level 14), (Total cost package)
<u>CENTRE</u>	:	Pretoria
<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>	:	To guide investigations and conduct prosecutions of identified cases. To exercise oversight on any decision to prosecute, and to give any necessary advice and report to the Head of the SCCU. To ensure that decisions to prosecute or not prosecute comply with all relevant legal prescripts, the Constitution, and all applicable policies, procedures and directive. To provide high level and well researched opinions and reports to the Head of the SCCU. To manage and direct governance and operations in the SCCU. To monitor and review strategy and operations. To provide enterprise performance reports. To liaise with regional offices and arrange meetings in this regard. To render professional advice to the Head of the SCCU, as required. To ensure that plans are in place to promote good stakeholder and partner engagement. To ensure that the national strategy and annual plan of the SCCU are developed and implemented. To monitor delivery of the regional offices in line with the strategy and plan. In order to ensure that the regional offices meet targets, to continuously analyse, review and monitor operational performance of the offices in order, inter alia, to identify and operational deficiencies and to monitor the achievement of strategic objectives and annual targets. To develop any

performance or delivery improvement plans or make such interventions as circumstances may require. To oversee the development and implementation of appropriate employee performance management systems. To initiate and implement training initiative by establishing training needs both at national and regional levels. To meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of SCCU

ENQUIRIES : Lerato Rakale Tel No: (012) 351 6756
APPLICATIONS : e mail: Recruit2026264@npa.gov.za

POST 29/64 : **SENIOR STATE ADVOCATE (TRC) REF NO: RECRUIT 2026/266**
 National Prosecutions Services
 (Re-advert)

SALARY : R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
CENTRE : DPP: Makhanda (Grahamstown)
REQUIREMENTS : 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.

DUTIES : 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, 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.

ENQUIRIES : Nomfuneko Ntapani Tel No: (046) 602 3000
APPLICATIONS : e mail: Recruit2026266@npa.gov.za

POST 29/65 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2026/300 (X4 POSTS)**
 (2 Re-adverts)
 Specialised Commercial Crime Unit

SALARY : R1 242 915 – R1 934 208 per annum (LP-9), (Total cost package)
CENTRE : DPP: Bloemfontein
REQUIREMENTS : 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. Admission as advocate or attorney will be an added advantage. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required A valid driver's licence.

<u>DUTIES</u>	:	Conduct prosecution of serious, complex and organised commercial crime and corruption cases. Advise the DPCI on the investigation of serious, complex and organised commercial crime and corruption cases. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and do appeals and reviews. Generally, conduct prosecution on behalf of the State, and perform all duties related thereto, including administrative duties; Deal with representations and complaints; Mentor, guide and/or conduct training of prosecutors and stakeholders. Engage with stakeholders on commercial crime related issues.
<u>ENQUIRIES APPLICATIONS</u>	:	Lemmer Ludwick Tel No: (051) 410 6001
	:	e mail: Recruit2026300@npa.gov.za
<u>POST 29/66</u>	:	<u>SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2026/267</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 242 915 – R1 934 208 per annum (CM-1), (Total cost package)
	:	CPP: Mthatha (Tsolo)
	:	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. A valid driver's license.
<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 APPLICATIONS</u>	:	Ziyanda Mtwazi Tel No: (047) 501 2632
	:	e mail: Recruit2026267@npa.gov.za
<u>POST 29/67</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2026/268</u> National Prosecutions Service (Re-advert)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 074 222 - R1 742 772 per annum (Level SU-3), (Total cost package)
	:	CPP: Ntuzuma (KwaDukuza)
	:	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.
<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>	:	Phiwayinkosi Nhlengethwa Tel No: (031) 334 5003
<u>APPLICATIONS</u>	:	e mail: Recruit2026268@npa.gov.za
<u>POST 29/68</u>	:	<u>HEAD CONTROL PROSECUTOR 3</u> National Prosecutions Service
<u>SALARY</u>	:	R1 074 222 - R1 742 772 per annum (SU- 3), (Total cost package)
<u>CENTRE</u>	:	CPP: Odi (Rustenburg) Ref No: Recruit 2026/269
	:	CPP: Gqeberha (Humansdorp) Ref No: Recruit 2026/270
<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 and 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</u>	:	CPP: Odi (Rustenburg) Flora Kalakgosi Tel No: (018) 381 9041
	:	CPP: Gqeberha (Humansdorp) Andiswa Tengile Tel No: (012) 842 1450
<u>APPLICATIONS</u>	:	CPP: Odi (Rustenburg) e mail: Recruit2026269@npa.gov.za
	:	CPP: Gqeberha (Humansdorp) e mail: Recruit2026270@npa.gov.za
<u>POST 29/69</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2026/271</u> National Prosecutions Services
<u>SALARY</u>	:	R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	DPP: Kimberley
<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 APPLICATIONS</u>	:	IL Mofokeng Tel No: (053) 807 4507
	:	e mail: Recruit2026271@npa.gov.za
<u>POST 29/70</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2026/272</u> National Prosecutions Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
	:	CPP: Pietermaritzburg
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience in prosecution/litigation of Sexual Offences, Criminal Procedure, Civil litigation and management of gender-based violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Drafting charge sheets and complex court documents. Ability to act independently without constant supervision. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. A valid driver's licence.
<u>DUTIES</u>	:	To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/or the Policy Manual and/or any other directives inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated Sexual Offences Courts. Prepare cases for court, guide investigations and consult with witnesses, draft charge sheets and other court documents including documents that are more complex in nature. Present the States' case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of Gender based violence and all matters incidental thereto. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at dedicated Sexual Offences Courts. Securing the attendance of witnesses, investigating officers' and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ethel Mokgoko Tel No: (033) 392 8761
	:	e mail: Recruit2026272@npa.gov.za
<u>POST 29/71</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2026/273</u> Sexual Offences and Community Affairs
<u>SALARY CENTRE REQUIREMENTS</u>	:	R970 221 - R1 600 893 per annum (Level LP- 7 to LP-8), (Total cost package)
	:	CPP: Bloemfontein (Phuthadijhaba)
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience in prosecution/litigation of Sexual Offences, Criminal Procedure, Civil litigation and management of Gender based violence matters. Demonstrable

	competency in acting Independently, Professionally, Accountable and with Credibility. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Drafting charge sheets and complex court documents. Ability to act independently without constant supervision. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office. A valid driver's licence.
<u>DUTIES</u>	: To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/or the Policy Manual and/or any other directives inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the dedicated Sexual Offences Courts. Prepare cases for court, guide investigations and consult with witnesses, draft charge sheets and other court documents including documents that are more complex in nature. Present the States' case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure criminal and civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of Gender based violence and all matters incidental thereto. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at dedicated Sexual Offences Courts. Securing the attendance of witnesses, investigating officers' and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.
<u>ENQUIRIES</u>	: Lemmer Ludwick Tel No: (051) 410 6001
<u>APPLICATIONS</u>	: e mail: Recruit2026273@npa.gov.za
<u>POST 29/72</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: Durban Ref No: Recruit 2026/274 (X3 Posts) CPP: Ladysmith (Madadeni) Ref No: Recruit 2026/275 CPP: Nelspruit (Mhala) Ref No: Recruit 2026/276 CPP: Gqeberha Ref No: Recruit 2026/277 CPP: Welkom (Bethlehem) Ref No: Recruit 2026/278 CPP: Mthatha Ref No: Recruit 2026/279 (X2 Posts) (Re-adverts)
<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. 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: Durban Phiwa Nhlengethwa Tel No: 031 334 5003 CPP: Ladysmith (Madadeni) Ethel Mokgoko Tel No: (033) 392 8761 CPP: Nelspruit (Mhala) Tebogo Mashile Tel No: (013) 045 0686 CPP: Gqeberha Andiswa Tengile Tel No: (012) 842 1450 CPP: Welkom (Bethlehem) Lemmer Ludwick Tel No: (051) 410 6001 CPP: Mthatha Tulisa Sibindlana Tel No: (047) 501 2669
<u>APPLICATIONS</u>	: CPP: Durban e-mail: Recruit2026274@npa.gov.za CPP: Ladysmith (Madadeni) e-mail: Recruit2026275@npa.gov.za

CPP: Nelspruit (Mhala) e-mail: Recruit2026276@npa.gov.za
 CPP: Gqeberha e-mail: Recruit2026277@npa.gov.za
 CPP: Welkom (Bethlehem) e-mail: Recruit2026278@npa.gov.za
 CPP: Mthatha e-mail: Recruit2026279@npa.gov.za

<u>POST 29/73</u>	:	<u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2026/280</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: Cape Town
<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. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Litigation in the regional court and management experience will be an added advantage. The incumbent will be required to perform relief prosecutorial duties at courts within the cluster. 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: Recruit2026280@npa.gov.za
<u>POST 29/74</u>	:	<u>DISTRICT COURT 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: Gqeberha (New Brighton) Ref No: Recruit 2026/281 CPP: Butterworth Ref No: Recruit 2026/282
<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/litigation. 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: Gqeberha (New Brighton) Andiswa Tengile Tel No: (012) 842 1450 CPP: Butterworth Ziyanda Mthwazi Tel No: (047) 501 2632
<u>APPLICATIONS</u>	:	CPP: Gqeberha (New Brighton) e-mail: Recruit2026281@npa.gov.za CPP: Butterworth e-mail: Recruit2026282@npa.gov.za
<u>POST 29/75</u>	:	<u>CLOSE PROTECTOR REF NO: RECRUIT 2026/283 (X5 POSTS)</u> Strategy, Operations and Compliance: Security Management Service
<u>SALARY</u>	:	R338 106 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office

<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Security Management / Policing or equivalent. At least three (3) years' experience in VIP close protection either in public and/or private sector. VIP close protection training from any accredited institution (Firearm Training Certificate) Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Advanced close protection. Valid competency certificate in the handling of the firearm (Valid for a year). Grade C PSIRA registration. Minimum three (3) years relevant experience in personnel security and operational planning. Should be able to conduct threat & profiling investigations. good planning and organizational skills. Problem-solving and communication skills. The candidate must be able to work independently. The candidate must be willing to travel and work extended hours. Good interpersonal skills. The candidate must have the ability to work under pressure and meet deadlines. Valid driver's license and have an advanced driving certificate.
<u>DUTIES</u>	:	Provide protection to the assigned threatened NPA employees. Conduct threat and risk assessment on the identified NPA employees. Conduct safety route plan before each operation. Engage with the threatened NPA employees at the venue before the commencement of any assignment. Driving threatened NPA employees to and from various venues. Conduct security appraisals for threatened NPA officials. Protect threatened NPA employees from threats of physical violence. Ensure that the routes used by the threatened NPA employee and the places where the vehicle is parked are safe and secured all the times. Build and maintain working relations with stakeholders. Coordinate security with all security stakeholders for the safety of the protected NPA employees (South African Police Service (SAPS), State Security Agency (SSA). Participate in security coordination for the organisation during NPA events and court proceedings. Liaison with both public and private institutions including law enforcement agencies. Monitor the provision and utilization of government and operational fleet. Ensure that the vehicle used by the threatened NPA employee is clean, roadworthy and in good condition all the times. Ensure that the vehicle used by the threatened NPA employee is not exposed to the placing or attaching of harmful devices rendering the vehicle unsafe. Prepare operation plan for approval by the head.
<u>ENQUIRIES</u>	:	Sikhumbuzo Sibiyi Tel No: (012) 845 6753
<u>APPLICATIONS</u>	:	e mail: Recruit2026283@npa.gov.za
<u>POST 29/76</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: RECRUIT 2026/284</u> Strategy, Operations and Compliance: Security Management Service
<u>SALARY</u>	:	R338 106 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DPP: Mthatha
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Security, Public Administration / Public management or equivalent. At least two (2) years relevant experience in the field of Security. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Ability to identify and handle confidential matters. 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 and communication skills. Ability to act independently. Valid driver's license.
<u>DUTIES</u>	:	Provide security vetting services in the region. Maintain and update data base with regard to vetting and court case classification. Conduct personal suitability checks. Collect non-disclosure forms and maintain a register thereof. Act as a Key control officer according to Service Level Agreement. Conduct inspection on guarding activities, key control and provide report. Submit information to National Office. Compile reports and submit to Regional Manager. Conduct OHS Inspections and maintain OHS file. Request information on high profile cases from Prosecutors. Attend to any queries with regard to physical and information security services. Attend to OHS meetings quarterly.
<u>ENQUIRIES</u>	:	Tshinyadzo Mudau Tel No: (012) 845 6298
<u>APPLICATIONS</u>	:	e mail: Recruit2026284@npa.gov.za

<u>POST 29/77</u>	:	<u>ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2026/285</u> National Prosecutions Service (Re-advert)
<u>SALARY</u>	:	R338 106 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DPP: Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum two (2) years' relevant experience in Administration Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Understanding of criminal court administration processes. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Excellent administrative skill and problem-solving skills. Strong organizational and management skills. Good analytical skills. Computer skills in MS Word, Excel (intermediate or Advanced) and Outlook. A valid driver's licence.
<u>DUTIES</u>	:	Manage and/or supervise the legal Admin and documents Management Sections. Manage and/or supervise the registry section. Manage all non-legal filing in the DPP document centre. Check and sign off electronic registers (Corporate services files, HR, Fleet and Finance etc) Check and sign off closed files. Perform monthly inspections. Manage case files. Compile and submit court statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Respond to audit queries. Manage and/or supervise human resource functions of staff in the Registry/Legal Admin and document management section. Perform any other duties as deemed necessary by the supervisor.
<u>ENQUIRIES</u>	:	Lemmer Ludwick Tel No: (051) 410 6001
<u>APPLICATIONS</u>	:	e mail: Recruit2026285@npa.gov.za
<u>POST 29/78</u>	:	<u>COURT PREPARATION OFFICER REF NO: RECRUIT 2026/286</u> National Prosecutions Service
<u>SALARY</u>	:	R338 106 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	CPP: Upington (Kathu Magistrate office)
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science / Behavioural Studies or equivalent. At least one (1) year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem-solving skills.
<u>DUTIES</u>	:	Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
<u>ENQUIRIES</u>	:	IL Mofokeng Tel No: (053) 807 4500
<u>APPLICATIONS</u>	:	e mail: Recruit2026286@npa.gov.za
<u>POST 29/79</u>	:	<u>PERSONAL ASSISTANT REF NO: RECRUIT 2026/287</u> Office for Ethics and Accountability (Re-advert)
<u>SALARY</u>	:	R338 106 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to Public Service Administration, including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016. Public Finance Management Act No 1 of 1999, Public Administration Management Act 11 of 2014. General computer literacy. Language skills and ability to communicate well with people at different levels

		and from different background. Good telephone etiquette and sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents. Ability to act with tact and discretion. Willingness to travel extensively. Candidates to be appointed in or assigned to the OEA must disclose to the office particularly of all registrable financial interests. Obtain security clearance following a vetting conducted in terms of National Strategic Intelligence Act 1994 as well as Lifestyle review conducted. No previous convictions or pending cases. A valid driver's licence.
<u>DUTIES</u>	:	Provide comprehensive administrative support including document tracking, assets management and procurement for the office. Provide comprehensive support for the meetings. Manage the diaries and incoming telephone calls for the Office for Ethics and Accountability. Support budget management within the OEA. Manage travel arrangements and claims for the office. Supervise staff.
<u>ENQUIRIES</u>	:	Karen Van Rensburg Tel No: (012) 845 6871
<u>APPLICATIONS</u>	:	e mail: Recruit2026287@npa.gov.za
<u>POST 29/80</u>	:	<u>KNOWLEDGE INFORMATION OFFICER</u> Strategy, Operations and Compliance: Strategy Management Office
<u>SALARY</u>	:	R338 106 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	DPP: Western Cape (Cape Town) Ref No: Recruit 2026/288 DPP: Pietermaritzburg Ref No: Recruit 2026/289 DPP: Limpopo (Polokwane) Ref No: Recruit 2026/290 DPP: Mpumalanga (Nelspruit) Ref No: Recruit 2026/291
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Management, Information Sciences. Knowledge Management or equivalent. Minimum two (2) years relevant experience in Information and Knowledge Management. Working knowledge of the public sector in general. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility Excellent report writing skills and attention to detail. Sound knowledge management skills. Sound electronic document management and/ or records management skills. Sound understanding of the DPSA Knowledge Management Framework, PAIA, POPIA, and NARSSA regulations. Sound working knowledge of SharePoint and Viva Engage platforms. Good communication, liaison and presentation skills. A good command of computer literacy, including MS Office suite (Word, Excel, PowerPoint, Outlook and Teams) Ability to work under pressure and multi-task. Able to work independently and in a team. Willingness to travel and work away from home. Working knowledge of conducting research/ and or data collection. Project management skills. A valid driver's licence.
<u>DUTIES</u>	:	Outline specific knowledge and expertise for harvest. Identify knowledge locations. Identify knowledge experts within the organisation. Schedule knowledge creation and harvest sessions. Conduct knowledge harvest sessions. Document lessons learned, publish knowledge products in different formats, maintain expert's database. Maintain knowledge management portals. Conduct Knowledge Management (KM) awareness and KM portal training. Perform any other duties deemed fit by management.
<u>ENQUIRIES</u>	:	Bongumusa Jalubane Tel No: (012) 845 6491
<u>APPLICATIONS</u>	:	DPP: Western Cape (Cape Town) e mail: Recruit2026288@npa.gov.za DPP: Pietermaritzburg e mail: Recruit2026289@npa.gov.za DPP: Limpopo (Polokwane) e mail: Recruit2026290@npa.gov.za DPP: Mpumalanga (Nelspruit) e mail: Recruit2026291@npa.gov.za
<u>POST 29/81</u>	:	<u>HUMAN RESOURCES CLERK</u> National Prosecutions Services
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DDPP: Bhisho Ref No: Recruit 2026/292 DPP: Mmabatho Ref No: Recruit 2026/293
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good interpersonal relations. Good administrative skills. Planning and organizing. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team.

<u>DUTIES</u>	:	Provide high level HRM&D administration to the region. Facilitate the recruitment process. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Maintain and administer PERSAL information including leave applications. Assist in the training and development programs in the region. Assist in the performance assessment process.
<u>ENQUIRIES</u>	:	DDPP: Bhisho Mawande Ntsondwa Tel No: (040) 608 6800
	:	DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	DDPP: Bhisho e mail: Recruit2026292@npa.gov.za
	:	DPP: Mmabatho e mail: Recruit2026293@npa.gov.za
<u>POST 29/82</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/294</u>
	:	National Prosecutions Services
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	CPP: Mmabatho (Lichtenburg)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Knowledge of clerical duties practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the public service. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Good verbal and written communication skills. Excellent administrative skills and problem-solving skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, planning and organizing skills.
<u>DUTIES</u>	:	Provide high level administrative support to the office of the Senior Public Prosecutor and Prosecutors in the cluster and provide logistical services thereof. Management of correspondence. Liaise and communicate with a range of stakeholders in the Justice Sector. Plan organize and co-ordinate events, meetings or other arrangements. Manage information and ensure an appropriate filing system. Make travel and accommodation arrangements when necessary. Diary management. Receive correspondence for the section. Collect information. Execute a wide variety of administrative tasks. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents. Collect and capture statistics.
<u>ENQUIRIES</u>	:	Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	e mail: Recruit2026294@npa.gov.za
<u>POST 29/83</u>	:	<u>SUPPLY CHAIN CLERK REF NO: RECRUIT 2026/301</u>
	:	National Prosecutions Services
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	CPP: Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Sound knowledge of the PFMA, Treasury Regulations and supply chain management Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Able to work extended hours where necessary. Excellent communication and administrative skills Computer literacy in Ms Excel, Word (Intermediate) and Outlook. Able to work under pressure. Be Reliable, tolerant and determined. Excellent communication and administrative skills. Good verbal and written communication skills. Excellent administrative skills and problem-solving skills.
<u>DUTIES</u>	:	Provide administrative and specialized procurement support to the NPA. Capture and compile requests for procurement for approval. Request quotations for goods and services. Liaise with internal and external clients. Maintain comprehensive database to ensure capturing accurate and relevant information for work within your area of responsibility. Ensure compliance with Treasury regulations, PFMA and internal prescripts. Respond to all queries. (Internal and External). Perform any other duties as deemed necessary by your supervisor. Staff may be rotated to other sections within Supply Chain Management.
<u>ENQUIRIES</u>	:	Flora Kalakgosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	e mail: Recruit2026301@npa.gov.za

<u>POST 29/84</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/295</u> National Prosecutions Service
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Bloemfontein (OCC)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Register incoming dockets and scanning thereof. Capturing information on the electronic case register (ECR). Daily updating of information from court. Provide dockets electronically and photocopies, where necessary, to Defence on request of Prosecutors. Liaise with Prosecutors in respect of matters dealt with. Verify what is happening in court. Write up information to be captured on access. Contact Prosecutors for information to reconcile to access. Generate reports from ECR for statistics purposes. Generate various Statistics Sheet. Draw up reports from Access, Power BI and PowerPoint tools. Draw up excel spreadsheets for case summaries. Draw reports from ECR for submission to Supervisors, DPP and National Office for monthly reporting. Update electronic case register as and when additional data becomes available. Attend to queries on case flow from Prosecutors and SAPS from the ECR. Provide case administration and document management. Prepare and maintain files. Release appropriate documents to any other interested party. Maintain E disclosure platform. Handle Prosecutor caseloads. Assist with other administrative functions and duties as required by the line manager.
<u>ENQUIRIES</u>	:	Lemmer Ludwick Tel No: (051) 410 6001
<u>APPLICATIONS</u>	:	e mail: Recruit2026295@npa.gov.za
<u>POST 29/85</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2026/296 (X2 POSTS)</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrate 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>	:	Register incoming dockets and scanning thereof. Capturing information on the electronic case register (ECR). Daily updating of information from court. Provide dockets electronically and photocopies, where necessary, to Defence on request of Prosecutors. Liaise with Prosecutors in respect of matters dealt with. Verify what is happening in court. Write up information to be captured on access. Contact Prosecutors for information to reconcile to access. Generate reports from ECR for statistics purposes. Generate various Statistics Sheet. Draw up reports from Access, Power BI and PowerPoint tools. Draw up excel spreadsheets for case summaries. Draw reports from ECR for submission to Supervisors, DPP and National Office for monthly reporting. Update electronic case register as and when additional data becomes available. Attend to queries on case flow from Prosecutors and SAPS from the ECR. Provide case administration and document management. Prepare and maintain files. Release appropriate documents to any other interested party. Maintain E disclosure platform. Handle Prosecutor caseloads. Assist with other administrative functions and duties as required by the line manager.
<u>ENQUIRIES</u>	:	Lemmer Ludwick Tel No: (053) 410 6001
<u>APPLICATIONS</u>	:	e mail: Recruit2026296@npa.gov.za
<u>POST 29/86</u>	:	<u>FINANCE CLERK REF NO: RECRUIT 2026/297</u> National Prosecutions Services
<u>SALARY</u>	:	R237 453 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Bloemfontein

<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic numeracy skills. Knowledge of Financial Accounting dealing with processing creditors payments and employee's allowances such as cellphone 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. 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 Financial Accounting. Manage payment register. Receive all claims and invoices, check correctness and submit to Director: Administration for approval. Capture S & T claims and cell phone claims on PERSAL and BAS system. Administer the petty cash for the office. Submit certified payroll to Head Office on a monthly basis. Track creditors payments on tracking system. Distribute all finance related policies and circulars to officials. Adhere 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Lemmer Ludwick Tel No: (053) 410 6001
	:	e mail: Recruit2026297@npa.gov.za
<u>POST 29/87</u>	:	<u>CONTROL ROOM OPERATOR REF NO: RECRUIT 2026/298</u> Strategy Operations and Compliance: Security Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05), (excluding benefits)
	:	DPP: Johannesburg
	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Registration with the Private Security Regulation Authority (PSIRA) Grade C. Reliable, tolerant and determined. Able to act independently. High level of integrity. Willing to work shifts, after hours and over weekends. Good report writing skills and able to work under pressure. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and Power Point. knowledge of security management in public sector administration (MISS & MPSS documents). A valid driver's license.
<u>DUTIES</u>	:	Operate control room security and emergency system to ensure safety of the premises. Control cameras through CCTV system to monitor and safeguard the premises. Identify and record all suspicious incidents. Safekeeping of recorded information and back-up footage and access control records. Compile incident reports. Ensure proper use of control room systems. Identify and report faults and malfunctioning of the system. Monitor all scheduled and repair maintenance to ensure the effective working of all systems and equipment. Implement access control and key control for NPA building facilities and conduct key audits as and when required. Ensure access control of the control room. Control entry and exit of the control room. Ensure all relevant control room registers are complete. Respond to security emergencies. Activate the emergency systems and immediately report incidents. Liaise with internal and external stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Tshinyadzo Mudau Tel No: (012) 845 6298
	:	e mail: Recruit2026298@npa.gov.za
<u>POST 29/88</u>	:	<u>FINANCE CLERK REF NO: RECRUIT 2026/299 (X2 POSTS)</u> National Prosecutions Services (Re-advert)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05), (excluding benefits)
	:	DPP: Grahamstown (Makhanda)
	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic numeracy skills. Knowledge of Financial Accounting dealing with processing creditors payments and employee's allowances such as cellphone 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. 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 Financial Accounting. Manage payment register. Receive all claims and invoices, check

correctness and submit to Director: Administration for approval. Capture S & T claims and cell phone claims on PERSAL and BAS system. Administer the petty cash for the office. Submit certified payroll to Head Office on a monthly basis. Track creditors payments on tracking system. Distribute all finance related policies and circulars to officials. Adhere 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.

ENQUIRIES
APPLICATIONS

: Chwayita Zwelibanzi Tel No: (046) 602 3000
: mail: Recruit2026299@npa.gov.za