

## 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** : 17 July 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA. NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at [www.dpsa.gov.za/vacancies](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 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: Supervisor with Recruit 2023/66 advertised in circular 6 of 17 February 2023 is hereby withdrawn.

## MANAGEMENT ECHELON

- POST 22/154** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS RECRUIT 2023/305**  
Asset Forfeiture Unit
- SALARY CENTRE REQUIREMENTS** : R1 433 289.per annum (Level 14) (Total Cost Package)  
Kimberley  
: An LLB or any appropriate legal qualification for serving prosecutors. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admitted Attorney and/or Advocate. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Ability to act independently. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. Willing to travel and able to work extended hours.
- DUTIES** : Undertake litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture / confiscation of property / assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Manage the regional office.
- ENQUIRIES APPLICATIONS** : Lindie Swanepoel Tel No: 012 845 6638  
e mail [Recruit2023305@npa.gov.za](mailto:Recruit2023305@npa.gov.za)
- POST 22/155** : **CHIEF INVESTIGATOR RECRUIT 2023/306**  
(Three-year contract)  
Investigating Directorate
- SALARY CENTRE REQUIREMENTS** : R1 162 200.per annum (Level 13) (Total Cost Package)  
: Pretoria: Head Office  
: An appropriate B degree or Advanced Diploma (NQF level 7) in policing and/or criminal investigation related or equivalent qualification. At least twenty (20) years criminal investigation experience with ten (10) years operational management experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Vocational training in criminal investigations such as the Detective Learning Programme and/or other specialised courses. Experience in testifying in criminal matters in at least the High Court. (Persons that have been found as an unreliable witness in any court would not be considered). Certified fraud examiner or ICFP SA accreditation would be an added advantage. Experience in managing and directing Forensic Service providers in criminal and forensic matters. Strategic capability and leadership. General management skills. Administration skills. Planning and Prioritising. Good communication skills. Customer focus and responsiveness. Problem solving and decision-making skills. Valid driver's licence.
- DUTIES** : Provide strategic planning and implementation of criminal investigations. Coordinate and manage stakeholder relations in relation to criminal investigations. Ensure the conducting of criminal quality investigations within the allocated responsibilities of the investigation team. Manage national criminal investigative projects and administrative functions.
- ENQUIRIES APPLICATIONS** : Maureen Dibetle Tel No: 012 845 7727  
: e mail [Recruit2023306@npa.gov.za](mailto:Recruit2023306@npa.gov.za)
- POST 22/156** : **SENIOR STATE ADVOCATE RECRUIT 2023/307**  
National Prosecutions Services
- SALARY CENTRE REQUIREMENTS** : R1 081 953.per annum (Total Cost Package) R1 679 754.per annum (Total cost package) (LP-9)  
: DPP: Kimberley (STU)  
: An LLB or any appropriate legal qualification for serving prosecutors. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. 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  
APPLICATIONS**

: Nicholas Mogongwa Tel No: 053 807 4539  
: e mail [Recruit2023307@npa.gov.za](mailto:Recruit2023307@npa.gov.za)

**OTHER POSTS**

**POST 22/157**

: **REGIONAL COURT CONTROL PROSECUTOR RECRUIT 2023/308**  
National Prosecutions Service

**SALARY**

: R935 109.per annum (Total Cost Package) R1 515 504.per annum (Total Cost Package) (Level SU-3)  
CPP: Bloemfontein

**CENTRE  
REQUIREMENTS**

: An LLB or any appropriate legal qualification for serving prosecutors. At least six (6) years post qualification legal experience. Regional court experience will an added advantage. 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. A valid driver's licence.

**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.

**ENQUIRIES** : Matlotlo Mofokeng Tel No: 051 410 6005  
**APPLICATIONS** : e mail [Recruit2023308@npa.gov.za](mailto:Recruit2023308@npa.gov.za)

**POST 22/158** : **STATE ADVOCATE RECRUIT 2023/309**  
 National Prosecutions Service

**SALARY** : R844 572.per annum (Total Cost Package) - R1 387 725 per annum (Total Cost Package) (Level LP- 7 to LP-8)

**CENTRE** : DPP: Grahamstown (Gqeberha) (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 (5) years' post qualification legal experience. At least five 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 [Recruit2023309@npa.gov.za](mailto:Recruit2023309@npa.gov.za)

**POST 22/159** : **STATE ADVOCATE RECRUIT 2023/310**  
 National Prosecutions Service

**SALARY** : R844 572.per annum (Total Cost Package) - R1 387 725.per annum (Total Cost Package) (Level LP- 7 to LP-8)

**CENTRE** : DDPP: Bhishe

**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 (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents, and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision. General computer literacy with excellent knowledge of

		MS Word, PowerPoint, Excel and Outlook. High level of reliability. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Knowledge of relevant legislations, policies, prescripts, and procedures applicable in the public sector.
<b><u>DUTIES</u></b>	:	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 cases 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.
<b><u>ENQUIRIES</u></b>	:	Talita Raga Tel No: 040 608 6800
<b><u>APPLICATIONS</u></b>	:	e mail <a href="mailto:Recruit2023310@npa.gov.za">Recruit2023310@npa.gov.za</a>
<b><u>POST 22/160</u></b>	:	<b><u>REGIONAL COURT PROSECUTOR</u></b> National Prosecutions Service
<b><u>SALARY</u></b>	:	R570 921.per annum (Excluding Benefits) - R1 308 663.per annum (Total Cost Package) (Level LP-5 to LP-6)
<b><u>CENTRE</u></b>	:	CPP: Queenstown (Maletswai) - Recruit 2023/312 (re-advert) CPP: Witbank (Evander) - Recruit 2023/313 (re-advert) CPP: East London (Mdantsane) - Recruit 2023/314 CPP: East London - Recruit 2023/315 (2 posts) CPP: Kimberley - Recruit 2023/316 (2 posts) CPP: Queenstown - Recruit 2023/331 (Re-advert)
<b><u>REQUIREMENTS</u></b>	:	An LLB or any appropriate legal qualification for serving prosecutors. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	CPP: Queenstown (Maletswai) & CPP: Queenstown - Ziyanda Mtwazi Tel No: 046 602 3000; CPP: Witbank (Evander) - Tebogo Mashile Tel No: 013 045 0686 CPP: East London (Mdantsane) & East London - Talita Raga Tel No: 040 608 6800; CPP: Kimberley - Nicholas Mogongwa Tel No: 053 807 4539
<b><u>APPLICATIONS</u></b>	:	CPP: Queenstown (Maletswai) e mail <a href="mailto:Recruit2023312@npa.gov.za">Recruit2023312@npa.gov.za</a> CPP: Witbank (Evander) e mail <a href="mailto:Recruit2023313@npa.gov.za">Recruit2023313@npa.gov.za</a> CPP: East London (Mdantsane) e mail <a href="mailto:Recruit2023314@npa.gov.za">Recruit2023314@npa.gov.za</a> CPP: East London e mail <a href="mailto:Recruit2023315@npa.gov.za">Recruit2023315@npa.gov.za</a> CPP: Kimberley: e mail <a href="mailto:Recruit2023316@npa.gov.za">Recruit2023316@npa.gov.za</a> CPP: Queenstown e mail <a href="mailto:Recruit2023331@npa.gov.za">Recruit2023331@npa.gov.za</a>
<b><u>POST 22/161</u></b>	:	<b><u>FINANCIAL INVESTIGATOR RECRUIT 2023/317 (13 POSTS)</u></b> Investigating Directorate
<b><u>SALARY</u></b>	:	R424 104.per annum (Level 9) (Excluding benefits)
<b><u>CENTRE</u></b>	:	Pretoria: Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in the following: Forensic Investigation, Forensic Auditing, Criminal Investigation or equivalent. At least three (3) years financial investigation or related experience. Demonstrable competency in acting Independently, Professionally,

Accountable and with Credibility. Strategic capability and leadership, Administration skills, Communication, Planning and Prioritising, Customer focused and Responsiveness, Problem solving and Decision making. General management and project management skills. Research skills. General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint). Valid driver's licence.

**DUTIES** : Conduct financial investigation assessments. Conduct case planning. Conduct detailed financial investigations in medium value and less complex cases. Undertake stakeholder engagement. Provide administrative support services with regard to case management.

**ENQUIRIES** : Maureen Dibetle 012 845 7727  
**APPLICATIONS** : e mail [Recruit2023317@npa.gov.za](mailto:Recruit2023317@npa.gov.za)

**POST 22/162** : **FINANCIAL ANALYST RECRUIT 2023/318**  
Asset Forfeiture Unit

**SALARY** : R424 104.per annum (Level 9) (Excluding Benefits)  
**CENTRE** : Head Office: Pretoria  
**REQUIREMENTS** : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Accounting, Forensic Auditing or equivalent. Three (3) years financial analysis experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The ability to offer direction and leadership to a team of officials to ensure the attainment of objectives. Seeks opportunities to increase personal contribution and level of responsibility. The ability to perform administrative tasks efficiently, effectively, and error free to 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. Written and verbal communication. Must be able to plan and organise work and distinguish between urgent and important tasks/activities. Must be able to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and ensure the highest level of customer care and customer satisfaction. Must be able to identify and solve problems by analysing 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** : Capture and convert data into usable information. Conduct analysis of information gathered.

**ENQUIRIES** : Lindie Swanepoel Tel No: 012 845 6638  
**APPLICATIONS** : e mail [Recruit2023318@npa.gov.za](mailto:Recruit2023318@npa.gov.za)

**POST 22/163** : **FINANCIAL INVESTIGATOR RECRUIT 2023/329**  
Asset Forfeiture Unit

**SALARY** : R424 104.per annum (Level 9) (Excluding Benefits)  
**CENTRE** : Bloemfontein -  
**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 to 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 analysing 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. Valid driver's licence.

**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 APPLICATIONS** : Lindie Swanepoel Tel No: 012 845 6638  
: e mail Recruit2023329@npa.gov.za

**POST 22/164** : **PERSONAL ASSISTANT RECRUIT 2023/311**  
Asset Forfeiture Unit

**SALARY CENTRE REQUIREMENTS** : R294 321.per annum (Level 7) (Excluding Benefits)  
: Mmabatho  
: Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three years' experience in rendering support to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Good administration skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation, and professionalism. Knowledge of the relevant legislations, policies, prescripts, and procedures applicable in the public sector. Willing to travel, able to work extended hours.

**DUTIES** : Receive telephone calls and refer the calls to the correct role player if not meant for the relevant manager. Record appointments and events in the diary of the manager. Type documents for the Manager and other staff within the unit. Provide high level secretarial, administration support and perform a variety of administrative tasks for the Manager and unit. Draft routine correspondences and reports. Operates office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Arrange meetings for the Manager and the staff in the unit and take minutes during meetings and prepare same for signature in advance. Develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items such as stationery and refreshments. Liaise with travel agency to make travel and accommodation arrangements and process S & T claims. Set up schedules for meetings and events. Provide general administration support to the manager and operation staff. Handle the procurement of standard items like stationary, refreshments for the Manager and office.

**ENQUIRIES APPLICATIONS** : Lindie Swanepoel Tel No: 012 845 6638  
: e mail Recruit2023311@npa.gov.za

**POST 22/165** : **CLOSE PROTECTOR RECRUIT 2023/319 (3 POSTS)**  
(Re-advert)  
Security Management Service

**SALARY CENTRE REQUIREMENTS** : R294 321.per annum(Level 7) (Excluding Benefits)  
: Pretoria: Head Office  
: An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Social Science or equivalent. At least three (3) years' experience in VIP close protection either in public and/or private sector. VIP close protection training from any accredited institution (Firearm Training Certificate) Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Advanced close protection firearm training. Valid competency certificate in the handling of the firearm (Valid for a year). Grade C PSIRA registration. Minimum three years relevant experience in personnel security and operational planning. Should be able to conduct threat & profiling investigations. good planning and organizational skills. Problem-solving and communication skills. The candidate must be able to work independently. The candidate must be willing to travel, and work extended hours. Good interpersonal skills. The candidate must have the ability to work under pressure and meet deadlines. Valid driver's license and have an advanced driving certificate.

**DUTIES** : Provide protection to the assigned threatened NPA employees. Conduct threat and risk assessment on the identified NPA employees. Conduct safety route plan before each operation. Engage with the threatened NPA employees at the

venue before the commencement of any assignment. Driving threatened NPA employees to and from various venues. Conduct security appraisals for threatened NPA officials. Protect threatened NPA employees from threats of physical violence. Ensure that the routes used by the threatened NPA employee and the places where the vehicle is parked are safe and secured all the times. Build and maintain working relations with stakeholders. Coordinate security with all security stakeholders for the safety of the protected NPA employees (South African Police Service (SAPS), State Security Agency (SSA). Participate in security coordination for the organisation during NPA events and court proceedings. Liaison with both public and private institutions including law enforcement agencies. Monitor the provision and utilization of government and operational fleet. Ensure that the vehicle used by the threatened NPA employee is clean, roadworthy and in good condition all the times. Ensure that the vehicle used by the threatened NPA employee is not exposed to the placing or attaching of harmful devices rendering the vehicle unsafe. Prepare operation plan for approval by the head.

- ENQUIRIES** : Sikhumbuzo Sibiyi Tel No:012 845 6753
- APPLICATIONS** : e mail [Recruit2023319@npa.gov.za](mailto:Recruit2023319@npa.gov.za)
- POST 22/166** : **COURT PREPARATION OFFICER**  
National Prosecutions Service
- SALARY** : R294 321.per annum (Level 7) (Excluding Benefits)
- CENTRE** : CPP: Kimberley (De Aar) - Recruit 2023/320  
CPP: Kimberley - Recruit 2023/321
- REQUIREMENTS** : An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science/Behavioral Studies or equivalent. At least one year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem-solving skills.
- DUTIES** : Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
- ENQUIRIES** : CPP: Kimberley (De Aar) & CPP: Kimberley - Nicholas Mogongwa Tel No: 053 807 4539
- APPLICATIONS** : CPP: Kimberley (De Aar) - e mail [Recruit2023320@npa.gov.za](mailto:Recruit2023320@npa.gov.za)  
CPP: Kimberley - e mail [Recruit2023321@npa.gov.za](mailto:Recruit2023321@npa.gov.za)
- POST 22/167** : **FINANCE CLERK: SUPERVISOR**  
National Prosecutions Service
- SALARY** : R294 321.per annum (Level 7) (Excluding Benefits)
- CENTRE** : DPP: Pietermaritzburg - Recruit 2023/322  
DDPP: Thohoyandou - Recruit 2023/323
- REQUIREMENTS** : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Financial Management or equivalent. Minimum two years relevant experience in Finance. In depth knowledge of financial systems i.e. BAS; LOGIS and PERSAL. In depth knowledge of Public Service Act, Regulations and its application. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration specifically PFMA and Treasury Regulations. Excellent report writing and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientated. Ability to meet strict deadlines. Strong administrative, decision making, organizational and general office management skills. Good planning and supervisory skills. Leadership, people management and empowerment. General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint).
- DUTIES** : Receiving, recording, and processing of all financial transactions in the region. Develop a system where all documents and transactions with financial



implications in the region will be received, captured, processed till such time they are approved and finalized. Verifying correctness of all S&T claims, overtime and other 43 transactions with financial implications before approval on the PERSAL and BAS system. Draw a weekly, monthly and quarterly report for budget and expenditure for monitoring and reporting purposes. Manage and use of petty cash in the region. Report all discrepancies and irregularities to Assistant Director: Finance. Develop systems and mechanisms to ensure and maintain a clean audit in the region.

- ENQUIRIES** : DPP: Pietermaritzburg - Thabsile Radebe Tel No: 033 392 8753
- APPLICATIONS** : DDPP: Thohoyandou - Thuba Thubakgale Tel No: 015 045 0285  
DPP: Pietermaritzburg e mail [Recruit2023322@npa.gov.za](mailto:Recruit2023322@npa.gov.za)  
DDPP: Thohoyandou e mail [Recruit2023323@npa.gov.za](mailto:Recruit2023323@npa.gov.za)
- POST 22/168** : **ADMINISTRATIVE OFFICER**  
Security Management Service
- SALARY CENTRE** : R294 321per annum (Level 7) (Excluding Benefits)  
: CPP: East London - Recruit 2023/324 (re-advert)  
: DDPP: Port Elizabeth - Recruit 2023/325 (re-advert)
- REQUIREMENTS** : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Public Administration/Public management or equivalent. At least two years' relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Ability to identify and handle confidential matters. Sound planning and organising skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good People skills. Strong interpersonal and communication skills. Ability to act independently. Valid driver's license.
- DUTIES** : Provide security vetting services in the region. Maintain and update data base with regard to vetting and court case classification. Conduct personal suitability checks. Collect non-disclosure forms and maintain a register thereof. Act as a Key control officer according to Service Level Agreement. Conduct inspection on guarding activities, key control and provide report. Submit information to National Office. Compile reports and submit to Regional Manager. Conduct OHS Inspections and maintain OHS file. Request information on high profile cases from Prosecutors. Attend to any queries with regard to physical and information security services. Attend to OHS meetings quarterly.
- ENQUIRIES** : CPP: East London & DDPP: Port Elizabeth Tshinyadzo Mudau Tel No: 012 845 6298
- APPLICATIONS** : CPP: East London e mail [Recruit2023324@npa.gov.za](mailto:Recruit2023324@npa.gov.za)  
: DDPP: Port Elizabeth e mail [Recruit2023325@npa.gov.za](mailto:Recruit2023325@npa.gov.za)
- POST 22/169** : **STATE ACCOUNTANT RECRUIT 2023/326**  
Financial Management -Sub Directorate Payments(Internal Control Unit)
- SALARY CENTRE** : R294 321.per annum (Level 7) (Excluding Benefits)  
: Pretoria: Head Office
- REQUIREMENTS** : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Financial Management/ Auditing or other relevant qualification. Minimum two (2) years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of BAS; LOGIS and PERSAL. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison and presentation skills. Knowledge of LOGIS System, PERSAL, BAS. Computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritising skills. Problem solving and decision making.
- DUTIES** : Conduct interim investigation into fruitless, wasteful and loss cases. Maintain an updated register for all investigations. Validate payment batches against checklist. Present cases of Theft and Losses to the Loss Control Committee. Prepare reports for the Loss Control Committee an Expenditure Control Committee. Provide Secretariat support to the Loss Control Committee. Report on Internal Controls within the Finance Component. Prepare Appointment letters to newly appointed Loss Control Committee Members. Attend to Audit

		queries. Provide support with regards to Awareness Workshops for Losses within the NPA.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Buhle Kubheka Tel No: 012 845 6021 e mail <a href="mailto:Recruit2023326@npa.gov.za">Recruit2023326@npa.gov.za</a>
<b><u>POST 22/170</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: ASSETS, FLEET AND FACILITIES RECRUIT 2023/327</u></b> National Prosecutions Service
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R294 321.per annum (Level 7) (Excluding Benefits) DPP: Limpopo An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Business Administration/ Public Administration/ Finance or equivalent qualification. Minimum two (2) years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Thorough knowledge of Asset, Fleet and Facilities Regulations, Knowledge of PFMA, Treasury Regulations and other government related legislations. Knowledge of NPA policies and procedures relevant to the job functions. Excellent computer skills (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Good administration skills. Ability to think strategically. Good communication and problem-solving skills. Ability to work in a team. Loyal and honest. Planning and prioritising skills. Problem solving and decision making.
<b><u>DUTIES</u></b>	:	Provide Asset Management Services within the Regional Office. Provide Fleet Service Management Services within the Regional Office. Provide Facilities Management Services within the Regional Office.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Thuba Thubakgale Tel No:015 045 0285 e mail <a href="mailto:Recruit2023327@npa.gov.za">Recruit2023327@npa.gov.za</a>
<b><u>POST 22/171</u></b>	:	<b><u>ADMINISTRATIVE CLERK RECRUIT 2023/328</u></b> Investigating Directorate
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R202 233.per annum (Level 5) (Excluding Benefits) Pretoria: Head Office Grade 12 or equivalent. Able to type. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Ability to identify and handle highly confidential matters. 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. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public services.
<b><u>DUTIES</u></b>	:	Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Maureen Dibetle Tel No: 012 845 7727 e mail <a href="mailto:Recruit2023328@npa.gov.za">Recruit2023328@npa.gov.za</a>
<b><u>POST 22/172</u></b>	:	<b><u>ADMINISTRATIVE CLERK RECRUIT 2023/330</u></b> (Re-advert) Asset Forfeiture Unit
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R202 233.per annum(Level 5) (Excluding Benefits) Pretoria: Head Office 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 skills. Computer literacy skills and communication skills. Knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good analytical skills. Documentation administration, writing skills and task time management skills. Excellent administrative skill and problem-solving skills.
<b><u>DUTIES</u></b>	:	Provide high quality administrative support services. Keep a well-organized administrative system for the office. Execute a wide variety of administrative

**ENQUIRIES**  
**APPLICATIONS**

tasks. Provide administrative support to staff in human resources, finance, procurement, and logistical services.  
Lindie Swanepoel Tel No: 012 845 6638  
e mail [Recruit2023330@npa.gov.za](mailto:Recruit2023330@npa.gov.za)