ANNEXURE K

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 : 13 February 2023

NOTE : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a comprehensive CV ONLY (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Handwritten Z83 must be completed in BLOCK LETTERS. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at **www.dpsa.gov.za-vacancies**. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs NB! All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting.

ERRATUM: The post of Deputy Director of Public Prosecutions advertised in Public Service Vacancy Circular 30 dated 12 August 2022 with Ref No: Recruit 2022/254 is hereby withdrawn.

OTHER POSTS

POST 03/97 : **SENIOR STATE ADVOCATE**
National Prosecutions Service

SALARY : R1 027 698 per annum (total cost package) – R1 606 404.per annum (total cost package) (LP-9)

CENTRE : DPP: Mmabatho Ref No: Recruit 2023/14 (Re-advert)
DPP: Limpopo Ref No: Recruit 2023/15 (Re-advert)
DDPP: Middelburg Ref No: Recruit 2023/35

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation.

		Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five years' experience in legal practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.
DUTIES	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare 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.
ENQUIRIES	:	DPP: Mmabatho Flora Kalakgosi Tel No: 018 381 9041 DPP: Limpopo Thuba Thubakgale Tel No: 015 045 0285 DPP: Middelburg Tebogo Mashile Tel No: 013 045 0686
APPLICATIONS	:	DPP: Mmabatho e mail Recruit202314@npa.gov.za DPP: Limpopo e mail Recruit202315@npa.gov.za DDPP: Middelburg e mail Recruit202347@npa.gov.za
POST 03/98	:	**SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/16** National Prosecutions Services
SALARY	:	R1 027 698 per annum (total cost package) – R1 606 404 per annum (total cost package) (LP-9)
CENTRE	:	DDPP: Thohoyandou (STU)
REQUIREMENTS	:	An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience. Five years' experience in legal practice will be added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience regarding common law offences relating to Tax evasion/avoidance, commercial crimes, fraud and related matters. Knowledge of Tax Act, Vat Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. General computer literacy and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Ability to act independently or within minimum supervision. Good administration skills.
DUTIES	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including acquisition of additional evidence and draft charge sheets, indictments and court documents. Represent the state in all courts, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case-flow management of cases independently. Study and deal with appeals and reviews. Assist SARS in keeping proper records of all criminal proceedings. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
ENQUIRIES	:	Joseph Thubakgale Tel No: 015 045 0285
APPLICATIONS	:	DDPP: Thohoyandou e mail Recruit202316@npa.gov.za
POST 03/99	:	**SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/17** National Prosecutions Service
SALARY	:	R1 027 698 per annum (total cost package) – R1 606 404 per annum (total cost package) (LP-9)
CENTRE	:	DPP: Cape Town (OCC)

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

DUTIES : Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Mentor and coach junior staff and quality check their work. Participate in the assessment of staff being mentored.

ENQUIRIES : Francois Brandt Tel No: 021 487 7144

APPLICATIONS : e mail Recruit202317@npa.gov.za

POST 03/100 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/18**
National Prosecutions Services
(Re-advert)

SALARY : R1 027 698 per annum (total cost package) – R1 606 404 per annum (total cost package) (LP-9)

CENTRE : DPP: Grahamstown (Port Elizabeth) (Tax)

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least 6 years of relevant criminal court work experience in advocacy and drafting. Well-developed skills in legal research. Good interpersonal, analytical, organisational and communication skills. General computer literacy required. Excellent administrative skills. Assist with the Performance management and assessments of staff. Extensive prosecutorial or litigation experience regarding commercial crimes, Fraud, Theft and other common law/statutory offences relating to tax evasion is essential. Knowledge of legislation relating to Income Tax, VAT, PAYE as well as the Tax Administration Act and the Customs and Excise Act required. Knowledge of Company Law. Proficiency in prosecuting, competency in guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, indictments and court documents, dealing with representations and conducting motion proceedings. The ability to mentor, train and quality check the work of Advocates. Ability to act independently without supervision and manage court and case flow management independently. Required to travel to courts across the Division to prosecute tax cases as and when required. Valid driver`s license is required.

DUTIES : To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/or the Policy Manual and/or any directives, inter alia, to study case dockets, decide on the institution of and conduct criminal proceedings of a complex nature. Prepare cases for court by inter alia guiding the investigation, consulting with witnesses and acquiring additional evidence. Draft charge sheets and indictments. Deal with any representations. Present the State's case in court. Present evidence, cross-examine and address the court on inter alia, conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument for complex matters and argue cases in the appropriate court with right of appearance. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecutions on behalf of the State. Perform all duties, including administrative duties and specific tasks assigned by the supervisor, related thereto in accordance with the Code of Conduct, policy and directives of the National Prosecuting Authority. Supervise and manage performance of State Advocate(s) (if so required. Conduct performance assessments of staff (if so required). Quality check work of Advocates. Mentor and guide Advocates, prosecutors and stakeholders. Assist in the keeping of proper records/statistics in relation to all criminal prosecutions conducted by the STU and assist in compilation of statistics/reports. Middle management, including appeals, court rolls (under supervision) and office inspections. Managing of allocated portfolio within STU. Assist Deputy Directors in high-profile matters or matters where an increased risk element is present. Promote partner integration, community

		involvement and customer satisfaction in conjunction with partners in the criminal justice system.
ENQUIRIES	:	Nomfuneko Ntapane Tel No: 046 602 3000
APPLICATIONS	:	e mail Recruit202318@npa.gov.za
POST 03/101	:	**SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/19 (X2 POSTS)** Asset Forfeiture Unit (Re-advert)
SALARY	:	R1 027 698 per annum (total cost package) – R1 606 404 per annum (total cost package) (LP-9)
CENTRE	:	Johannesburg
REQUIREMENTS	:	An LLB or any appropriate legal qualification for serving prosecutors. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Valid driver's license. Good advocacy and legal drafting skills. Good knowledge of civil and / or criminal procedure. Admitted Advocate and / or Attorney will be an added advantage. Knowledge of Asset Forfeiture law will be an added advantage. Strong Computer skills and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Willing to travel and work extended hours. Ability to do legal research.
DUTIES	:	Litigation and supervising litigation. Civil litigation regarding all aspects of the freezing and forfeiture/ confiscation of property/ assets derived from criminal activity. Drafting applications and preparing heads of argument and presenting cases in court. Supervise, train and develop junior legal and investigative staff. Train AFU staff in the use of asset forfeiture procedures. Legal research and keep up to date with legal developments. Assist with general management of the unit, including developing the systems, receiving and analysing reports and making recommendations to the unit.
ENQUIRIES	:	Lindie Swanepoel Tel No: 012 845 6638
APPLICATIONS	:	e mail Recruit202319@npa.gov.za
POST 03/102	:	**DEPUTY DIRECTOR: COURT PREPARATION REF NO: RECRUIT 2023/20** National Prosecutions Service
SALARY	:	R908 502 per annum (MMS Level 12), (total cost package)
CENTRE	:	DPP: Mmabatho
REQUIREMENTS	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Work or equivalent. At least five years working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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.
DUTIES	:	Oversee the court preparation programme provided by Court Preparation Officers within the NPA for the Division. To mentor, coach, ensure effective transfer of skills to the Court Preparation officials. Give guidance to the DPP/ Governance Coordinators/ Chief Prosecutors/SPP and court preparation officers regarding the model and methodology of court preparation work. Ensure compliance with standards and guidelines for the establishment, roll out and management of court preparation services in the region for the prevention of secondary trauma and enhanced prosecution. Conduct court preparation and victim impact statements in high profile matters and implement the PEACE model and victim impact statements for Court preparation in courts. Act as an expert witness when called upon to do so. Lead staff towards achieving strategic goals of the NPA. Deal with representations and complaints and escalate. Contribute towards the management and implementation of the victim's charter. Promote partner integration, community involvement and customer satisfaction in conjunction with partners within the criminal justice system. Liaise with internal and external stakeholders and attend meetings, including national office. Manage staff and other resources.
ENQUIRIES	:	Flora Kalakgosi Tel No: 018 381 9041
APPLICATIONS	:	e mail Recruit202320@npa.gov.za

POST 03/103	:	**STATE ADVOCATE REF NO: RECRUIT 2023/21** National Prosecuting Service
SALARY	:	R797 901 per annum (total cost package) to R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)
CENTRE	:	CPP Butterworth
REQUIREMENTS	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience in prosecuting Sexual Offences, Criminal Procedure, Civil Litigation and management and management of Gender Based Violence matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of proficiency in prosecuting and presenting/ arguing cases in court. Experience in guiding investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently. A valid drivers license.
DUTIES	:	To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the Dedicated Sexual Offences Courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure Criminal and Civil litigation in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of Gender based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at Dedicated Sexual Offences Courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management.
ENQUIRIES	:	Tulisa Sibindlana Tel No: 047 501 2669
APPLICATIONS	:	e mail Recruit202321@npa.gov.za
POST 03/104	:	**STATE ADVOCATE REF NO: RECRUIT 2023/22**
SALARY	:	R797 901 per annum (total cost package) to R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)
CENTRE	:	CPP- Thohoyandou (Sibasa)
REQUIREMENTS	:	An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive knowledge of the law and management in respect of Sexual offences, Domestic Violence, Child Offenders and Trafficking in Person, Maintenance matters. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Extensive computer skills will be an advantage. Positive security clearance. Ability to act independently or within minimum supervision. Admittance as an attorney will be an advantage. Good communication skills.
DUTIES	:	To institute and conduct criminal proceedings on behalf of the State, to perform any act incidental thereto and to carry out the duties and functions assigned to the prosecution under any Act and/ or the Policy Manual and / or any directives, inter alia, study case dockets, decide on the institution of and conduct criminal proceedings, including proceedings of an advanced or complex nature in the Dedicated Sexual Offences Courts. Prepare cases for court, guide investigations, and consult with witnesses, draft charge sheets and other court documents, including documents that are more complex in nature. Present the State's case in court. Present evidence, cross-examine and address the court on, inter alia, conviction and sentence. To ensure Criminal and Civil litigation

in compliance with requirements legally imposed upon the State regarding aspects of criminal and civil activities relevant to the mandate of the National Prosecuting Authority on the management of Gender based violence and all matters incidental there to. To track, monitor and facilitate cases through the Criminal Justice System, manage the court rolls at Dedicated Sexual Offences Courts. Securing the attendance of witnesses, investigating officer's and accused in custody at court. Ensuring a reduction of turnaround time in the finalization of cases in line with the mandate of NPA. Assist to improve functional relationships with stakeholders. Constant follow up with the relevant stakeholders. Assist to improve the conviction rate. Supervise, train and develop relevant role-players where required. Submit monthly reports (including statistics) regarding performance management. Assist at Giyani and Malamulele offices.

ENQUIRIES : Joseph Thubakgale Tel No: 015 045 0285
APPLICATIONS : e mail Recruit202322@npa.gov.za

POST 03/105 : **STATE ADVOCATE (STU) REF NO: RECRUIT 2023/23**
National Prosecutions Service
(Re-advert)

SALARY : R797 901 per annum (total cost package) to R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)

CENTRE : DPP: Grahamstown (East London)
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. At least four years relevant criminal court work experience in advocacy and drafting. 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.
DUTIES : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult tax matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and general conduct prosecutions on behalf of the state. Mentor and guide investigating officers, prosecutors and stakeholders. Assist in keeping proper records, statistics and reports. Assist in high profile tax matters or matters where an increased risk element is present. Manage any portfolio assigned by the Deputy Director managing the STU. Consult on a regular basis with all the relevant stakeholders, including SARS officials. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in criminal justice system.
ENQUIRIES : Nomfuneko Ntapane Tel No: 046 602 3000
APPLICATIONS : e mail Recruit202323@npa.gov.za

POST 03/106 : **STATE ADVOCATE (ATTORNEY) REF NO: RECRUIT 2023/24**
Asset Forfeiture Unit

SALARY : R797 901 per annum (total cost package) to R1 323 702.per annum (total cost package) (Level LP- 7 to LP-8)

CENTRE : Bloemfontein
REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least five 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. Valid driver's license. Admitted as an Attorney (in terms of the Attorney Act 53 of 1979). Professional and able to

work independently. Willing to travel and able to work extended hours. Excellent communication skills. Well-developed skills in legal drafting and advocacy. Good knowledge of Asset Forfeiture Law will be an added advantage. Excellent interpersonal, analytical and presentation skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. Literacy and numeracy- Able to understand profit and loss calculations and basic business finance.

DUTIES : The successful candidate will act as an attorney for the Asset Forfeiture Unit. Execute tasks that by law must be performed by attorneys. Attending to diverse types of civil litigation in the High Court, Magistrates Court as well as appeals from these courts, including appeals to the Supreme Court of Appeal. Dealing with constitutional issues including litigation in the Constitutional Court, Drafting and / or settling of all types of agreements, rendering of legal opinions, drafting and moving applications, Attending to queries from curators on litigation of Asset Forfeiture matters, Collection of all taxed bills of all costs in favour of the State.

ENQUIRIES : Lindie Swanepoel Tel No: 012 845 6638
APPLICATIONS : e mail Recruit202324@npa.gov.za

POST 03/107 : **SENIOR FINANCIAL INVESTIGATOR REF NO: RECRUIT 2023/25 (X4 POSTS)**
Investigating Directorate

SALARY : R766 584 per annum (MMS Level 11), (total cost package)
CENTRE : Investigative Directorate
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner or ICFP SA accreditation will be an added benefit. At least 5 years' financial investigation related experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, General management skills, People management and empowerment, Administration, Communication skills, Planning and Prioritising, Customer Focus and Responsiveness, Problem solving and decision making. A valid driver's licence.

DUTIES : Conduct financial investigation assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Manage Staff Development.

ENQUIRIES : Maureen Dibetle Tel No: 012 845 7727
APPLICATIONS : e mail Recruit202325@npa.gov.za

POST 03/108 : **DEPUTY DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT REF NO: RECRUIT 2023/47**
Strategy Management office
(Re-advert)

SALARY : R766 584 per annum (Level 11), (total cost package)
CENTRE : DDPP: Bhisho
REQUIREMENTS : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Certificate in Strategic Management or Operations Management from an accredited institution will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Minimum 5 years' experience in the strategic, business or performance monitoring. An ability to effectively and timely coordinate the submission of all organisational performance information reports on a regional level. Knowledge of the prosecutorial environment or sound knowledge on the Criminal Justice System (CJS) will be an added advantage. Excellent interpersonal communication skills (verbal and written). Excellent report-written skills and the ability to write high-level reports to management. Good knowledge of government legislature framework prescripts, policies and practices. Good knowledge of performance information management practices and prescripts in the government sector. Good knowledge on compliance requirement for the performance information management field. Advance computer literacy skills in Microsoft office application, such as MS Word, Excel and PowerPoint. Ability to work independently and well under pressure. Ability to work well in a team. Problem solving skills. Good interpersonal and customer relations skills.

DUTIES	:	Manage business unit and regional performance information. Facilitate operational planning sessions and regional review sessions. Monitoring and evaluation of the business unit and regional performance plans. Monitoring of the execution of the regional operational plans. Collation, analysis and interpretation of organisational performance information. Keep up to date with compliance requirements and best practice in the field of performance information management. Risk management.
ENQUIRIES	:	Taliga Raga Tel No: 040 608 6812
APPLICATIONS	:	e mail Recruit202347@npa.gov.za
POST 03/109	:	**REGIONAL COURT PROSECUTOR** National Prosecutions Service
SALARY	:	R533 631.per annum (excluding benefits) to R1 247 166.per annum (total cost package) (Level LP-5 to LP-6)
CENTRE	:	CPP: Butterworth (Willowvale) Ref No: Recruit 2023/26 (Cofimvaba) Ref No: Recruit 2023/27; (Ngcobo) Ref No: Recruit 2023/28
REQUIREMENTS	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Litigation in the Regional Court, relief duties, management and administrative experience will be an added advantage. Valid driver's licence.
DUTIES	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
ENQUIRIES	:	Tulisa Sibindlana Tel No: 047 501 2669
APPLICATIONS	:	CPP: Butterworth (Willowvale) e mail Recruit202326@npa.gov.za (Cofimvaba) email Recruit202327@npa.gov.za (Ngcobo) e mail Recruit202328@npa.gov.za
NOTE	:	Preference will be given to the following categories: people with disabilities; white males; coloureds and Indians due to equity requirements.
POST 03/110	:	**HEAD CONTROL PROSECUTOR 2** National Prosecutions Service
SALARY	:	R533 631 per annum (excluding benefits) to R1 247 166.per annum (total cost package) (Level SU-1 to SU-2)
CENTRE	:	CPP: Mitchells Plain (Bredasdorp) Ref No: Recruit 2023/29 (Re-advert) CPP: Thohoyandou (Musina) Ref No: Recruit 2023/44 CPP: Witbank (Delmas) Ref No: Recruit 2023/46
REQUIREMENTS	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Proficiency in prosecuting, guiding investigation and giving instructions in complex and more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision. Excellent administrative skills. Valid drivers' licence will be an added advantage.
DUTIES	:	Manage, train and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assuming responsibility for the performance assessment of staff. Perform general

		administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
ENQUIRIES	:	CPP Mitchells Plain (Bredasdorp) Francios Brandt Tel No: 021 487 7144 CPP Thohoyandou (Musina) - Thuba Thubakgale Tel No: 015 045 0285 CPP Witbank (Delmas) Tebogo Mashile Tel No: 013 045 0686
APPLICATIONS	:	e mail Recruit202329@npa.gov.za; Recruit202344@npa.gov.za; Recruit202346@npa.gov.za
POST 03/111	:	**REGIONAL COURT PROSECUTOR** National Prosecutions Service
SALARY	:	R533 631 per annum (excluding benefits) to R1 247 166.per annum (total cost package) (Level LP-5 to SU-6)
CENTRE	:	CPP: Modimolle (Sekhukhune) Ref No: Recruit 2023/30 CPP: Thohoyandou (Morebeng) Ref No: Recruit 2023/31 CPP: Queenstown (Whittlesea) Ref No: Recruit 2023/32 (Re-advert) CPP:Port Elizabeth (Motherwell) Ref No: Recruit 2023/43 (Re-Advert) CPP-Thohoyandou (Waterval) Ref No: Recruit 2023/45
REQUIREMENTS	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Valid drivers licence.
DUTIES	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority.
ENQUIRIES	:	CPP: Modimolle & CPP: Thohoyandou Thuba Thubakgale Tel No: 015 045 0285 CPP: Queenstown Ziyanda Mtwazi Tel No: 046 602 3000 CPP: Port Elizabeth (Motherwell) Andiswa Tengile Tel No: 012 842 1450
APPLICATIONS	:	CPP Modimolle (Sekhukhune) e mail Recruit202330@npa.gov.za CPP Thohoyandou (Morebeng) e mail Recruit202331@npa.gov.za CPP Queenstown (Whittlesea) e mail Recruit202332@npa.gov.za CPP- Port Elizabeth (Motherwell) email Recruit202343@npa.gov.za
POST 03/112	:	**ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: RECRUIT 2023/33** HRM & D - Labour Relations
SALARY	:	R491 403 per annum (Level 10), (excluding benefits)
CENTRE	:	Head Office
REQUIREMENTS	:	An appropriate LLB Degree (NQF7). Minimum three years' experience in Labour Relations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the employment relations legislative and regulatory framework. Experience in appearing in conciliations, mediations and arbitration proceedings. Knowledge and experience in the handling of complaints, disciplinary hearings and grievances. Dispute resolution skills. Valid driver's license.
DUTIES	:	Represent the NPA in disciplinary hearings, conciliations, mediations and arbitration proceedings. Facilitate NPA representations and provide support to the counsel representing the NPA in external disputes. Facilitate the resolution of grievances and conduct necessary investigations for such resolutions. Facilitate disciplinary proceedings and conduct necessary investigations. Proactively implement mechanisms that minimize disputes and create sound employment relations. Participate in collective bargaining and facilitate the implementation of collective agreements. Prepare the necessary documents and provide opinions on the management and resolution of labour matters. Ensure compliance with grievances and disciplinary policies. Research and advice the NPA on the relevant legislative framework.
ENQUIRIES	:	Ronnie Pather Tel No: 012 845 6186

APPLICATIONS	:	e mail Recruit202333@npa.gov.za
POST 03/113	:	**ASSISTANT DIRECTOR: STRATEGY SUPPORT REF NO: RECRUIT 2023/34** Strategy Management Office (Re-advert)
SALARY	:	R393 711 per annum (Level 09), (excluding benefits)
CENTRE	:	Pretoria: Head Office
REQUIREMENTS	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Strategic Management or equivalent. Minimum three years relevant experience in the Strategic Management environment or Performance information management, monitoring and evaluation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound knowledge of relevant legislation and framework governing Strategic Planning. Understanding of the strategic planning process and planning cycle. Good planning and organizing, written verbal communication skills. Good problem solving and people skills. High level of reliability and to act with tact and discretion. Knowledge of the relevant legislation, policies and procedures applicable in the public sector. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint.
DUTIES	:	Provide support with regard to the coordination and facilitation of strategic and annual operational planning process. Initiate the development of strategic concept document, prepare agenda and logistical services. Develop, update and maintain the planning schedule. Develop and distribute Annual Performance and Annual Operation Plans templates. Coordinate the development of Annual Performance and Operational Plans by business units. Facilitate during Annual Operational Planning sessions. Compile, moderate the annual performance plan, annual operational plans and ensure alignment to planning framework. Provide administrative support services within the Directorate. Participate in the development and reviewing of strategy management policies and processes. Keep records of approved plans. Prepare planning packs and any other logistical issues to ensure smooth and effective delivery of planning session. Provide inputs towards the monthly and quarterly performance reporting for the Directorate.
ENQUIRIES	:	Thapelo Molokomme Tel No: 012 845 6375
APPLICATIONS	:	e mail Recruit202334@npa.gov.za
POST 03/114	:	**FINANCIAL INVESTIGATOR REF NO: RECRUIT 2023/36** Asset Forfeiture Unit
SALARY	:	R393 711 per annum (Level 09), (excluding benefits)
CENTRE	:	East London
REQUIREMENTS	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years' experience in financial investigation. The ability to perform administrative tasks efficiently, effectively, and error free too provide a record of the activities/deliverables. The means of formal, clear and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analyzing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.
DUTIES	:	Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Provide administration support services with regard to case management.
ENQUIRIES	:	Lindie Swanepoel Tel No: 012 845 6638

APPLICATIONS	:	e mail Recruit202336@npa.gov.za
POST 03/115	:	**ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2023/37** National Prosecutions Service
SALARY	:	R269 214 per annum (Level 07), (excluding benefits)
CENTRE	:	DPP: Grahamstown
REQUIREMENTS	:	An appropriate B Degree (NQF 7)/ Three (3) year Diploma (NQF 6). Minimum two years' relevant experience in Administration, Document Management Section and Court Support processes. 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. Willing to work extended hours where necessary.
DUTIES	:	Manage and supervise legal admin and document management sections. Manage high court rolls and ensure that files are ready for high court term. Checking of electronic and manual registers and sign daily court files. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Draw performance management contracts and do performance assessment of staff.
ENQUIRIES	:	Ziyanda Mtwazi Tel No: 046 602 3000
APPLICATIONS	:	e mail Recruit202337@npa.gov.za
POST 03/116	:	**PARALEGAL REF NO: RECRUIT 2023/38** Asset Forfeiture Unit
SALARY	:	R181 599 per annum (Level 05), (excluding benefits)
CENTRE	:	Cape Town
REQUIREMENTS	:	Grade 12 or equivalent qualification plus Paralegal Certificate/ Diploma. 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.
DUTIES	:	Assistance with case preparation. Conduct legal research and drafting. Conduct investigation and fact-finding for cases. Provide courtroom and legal proceedings assistance. eCase administration and document management. Provide administrative support services.
ENQUIRIES	:	Lindie Swanepoel Tel No: 012 845 6638
APPLICATIONS	:	e mail Recruit202338@npa.gov.za
POST 03/117	:	**ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/39** National Prosecutions Service
SALARY	:	R181 599 per annum (Level 05), (excluding benefits)
CENTRE	:	CPP: West Rand
REQUIREMENTS	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.
DUTIES	:	Provide high quality administrative support to the office. Keep a well organised 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 administrative function of the office. Provide administrative support to 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. Provide court administration services. Assist with the efficient management of court rolls. Provide case records services.

ENQUIRIES	:	Sydwell Namuhuchu Tel No: 011 220 4005
APPLICATIONS	:	e mail Recruit202339@npa.gov.za
POST 03/118	:	**ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/40** National Prosecutions Service
SALARY	:	R181 599 per annum (Level 05), (excluding benefits)
CENTRE	:	DPP: Bloemfontein
REQUIREMENTS	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.
DUTIES	:	Provide high quality administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. 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 resource. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.
ENQUIRIES	:	Lemmer Ludwick Tel No: 051 410 6001
APPLICATIONS	:	e mail Recruit202340@npa.gov.za
POST 03/119	:	**ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/41** National Prosecutions Service
SALARY	:	R181 599 per annum (Level 05), (excluding benefits)
CENTRE	:	DPP: Grahamstown (OCC DDPP Port Elizabeth)
REQUIREMENTS	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skill and problem-solving skills. Good analytical skills. Computer skills such as MS Word, Excel, MS Office suite and Outlook. Documentation administration, writing skills and task time management skills.
DUTIES	:	Provide high quality administrative support to the office. Record incoming and outgoing documents. Check documents for correct referencing before filing. Receive dockets from relevant stakeholders. Ensure compliance with NPA policies and guidelines and all other relevant legislative prescripts. Administrative support to the manager and legal staff. Ensure incoming correspondence is processed and relevant case files are opened and cross referenced. Ensure sending, receipt and processing of facsimiles and e-mails in respect of cases administered. Document management. Ensure implementation of case registers. Ensure efficient case data capturing.
ENQUIRIES	:	Angela Dingela Tel No: 012 842 1533
APPLICATIONS	:	e mail Recruit202341@npa.gov.za
POST 03/120	:	**RECEPTIONIST REF NO: RECRUIT 2023/42** National Prosecutions Service
SALARY	:	R151 884 per annum (Level 04), (excluding benefits)
CENTRE	:	DPP: Mthatha
REQUIREMENTS	:	Grade 12 or equivalent qualification. Excellent communication and administrative skills. Report writing, good verbal and written communication skills. Ability to work independently without constant supervision. Client orientation and customer focus. Knowledge of public service legislation. Planning and organizing skills. Good analytical skills. Computer skills in MS Word, Excel (Intermediate or Advanced) and Outlook. Willing to work extended hours where necessary.
DUTIES	:	Answer incoming calls. Keep staff extensions number register up to date and change register when staff changes offices. Registration of daily incoming enquiries in the section. Report faulty machines when out of order. Attend to public reception. Sort out incoming faxes and distribute to relevant officials.

		Assist with registration of daily incoming work when requested. Maintain register of outgoing mail. Maintain telephone list.
ENQUIRIES	:	Tulisa Sibindlana Tel No: 047 501 2669
APPLICATIONS	:	DPP: Mthatha e mail Recruit202342@npa.gov.za