

**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** : 29 May 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. 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](http://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

**MANAGEMENT ECHELON**

- POST 16/83** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/229**  
National Prosecutions Service
- SALARY** : R1 081 953 per annum (total cost package) – R1 679 754 per annum (total cost package) (LP-9)
- CENTRE** : DPP: Pietermaritzburg
- 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** : Thabsile Radebe Tel No: 033 392 8753  
**APPLICATIONS** : e mail Recruit2023229@npa.gov.za

**POST 16/84** : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2023/230**  
Specialised Commercial Crime Unit

**SALARY** : R1 081 953 per annum (total cost package) – R1 679 754.per annum (total cost package) (LP-9)

**CENTRE** : Limpopo

**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. Good advocacy, well-developed skills in legal research and legal drafting skills. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Good interpersonal, analytical, presentation and communication skills. Knowledge of asset forfeiture law. The ability to act independently. Strong computer skills will be required. Valid drivers licence.

**DUTIES** : Conduct prosecution of serious, complex and organised commercial crime cases and corruption matters. Advise the police on the investigation of serious, complex and organised commercial crime cases and corruption matters. Conduct legal research and keep-up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally conduct prosecution on behalf of the State.

**ENQUIRIES** : Thuba Thubakgale Tel No: 015 045 0285  
**APPLICATIONS** : e mail Recruit2023230@npa.gov.za

**POST 16/85** : **REGIONAL COURT CONTROL PROSECUTOR**  
National Prosecutions Service

**SALARY** : R935 109 per annum (total cost package) - R1 515 504 per annum (total cost package) (Level SU-3)

**CENTRE** : CPP: Mmabatho (Taung) Ref No: Recruit 2023/232 (Re-advert)

CPP:West Rand Ref No: Recruit 2023/233

CPP: Modimolle (Groblersdal) Ref No: Recruit 2023/234

**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. 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.

**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 inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf

of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

<b><u>ENQUIRIES</u></b>	:	CPP: Mmabatho (Taung) - Flora Kalakgosi Tel No: 018 381 9041
		CPP: West Rand - Sydwell Namuhuchu Tel No: 011 220 4005
<b><u>APPLICATIONS</u></b>	:	CPP: Modimolle (Groblersdal) - Thuba Thubakgale Tel No: 015 045 0285
		PP: Mmabatho (Taung) e mail <a href="mailto:Recruit2023232@npa.gov.za">Recruit2023232@npa.gov.za</a>
		CPP: West Rand e mail <a href="mailto:Recruit2023233@npa.gov.za">Recruit2023233@npa.gov.za</a>
		CPP: Modimolle (Groblersdal) e mail <a href="mailto:Recruit2023234@npa.gov.za">Recruit2023234@npa.gov.za</a>
<b><u>POST 16/86</u></b>	:	<b><u>HEAD COURT CONTROL PROSECUTOR 3</u></b>
		National Prosecutions Service
<b><u>SALARY</u></b>	:	R935 109 per annum (total cost package) - R1 515 504 per annum (total cost package) (Level SU-3)
<b><u>CENTRE REQUIREMENTS</u></b>	:	CPP: Empangeni (Mahlabathini)
	:	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. Proficiency in prosecuting, guiding investigation and giving instructions in reasonably complex or more difficult common law and statutory offences in the Regional and District Court. Proficiently drafting complex charge sheets and other complex court documents. Must manage, give guidance and train prosecutors. Good management and administrative skills.
<b><u>DUTIES</u></b>	:	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 District and Regional 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.
<b><u>ENQUIRIES</u></b>	:	Anele Ngubane Tel No: 031 334 5049
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2023235@npa.gov.za">Recruit2023235@npa.gov.za</a>
<b><u>POST 16/87</u></b>	:	<b><u>STATE ADVOCATE REF NO: RECRUIT 2023/231</u></b>
		Specialised Commercial Crime Unit
<b><u>SALARY</u></b>	:	R844 572 per annum (total cost package) - R1 387 725 per annum (total cost package) (Level LP- 7 to LP-8)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Polokwane
	:	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. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision.
<b><u>DUTIES</u></b>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters, money laundering, PFMA and MFMA. Appear in court in motion applications pertaining to criminal matters

and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters. Identify and refer matters to AFU.

- ENQUIRIES** : Thuba Thubakgale Tel No: 015 045 0285  
**APPLICATIONS** : e mail Recruit2023231@npa.gov.za
- POST 16/88** : **REGIONAL COURT PROSECUTOR**  
National Prosecutions Service
- SALARY** : R570 921 per annum (excluding benefits) - R1 308 663 per annum (total cost package) (Level LP-5 to LP-6)
- CENTRE** : CPP: Johannesburg Ref No: Recruit 2023/236 (X7 Posts)  
CPP: East Rand Ref No: Recruit 2023/237  
CPP: Polokwane (Tzaneen) Ref No: Recruit 2023/238 (X2 Posts)  
CPP: Polokwane Ref No: Recruit 2023/239  
CPP: Polokwane (Lenyenye) Ref No: Recruit 2023/240  
CPP: Modimolle (Mahwelereng) Ref No: Recruit 2023/241  
CPP: Modimolle (Groblersdal) Ref No: Recruit 2023/242  
CPP: Modimolle (Lephalale) Ref No: Recruit 2023/243  
CPP: Modimolle (Mokopane) Ref No: Recruit 2023/244  
CPP: Thohoyandou (Sibasa) Ref No: Recruit 2023/245
- 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. Experience in guiding investigations and giving instructions in law and statutory offences. Decision making skills. Good administrative skills.
- 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. Draft Heads of argument and argue Appeals. 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: Johannesburg - Veronica Nonyane Tel No: 011 220 4020  
CPP: East Rand - Yasmeen Mbawana Tel No: 011 220 4083  
CPP: Polokwane; CPP Modimolle & CPP Thohoyandou - Thuba Thubakgale Tel No: 015 045 0285
- APPLICATIONS** : CPP: Johannesburg e mail [Recruit2023236@npa.gov.za](mailto:Recruit2023236@npa.gov.za)  
CPP: East Rand e mail [Recruit2023237@npa.gov.za](mailto:Recruit2023237@npa.gov.za)  
CPP: Polokwane (Tzaneen) e mail [Recruit2023238@npa.gov.za](mailto:Recruit2023238@npa.gov.za)  
CPP: Polokwane e mail [Recruit2023239@npa.gov.za](mailto:Recruit2023239@npa.gov.za)  
CPP: Polokwane (Lenyenye) e mail [Recruit2023240@npa.gov.za](mailto:Recruit2023240@npa.gov.za)  
CPP: Modimolle (Mahwelereng) e mail [Recruit2023241@npa.gov.za](mailto:Recruit2023241@npa.gov.za)  
CPP: Modimolle (Groblersdal) e mail [Recruit2023242@npa.gov.za](mailto:Recruit2023242@npa.gov.za)  
CPP: Modimolle (Lephalale) e mail [Recruit2023243@npa.gov.za](mailto:Recruit2023243@npa.gov.za)  
CPP: Modimolle (Mokopane) e mail [Recruit2023244@npa.gov.za](mailto:Recruit2023244@npa.gov.za)  
CPP: Thohoyandou (Sibasa) e mail [Recruit2023245@npa.gov.za](mailto:Recruit2023245@npa.gov.za)
- POST 16/89** : **ASSISTANT DIRECTOR: FINANCE REF NO: RECRUIT 2023/246**  
Strategy Management Office
- SALARY** : R424 104 per annum (Level 09), (excluding benefits)
- CENTRE** : DPP: Kimberley
- REQUIREMENTS** : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration / Public Administration / Finance or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, general management skills, people management and empowerment, administrative skills, communication skills, ability to plan and prioritize work, customer focus and responsiveness, problem solving and decision making.

**DUTIES** : Provide financial support services to the region. Provide supply chain administration services to the region. Monitor the provision of Asset Management services within the region. Monitor and Manage the provision of Fleet Service within the region. Monitor the provision of Facilities Management Services within the Regional Officer. Supervisor staff members.

**ENQUIRIES** : Nicholas Magongwa Tel No: 053 807 4539  
**APPLICATIONS** : e mail Recruit2023246@npa.gov.za

**POST 16/90** : **SENIOR ADMINISTRATIVE OFFICER (ERM) REF NO: RECRUIT 2023/247**  
Strategy Management Office

**SALARY** : R359 517 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) in Commerce, Business Management, Internal Audit, Risk Management or equivalent. Minimum 2 years relevant working experience in risk management. Registration with the Institute of Risk Management South Africa (IRMSA) will serve as an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound knowledge of relevant legislations and frameworks governing risk management. Understanding of the risk management process and its implementation. Must be able to plan, organise work and distinguish between urgent and important tasks/activities. Honest, highly reliable, hard-worker and determined. Able to work independently and in a team. Willingness to travel and able to work extended hours. Excellent communication (verbal and written) and administrative skills. General computer literacy and knowledge of programs in MS Office suite (MS Word, Excel, Outlook, Power Point) and MS project. Facilitation and presentation skills. Knowledge of government-wide financial systems and processes. Attention to detail and customer focus. Valid drivers licence.

**DUTIES** : Provide support by rendering the following enterprise risk management functions: Conduct risk assessments to identify strategic and operational risks. Draft risk control action plans and strategies. Maintain and facilitate updates of risk registers. Develop risk management reports for tabling with Risk Management Committee. Monitor and report on progress of risk mitigation in the risk control action plans. Conduct research on requested aspects of enterprise risk management. Provide administrative support services within the Directorate, including secretariate functions. Attend to internal and external audit queries related to enterprise risk management. Provide support in the coordination of risk management training or workshop. Prepare training packs and any other logistical issues to ensure the smooth and effective delivery of training or workshop. Provide end-user support and guidance to all users of the ERM software tool.

**ENQUIRIES** : Ellen Mazibuko Tel No: 012 845 7289  
**APPLICATIONS** : e mail Recruit2023247@npa.gov.za

**POST 16/91** : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2023/248**  
National Prosecutions Service

**SALARY** : R202 233 per annum (Level 05), (excluding benefits)  
**CENTRE** : DPP: Pietermaritzburg  
**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. Customers focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook.

**DUTIES** : Provide high level administration support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organizations and state Departments. Liaise with corporate services with 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  
APPLICATIONS**

: Ethel Mokgoko Tel No: 033 392 8761  
: e mail Recruit2023248@npa.gov.za

**POST 16/92**

: **SWITCHBOARD OPERATOR REF NO: RECRUIT 2023/249**  
National Prosecutions Service

**SALARY  
CENTRE  
REQUIREMENTS**

: R171 537 per annum (Level 04), (excluding benefits)  
: DPP: Mmabatho  
: 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  
APPLICATIONS**

: Flora Kalagosi Tel No: 018 381 9041  
: e mail Recruit2023249@npa.gov.za