

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 March 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 Administrative Clerk with Ref No: Recruit 2022/230 advertised in Public Service Vacancy Circular 20 of 03 June 2022 is hereby withdrawn.

OTHER POSTS

- POST 07/106** : **SENIOR STATE ADVOCATE**
Legal Affairs Division
- SALARY** : R1 027 698 per annum (total cost package) - R1 606 404 per annum (total cost package) (LP-9)
- CENTRE** : Pretoria: Head Office Ref No: Recruit 2023/75
Cape Town Ref No: Recruit 2023/76
Polokwane Ref No: Recruit 2023/77
Nelspruit Ref No: Recruit 2023/78
Kimberley Ref No: Recruit 2023/79

Mmabatho Ref No: Recruit 2023/80
Mthatha Ref No: Recruit 2023/81 (X2 Posts)
Johannesburg Ref No: Recruit 2023/82
Bloemfontein Ref No: Recruit 2023/83
Bhisho Ref No: Recruit 2023/92

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least eight (8) years post qualification experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Experience in civil litigation will be an added advantage. Display knowledge of relevant prescripts, policies and practices. Ability to apply technical or professional knowledge and skills. Execute functions as instructed and within the agreed timeframes including punctuality. Ability to express facts, ideas and arguments clearly and logically, both orally and in writing (In and out of court). Ability to plan, prioritise and manage. Ability to plan effectively and efficiently. Ability to execute planning. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. A positive security clearance. Valid driver's licence.

DUTIES : Act as nodal point for the Legal Affairs Division. Manage the contingency liability register for the Legal Affairs Division. Manage and monitor civil litigation and deal with civil claims on behalf of the State in the division. Obtain background documents and court transcripts. Study case dockets, conduct legal research. Draft and provide State Attorneys and relevant role players with recommendations in respect of civil matters. Draft and settle correspondence, pleadings and affidavits. Arrange and attend consultations with the State Attorneys, counsel and NPA witnesses. Deal with civil applications. Give legal advice and provide training. Improve functional relationship with stakeholders. Liaison with relevant stakeholders. Appear in court where applicable.

ENQUIRIES : Mahlatse Radjadji Tel No: 012 845 7427
APPLICATIONS : **Pretoria: Head Office** Recruit202375@npa.gov.za
Cape Town e mail Recruit202376@npa.gov.za
Polokwane e mail Recruit202377@npa.gov.za
Nelspruit e mail Recruit202378@npa.gov.za
Kimberley e mail Recruit202379@npa.gov.za
Mmabatho e mail Recruit202380@npa.gov.za
Mthatha e mail Recruit202381@npa.gov.za
Johannesburg e mail Recruit202382@npa.gov.za
Bloemfontein e mail Recruit202383@npa.gov.za
Bhisho e mail Recruit202392@npa.gov.za

POST 07/107 : **HEAD COURT CONTROL PROSECUTOR 3 REF NO: RECRUIT 2023/100**
National Prosecutions Service

SALARY : R885 546 per annum (total cost package) - R1 447 401 per annum (total cost package) (Level SU-3)

CENTRE : CPP: Odi (Rustenburg)

REQUIREMENTS : An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex of 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. Excellent administrative skills.

DUTIES : Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquests 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 APPLICATIONS</u>	:	Flora Kalakgosi Tel No: 018 381 9041 e mail Recruit2023100@npa.gov.za
<u>POST 07/108</u>	:	<u>REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2023/101</u> National Prosecutions Service
<u>SALARY</u>	:	R885 546 per annum (total cost package) - R1 447 401 per annum (total cost package) (Level SU-3)
<u>CENTRE REQUIREMENTS</u>	:	CPP: West Rand An LLB or any appropriate legal qualification for serving prosecutors. At least six years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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. Excellent administrative skills.
<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. 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 APPLICATIONS</u>	:	Sydwel Nemauchu Tel No: 011 220 4005 e mail Recruit2023101@npa.gov.za
<u>POST 07/109</u>	:	<u>STATE ADVOCATE</u> Legal Affairs Division
<u>SALARY</u>	:	R797 901 per annum (total cost package) - R1 323 702 per annum (total cost package) (Level LP- 7 to LP-8)
<u>CENTRE</u>	:	Bloemfontein Ref No: Recruit 2023/84 Johannesburg Ref No: Recruit 2023/85 Mmabatho Ref No: Recruit 2023/86 Kimberley Ref No: Recruit 2023/87 Mthatha Ref No: Recruit 2023/88 (X2 Posts) Polokwane Ref No: Recruit 2023/89 Pietermaritzburg Ref No: Recruit 2023/90 Nelspruit Ref No: Recruit 2023/91 Bhisho Ref No: Recruit 2023/129
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least five (5) years post qualification experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The right to appear in any court as contemplated in the Legal Practice Act, Act 28/14 or as contemplated in section 25(2) of the NPA Act, 32 of 1998. Experience in civil litigation will be an added advantage. Display knowledge of relevant prescripts, policies and practices Ability to apply technical or professional knowledge and skills. Execute functions as instructed and within the agreed timeframes including punctuality. Communications: Ability to express facts, ideas and arguments clearly and logically, both orally and in writing (In and out of court). Planning and execution: Ability to plan, prioritise and manage. Ability to plan effectively and efficiently. Ability to execute planning. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. A positive security clearance. Valid driver's licence.
<u>DUTIES</u>	:	The successful candidate will act as nodal point for the Legal Affairs Division. Manage the contingency liability register for the Legal Affairs Division. Manage and monitor civil litigation and deal with civil claims on behalf of the State in the division. Obtain background documents and court transcripts. Study case dockets, conduct legal research. Draft and provide. State Attorneys and

relevant role players with recommendations in respect of civil matters. Draft and settle correspondence, pleadings and affidavits. Arrange and attend consultations with the State Attorneys, counsel and NPA witnesses. Deal with civil applications. Give legal advice and provide training. Improve functional relationship with stakeholders. Liaison with relevant stakeholders. Appear in court where applicable.

ENQUIRIES : Mahlatse Radjadjji Tel No: 012 845 7427
APPLICATIONS : **Bloemfontein** e mail Recruit202384@npa.gov.za
Johannesburg e mail Recruit202385@npa.gov.za
Mmabatho e mail Recruit202386@npa.gov.za
Kimberley e mail Recruit202387@npa.gov.za
Mthatha e mail Recruit202388@npa.gov.za
Polokwane e mail Recruit202389@npa.gov.za
Pietermaritzburg e mail Recruit202390@npa.gov.za
Nelspruit e mail Recruit202391@npa.gov.za
Bhisho e mail Recruit2023129@npa.gov.za

POST 07/110 : **STATE ADVOCATE REF NO: RECRUIT 2023/92**
National Prosecutions Service

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

CENTRE : DDPP: Bhisho
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. 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.

DUTIES : 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.

ENQUIRIES : Viola Alexander 040 608 6830
APPLICATIONS : e mail Recruit202392@npa.gov.za

POST 07/111 : **STATE ADVOCATE (CASE MANAGER)**
Sexual Offences and Community Affairs

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

CENTRE : TCC: Potchefstroom Ref No: Recruit 2023/93
TCC: Mafikeng Ref No: Recruit 2023/94
TCC: Phoenix Ref No: Recruit 2023/95
TCC: RK Khan Ref No: Recruit 2023/96 (Re-advert)

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 prosecution in Criminal and/or civil litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth and extensive knowledge of the law and management in respect of Sexual offences, Domestic Violence, Child Offenders and Trafficking in Person, Maintenance

		<p>matters. Demonstrate skill in community engagements and consultation on criminal justice matters is critical. Extensive computer skills will be an advantage.</p>
<u>DUTIES</u>	:	<p>Assist in prosecuting complex sexual offences in the Sexual Offences Court. Tracking, monitoring and facilitation of cases through the Criminal Justice System. Assist in managing the court rolls at specialist hybrid court for Thuthuzela Care Centre reported cases and other sexual offences. Secure the attendance of witnesses, investigating officers and accused in custody at court. Ensure a reduction of turnaround time in the finalisation of cases to nine (9) months as per unit's strategy. Responsible for prosecutor guided investigators of Thuthuzela Care Centre reported cases and other related sexual offences matters. Help improve functional relationships. Constant follow up with the relevant stake holders. Help increase the conviction rate. Perform other duties and activities as requested by Provincial Manager or Head of Unit. Assist in the setting up of Thuthuzela Care Centre and maintain the functioning thereof. Supervise, train and develop relevant role players including prosecutors and police. Institute and conduct criminal proceedings on behalf of the State. Perform any act incidental thereto and carry out the duties and functions assigned to the prosecutor under any act and/or Policy Manual. Study case dockets, make assessments thereof and decide on the institution prosecution. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence.</p>
<u>ENQUIRIES</u>	:	<p>TCC Mafikeng and Potchefstroom Ilse Bezuidenhout Tel No: 018 381 9005/46 TCC: Phoenix and TCC RK Khan Omashani Naidoo Tel No: 031 334 5192</p>
<u>APPLICATIONS</u>	:	<p>TCC: Potchefstroom e-mail Recruit202393@npa.gov.za TCC: Mafikeng e mail Recruit202394@npa.gov.za TCC: Phoenix email Recruit202395@npa.gov.za: TCC: RK Khan email Recruit202396@npa.gov.za</p>
<u>POST 07/112</u>	:	<p><u>STATE ADVOCATE REF NO: RECRUIT 2023/97 (X4 POSTS)</u> National Prosecuting Services</p>
<u>SALARY</u>	:	<p>R797 901 per annum (total cost package) - R1 323 702.per annum (total cost package) (Level LP- 7 to LP-8)</p>
<u>CENTRE</u>	:	<p>DPP: South Gauteng</p>
<u>REQUIREMENTS</u>	:	<p>An LLB or any appropriate legal qualification for serving prosecutors. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Strong interpersonal and communication skills. Decision making skills. Must be able to work independently. Must have good administrative skills.</p>
<u>DUTIES</u>	:	<p>Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice independently without supervision and manage court and case flow management independently.</p>
<u>ENQUIRIES</u>	:	<p>Khensane Manganye Tel No: 011 220 4266</p>
<u>APPLICATIONS</u>	:	<p>e mail Recruit202397@npa.gov.za</p>

POST 07/113 : **STATE ADVOCATE REF NO: RECRUIT 2023/98**
National Prosecutions 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 : DPP: South Gauteng (STU)

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 prosecutorial or litigation experience regarding common law offences relating to tax evasion or 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. Decision making skills. Must be able to work independently. Must have good administrative 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 the acquisition of additional evidence and draft charge sheets, indictments and court documents. Represent State in all courts, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews. Assist SARS in keeping proper records of all criminal prosecutions and supply them with accurate statistics.

ENQUIRIES : Reuben Palai Tel No: 011 220 4124

APPLICATIONS : e mail Recruit202398@npa.gov.za

POST 07/114 : **STATE ADVOCATE REF NO: RECRUIT 2023/99 (X4 POSTS)**
Investigating Directorate
(Re-advert)

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

CENTRE : Pretoria: Head Office

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 prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Financial or accounting background and knowledge of Company law will be an added advantage. Extensive criminal law experience in court. General computer literacy and knowledge of programs in MS Word; Excel, Outlook and PowerPoint. Ability to act independently. Excellent administrative skills.

DUTIES : Study case dockets, make assessments thereof and decide on the institution of prosecution. Deal with any representations. Guide investigations in complex or more difficult matters, including commercial matters. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Manage court and case flow management of cases independently. Study and deal with appeals and reviews. Prepare opinions and heads of argument for complex matters and in general conduct prosecutions on behalf of the State. Mentor and guide investigating officers, Prosecutors and stakeholders. Assist in high profile matters or matters where an increased risk element is present. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice independently without supervision and manage court and case flow management independently.

ENQUIRIES : Maureen Dibetle Tel No: 012 845 7727

APPLICATIONS : e mail Recruit202399@npa.gov.za

<u>POST 07/115</u>	:	<u>HEAD CONTROL PROSECUTOR 2 EF NO: RECRUIT 2023/128</u> National Prosecutions Service
<u>SALARY</u>	:	R533 631 per annum (excluding benefits) - R1 247 166 per annum (total cost package) (Level SU 1 to SU-2)
<u>CENTRE</u>	:	CPP: Thohoyandou (Tiyani)
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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.
<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. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	Thuba Thubakgale Tel No: 015 045 0285
<u>APPLICATIONS</u>	:	e mail Recruit2023128@npa.gov.za
<u>POST 07/116</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R533 631 per annum (excluding benefits) - R1 247 166.per annum (total cost package) (Level SU-1 to SU-2)
<u>CENTRE</u>	:	CPP: Kimberley (Hartswater) Ref No: Recruit 2023/102 CPP: East Rand Ref No: Recruit 2023/103 (Re- advert) CPP: Mmabatho (Molopo) Ref No: Recruit 2023/130
<u>REQUIREMENTS</u>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offenses in the District Court. Ability to draft charge sheets and complex court documents. Good administration skills. Good management skills. Organisational skills. Decision making skills. Ability to work independently.
<u>DUTIES</u>	:	Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal, proceedings of a general and more advanced nature in the both District and Regional Court. Prepare cases for court and draft charge sheets and other proceedings for the court. Present and assist Prosecutors to present the State's case in court, to lead witness, cross-examine and address the court on, inter alia, conviction and sentence and in general conduct prosecutions on behalf of the State. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.
<u>ENQUIRIES</u>	:	CPP: Kimberley Nicholas Mogongwa 053 807 4539 CPP: East Rand Yasmeeen Mbawana 011 220 4083 CPP: Mmabatho Flora Kalakgosi 018 381 9041
<u>APPLICATIONS</u>	:	CPP: Kimberley (Hartswater) e mail Recruit2023102@npa.gov.za CPP: East Rand email Recruit2023103@npa.gov.za CPP: Mmabatho (Molopo) e mail Recruit2023130@npa.gov.za

- POST 07/117** : **REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2023/104**
National Prosecutions Service
- SALARY** : R533 631 per annum (excluding benefits) - R1 247 166 per annum (total cost package) (LP 5 – LP 6)
- CENTRE** : CPP: Ntuzuma
- 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.
- 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** : Mzimkulu Mabandla Tel No: 031 334 5034
- APPLICATIONS** : e mail Recruit2023104@npa.gov.za
- POST 07/118** : **SENIOR HUMAN RESOURCES PRACTITIONER REF NO: RECRUIT 2023/105 (X4 POSTS)**
Human Resources Management
- SALARY** : R331 188 per annum (Level 08), (excluding benefits)
- CENTRE** : Pretoria: Head Office
- REQUIREMENTS** : An appropriate B degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum two years relevant experience in Human Resource Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Working knowledge of PERSAL. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Public Service Act and Regulations, NPA Act, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills Development Act. Knowledge of HR information management. Computer literacy in MS Office suite, specifically MS Word, Excel, Outlook, PowerPoint. Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination and administrative skills.
- DUTIES** : Administer recruitment and selection. Preside as an HR representative for shortlisting and interviews. Prepare appointment memorandum. Administer the implementation of service benefits. Ensure processing of leave on PERSAL. Approve transactions on PERSAL. Conduct leave inspections and compile report. Processing of performance rewards (pay progression and grade progression). Implementation of labour relations awards. Implementation of salary structures and updating personnel information. Process resettlement benefits. Process recognition of long service. Process housing allowance. Process internal transfers. Oversee leave implementation and staff terminations. Process injury on duty. Monitor the processing of salary adjustment. Implementation of job evaluation results. Oversee all Human Resources Administration functions. Supervise staff in the relevant section. Implement and ensure compliance with policies and procedures.
- ENQUIRIES** : Emmy Tsienyane Tel No: 012 845 6208
- APPLICATIONS** : e mail Recruit2023105@npa.gov.za
- POST 07/119** : **HUMAN RESOURCES PRACTITIONER REF NO: RECRUIT 2023/106 (X5 POSTS)**
Human Resources Management
- SALARY** : R269 214 per annum (Level 07), (excluding benefits)
- CENTRE** : Pretoria: Head Office
- REQUIREMENTS** : An appropriate B degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum two years relevant experience in Human Resource Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Working knowledge of

PERSAL. Knowledge of legislation and regulations pertaining to public service administration, specifically: The Public Service Act and Regulations, NPA Act, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills Development Act. Knowledge of HR information management. Computer literacy in MS Office suite, specifically MS Word, Excel, Outlook, PowerPoint. Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination and administrative skills.

DUTIES : Implement and ensure compliance with policies and procedures. Administer recruitment, selection and appointment. Administer probation administration. Liaise with customers/stakeholders. Provide HR administration services. Compile and submit monthly HR statistics. Accommodation and travel claims. Prepare memorandums for remuneration and service benefits. Processing of state guarantees. Processing of housing allowances. Processing of long service recognition. Processing of leave, service bonus, performance rewards, pay progression, general salary adjustments, acting allowance, resettlement and overtime. Process retirement, resignation, dismissal & death. Process staff movement.

ENQUIRIES APPLICATIONS : George Khosa Tel No: 012 845 6666
e mail Recruit2023106@npa.gov.za

POST 07/120 : **COMMUNICATIONS OFFICER**
Communications Unit

SALARY CENTRE : R269 214 per annum (Level 07), (excluding benefits)
: Head Office: Pretoria Ref No: Recruit 2023/107
Port Elizabeth Ref No: Recruit 2023/108
Cape Town Ref No: Recruit 2023/109
Bloemfontein Ref No: Recruit 2023/110
Polokwane Ref No: Recruit 2023/111
Durban Ref No: Recruit 2023/112
Nelspruit Ref No: Recruit 2023/113
Mmabatho Ref No: Recruit 2023/114
Kimberley Ref No: Recruit 2023/115
DPP: North Gauteng Ref No: Recruit 2023/116
DPP: South Gauteng Ref No: Recruit 2023/117

REQUIREMENTS : An appropriate B degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in the field of Communications/Public Relations/ Journalism/ Media Studies or equivalent. Minimum one (1) years' experience in communications environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic knowledge of legislation and regulations pertaining to public service administration, specifically: Public Service Act and Regulations, Basic Conditions of Employment Act, Public Finance Management Act, NPA Act, Access to information Act, DPSA directives. Knowledge of public service, knowledge management, internal and external liaison, publications, advertising and branding, newswriting, reviewing and proofreading. Knowledge of NPA policies and procedures. Computer skills: MS Office Suite, MS Word, Excel, Outlook, PowerPoint, MS Project. Editing, project management, policy analysis and development, supervisory skills, decision making skills, analysis and problem solving skills, interpersonal relations, communication (oral and written) skills Excellent report writing skills. Task or time management skills. Conflict management, planning, research, presentation and facilitation.

DUTIES : Provide medial liaison and public relations services in the Chief Directorate and Regions. Render internal communications and events management services. Formulate announcements and send out Exco resolutions to the employees after they have been cleared by the Supervisor. Perform activities pertaining to digital platforms and render electronic publications.

ENQUIRIES APPLICATIONS : Isaac Dhludhlu Tel No: 012 845 6711
: **Head Office: Pretoria** email Recruit 2023107@npa.gov.za
Port Elizabeth: e mail Recruit 2023108@npa.gov.za
Cape Town e mail Recruit 2023109@npa.gov.za
Bloemfontein e mail Recruit 2023110@npa.gov.za
Polokwane e mail Recruit 2023111@npa.gov.za
Durban e mail Recruit 2023112@npa.gov.za
Nelspruit e mail Recruit 2023113@npa.gov.za
Mmabatho e mail Recruit 2023114@npa.gov.za

Kimberley e mail Recruit 2023115@npa.gov.za
DPP: North Gauteng e mail Recruit 2023116@npa.gov.za
DPP: South Gauteng e mail Recruit 2023117@npa.gov.za

- POST 07/121** : **ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2023/118**
Investigating Directorate
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07), (excluding benefits)
Pretoria: Head Office
- DUTIES** : An appropriate B degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum two years' relevant experience in Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good planning and organizing skills, written and verbal communication skills. Proven Supervisory experience. Problem solving skills, knowledge and skill of administrative and secretarial services. General computer literacy skills in MS Word, Excel, PowerPoint, SharePoint and Outlook. Strong interpersonal and communication skills.
- ENQUIRIES APPLICATIONS** : Supervise and render clerical support services. Supervise and provide supply chain management services within the component. Supervise and provide personnel administration services within the component. Supervise and provide financial administration support services in the component. Supervise human resources.
Maureen Dibetle Tel No: 012 845 7727
e mail Recruit2023118@npa.gov.za
- POST: 07/122** : **VICTIM ASSISTANT OFFICER**
Sexual Offences and Community Affairs
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07), (excluding benefits)
TCC Mafikeng Ref No: Recruit 2023/119
TCC: Khayelitsha Ref No: Recruit 2023/120 (Re-advert)
- DUTIES** : An appropriate B degree (NQF Level 7) or Three (3) year Diploma (NQF Level 6) in Social Sciences/ Behavioural Studies or equivalent. Minimum one year working experience in gender-based violence environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Knowledge of rape care management. Working knowledge of court and police processes General computer literacy and knowledge of programs in Microsoft Office: Word, Excel, Outlook and PowerPoint. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
- ENQUIRIES APPLICATIONS** : Provide victim assistance services within the Thuthuzela Care Centre. Receive and establish early contact with the victim on the first day of reporting. Make follow through within a week of reporting. Access and respond to the need of victim and identify the victims needs for counselling and specific services. Refer victim for court preparation when the court date has been set. Ensure that a place of safety is provided where needed. Refer victim for psychological therapy or any needs. Receive and attend to any complaint from victims with regard to the possible delay on the case and accelerate the matter to the relevant stakeholder. Liaise with the site coordinator about the support services that have been provided to the victim or where the victim has been referred to and contact details of stakeholders. Maintain a cooperative approach with other role players to help a victim holistically to increase the conviction rate. Liaise with other role players on the progress of the case. Keep victim notified on the progress of the case. Conduct community awareness sessions. Compile monthly statistics.
TCC: Mafikeng - Ilse Bezuidenhout Tel No: 018 381 9005/46
TCC: Khayelitsha - Garry Titus Tel No: 021 487 7287
- POST 07/123** : **PERSONAL ASSISTANT REF NO: RECRUIT 2023/121**
Office of the National Director of Public Prosecutions (ONDPP)
- SALARY CENTRE** : R269 214 per annum (Level 07), (excluding benefits)
Head Office: Pretoria

- REQUIREMENTS** : Grade 12 or equivalent qualification. Diploma (NQF level 6) in administration. Previous secretarial experience, excellent typing skills, project management and related courses will be an advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy skills and knowledge in programs such as MS Word, Excel, PowerPoint and Outlook. Analytical thinking. Good verbal and written communication skills. Good interpersonal relations. Good administration skills. Planning and organising. Good people skills. Strong interpersonal and communication skills. Ability to work independently and as part of a team. Able to work under pressure and pay attention to detail. Able to work extensive hours. Managing travel request for the Special Advisor. Daily interaction with the Executive Personal Assistant of the NDPP. Submit claims/documents and interact with the Director Administration: NDPP. A valid driver's license.
- DUTIES** : Establish and maintain an effective diary for the Special Advisor within the Office of the NDPP. Manage and coordinate the diary and appointments with the ONDPP. Act as receptionist for the Special Advisor's Office. Manage incoming and outgoing calls and maintain the telephone register. Provide hospitality services to all guests visiting. Render an office support and administration function, filing system and pending system with task list. Perform a variety of miscellaneous tasks for the Special Advisor. Keep records of all incoming and outgoing correspondence including files. Ensure the office security is maintained with regards to access to the office of the Special Advisor. Ensure that correct security processes are followed with regards to incoming and outgoing documentation on a daily basis according to MISS requirements. Draft letters, memoranda as requested by the Special Advisor. Assist with maintaining a task list for the ONDPP and quality control of documentation submitted.
- ENQUIRIES APPLICATIONS** : Liezel Potgieter Tel No: 012 845 6198
: e mail Recruit2023121@npa.gov.za
- POST 07/124** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/122**
National Prosecutions Service
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05), (excluding benefits)
: CPP: Johannesburg
: 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. Knowledge and understanding of the legislative framework governing the Public Service. Planning and organization.
- DUTIES** : Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Draft correspondence to members of the public, other organisations, and State departments. Liaise with administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. 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 APPLICATIONS** : Veronica Nonyane Tel No: 011 220 4020
: e mail Recruit2023122@npa.gov.za
- POST 07/125** : **HUMAN RESOURCES CLERK REF NO: RECRUIT 2023/123**
National Prosecutions Service
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05), (excluding benefits)
: DDPP: Bhisho
: 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. Must have PERSAL introduction certificate or other PERSAL certificates.
<u>DUTIES</u>	:	Provide high level HRM&D administration to the region. Facilitate the recruitment process. Process applications for service benefits and exit in the region. Provide HR advice to staff in the region. PERSAL Administration. Compile and submit monthly statistics on HR related functions. Liaise with customers and stakeholders regarding all HR Functions. Assist in the training and development programs in the region. Assist in the performance assessment process.
<u>ENQUIRIES APPLICATIONS</u>	:	Chwayita Zwelibanzi Tel No: 040 608 6809
	:	e mail: Recruit2023123@npa.gov.za
<u>POST 07/126</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/124</u> Specialised Commercial Crime Unit
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum (Level 05), (excluding benefits)
	:	Johannesburg
	:	Grade 12 or equivalent. 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. 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. Knowledge and understanding of the legislative framework governing the Public Service. Planning and organization.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Register incoming dockets and scanning thereof. Capturing information on the electronic case register (ECR). Daily updating information from court. Provide dockets electronically to defence on request of Prosecutors. Liaise with Prosecutors in respect of matters dealt with. Generate reports from ECR for statistics purposes. Attend to queries on case flow from Prosecutors and SAPS from the ECR. Provide case administrative and document management.
<u>ENQUIRIES APPLICATIONS</u>	:	Takalani Mfuni Tel No: 011 224 4827
	:	e mail Recruit2023124@npa.gov.za
<u>POST 07/127</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/125</u> National Prosecutions Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum ((Level 05), (excluding benefits)
	:	DPP: Limpopo - (Polokwane)
	:	Grade 12 or equivalent. 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. 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. Knowledge and understanding of the legislative framework governing the Public Service. Planning and organization.
<u>DUTIES</u>	:	Provide high quality administrative support within the legal administration. Compile and submit court statistics. Maintain Electronic and manual registers. Liaise with customers and stakeholders. Provide reception and desk duties, receive calls and direct customers. Render administrative support services. Ensure safekeeping of all documentation produced in the office of the manager in line with legislation and policies. Draft documents as required. Operate office equipment like fax machine and photo copier. Collect all relevant documents to enable the manager to perform their duties. Ensure an effective flow of information and documents to and from the office of the manager. Attend to subsistence and travel claims. Provide support to the manager regarding meetings. Coordinate logistical arrangements for meetings when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Thuba Thubakgale Tel No: 015 045 0285
	:	e mail Recruit2023125@npa.gov.za
<u>POST 07/128</u>	:	<u>ADMINISTRATIVE CLERK: DIGITIZATION REF NO: RECRUIT 2023/126</u> Investigating Directorate
<u>SALARY CENTRE</u>	:	R181 599 per annum (Level 05), (excluding benefits)
	:	Head Office- Pretoria

REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Document or docket management skills. Knowledge of the SA Archives Act, NPA Act and Access to information Act. Telephone etiquette, task or time management skills. Good planning, organising, written and verbal communication skills. General computer literacy skills and MS Office suite specifically: MS Word, Excel and Outlook.

DUTIES : Document management. Refine, update and maintain digitisation guidelines, processes, procedures, roles and responsibilities. Indexing and compiling case files. Service delivery and training. Office management.

ENQUIRIES : Maureen Dibette Tel No: 012 845 7727
APPLICATIONS : e mail Recruit2023126@npa.gov.za

POST 07/129 : **SWITCHBOARD OPERATOR REF NO: RECRUIT 2023/127**
National Prosecutions Service

SALARY : R151 884 per annum (Level 04), (excluding benefits)
CENTRE : DPP: Limpopo (Polokwane)-
REQUIREMENTS : Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills.

DUTIES : Answer all incoming calls. Keep staff extension numbers register up to date and change register when staff changes offices. Registration of daily incoming inquest in the section. Report faulty machines when out of order. Attend to public at reception. Sort out incoming faxes and distribute to relevant officials. Maintain register of outgoing mail. Maintain telephone list.

ENQUIRIES : Thuba Thubakgale Tel No: 015 045 0285
APPLICATIONS : e mail Recruit2023127@npa.gov.za