

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** : 01 October 2024
- 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 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 acknowledgment of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. 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 assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test 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 (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the NPA is not in a position to pay resettlement costs. NB! All employees considered for appointment to the Investigating Directorate Against Corruption will be subject to a lifestyle audit and integrity vetting.

ERRATUM: The post of Senior State Advocate with Recruit 2024/07 re-advertised in Public Service Vacancy Circular 28 of 2024 dated 02 August 2024; Senior Public Prosecutor (Community Prosecutor) with Recruit 2024/117; Senior Public Prosecutor with Recruit 2024/118; Senior State Advocate with Recruit 2024/93; State Advocate (Attorney) with Recruit 2024/153; 1X Regional Court Prosecutor (Middelburg) with Recruit 2024/178; Regional Court Prosecutor with recruit 2024/184; Regional Court Prosecutor with Recruit 2024/185; Regional Court Prosecutor with Recruit 2024/225 and District Court Control Prosecutor with Recruit 2024/236 advertised in Public Service Vacancy Circular 30 dated 23 August 2024 are hereby withdrawn.

MANAGEMENT ECHELON

- POST 33/42** : **CHIEF FINANCIAL INVESTIGATOR REF NO: RECRUIT 2024/249**
Investigating Directorate Against Corruption
(Re-advert)
- SALARY** : R1 216 824 per annum (SMS Level 13), (total cost package)
- CENTRE** : Pretoria: Head Office
- REQUIREMENTS** : An appropriate B -degree or Advanced Diploma (NQF level 7) qualification in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner (CFE) or Institute of Commercial Forensic Practitioners (FP (SA)) accreditation. At least eight years minimum experience with five years management experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Communication written and verbal. Planning and organizing skills. Customer focus and responsiveness. Problem solving and decision-making skills. Knowledge of legislation and regulations and regulations pertaining to public service administration specifically: The Constitution of South Africa and the rights of suspects; Prevention of Organised Crime Act 121 of 1988, with the emphasis on racketeering, money laundering and asset forfeiture provisions; Minimum Information Security Standards (MISS); Relevant provisions of the NPA Act, 32 of 1998; The Public Service Act and Regulations; Access to Information Act; Justices of the Peace and Commissioner of Oaths Act 16 of 1963; Prevention and Combating of Corrupt Activities Act 12 of 2004; Protected Disclosures Act 26 of 2000; 10. Criminal Procedure Act 51 of 1977. Knowledge of Asset forfeiture law (National and International). Know and understand the Law of Evidence in Civil Matters. Know and understand the Law of Criminal Procedure. Knowledge of NPA and NPS policies and procedures relevant to the job functions. General Management skills. Understand direct and indirect methods of determining income. Information management. Writing skills. Task/time management skills. Strategic thinking. Conflict management. Interpersonal relations. Communication. Planning. Analytics and the application of visual presentation software to present data. Specialist/Professional. Research skills. Problem Solving skills. Processing of digital forensic images through indexing, filtering, collaboration, automation and data visual ID Case Management System. Relevant MS office suite. Valid driver's licence.
- DUTIES** : Provide strategic planning and implementation of financial investigations. Coordinate and manage stakeholder relations in relations to financial investigations. Manage national financial investigative projects and administrative functions. Expert testimony in any court of law.
- ENQUIRIES** : Maureen Dibetle Tel No: (012) 845 7727
- APPLICATIONS** : e mail Recruit2024249@npa.gov.za

OTHER POSTS

- POST 33/43** : **SENIOR STATE ADVOCATE**
Specialised Commercial Crime Unit
- SALARY** : R1 132 806 – R1 762 857 per annum (LP-9), (total cost package)
- CENTRE** : Pretoria Ref No: Recruit 2024/250
Mpumalanga (Mbombela) Ref No: Recruit 2024/251
- REQUIREMENTS** : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years' post qualification 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. 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. Knowledge of asset forfeiture law will be an added advantage. Well-developed skills in legal research and legal drafting. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Good interpersonal, analytical, organization and communication skills.

DUTIES : Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters. Be able to guide and supervise junior advocates. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES : Pretoria: Bontle Barend Tel No: (012) 401 9421
Mpumalanga: Tebogo Mashile Tel No: (013) 045 0686

APPLICATIONS : Pretoria e mail Recruit2024250@npa.gov.za
Mpumalanga e mail Recruit2024251@npa.gov.za

POST 33/44 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2024/252**
Asset Forfeiture Unit

SALARY : R1 132 806 – R1 762 857 per annum (LP-9), (total cost package)
CENTRE : Cape Town (Georg)

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Valid driver's license. Good advocacy and legal drafting skills. Good knowledge of civil and / or criminal procedure. Admitted Advocate and / or Attorney will be an added advantage. Knowledge of Asset Forfeiture law will be an added advantage. Strong Computer skills and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Willing to travel and work extended hours. Ability to do legal research.

DUTIES : Civil litigation on behalf of the State regarding all aspects of the freezing of property and obtaining final forfeiture/ confiscation orders. Liaise with Prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train Prosecutors and Investigators in the use of Asset Forfeiture Law. Keep up to date with legal developments.

ENQUIRIES : Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS : e mail Recruit2024252@npa.gov.za

POST 33/45 : **SENIOR STATE ADVOCATE REF NO: RECRUIT 2024/253**
National Prosecutions Services

SALARY : R1 132 806 – R1 762 857 per annum (LP-9), (total cost package)
CENTRE : DPP: Mthatha

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. 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. Five (5) years' experience in legal practice will be an added advantage. Ability to act independently. Experience or knowledge in environmental cases will be an added advantage. Strong interpersonal and communication skills. Decision

DUTIES

making ability. Computer literacy and knowledge of programs in MS Office. The incumbent will be required to travel within the region. A valid driver's licence.

: 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 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. Ensure accurate statistics and good governance. Mentor and coach junior staff (Prosecutors/ Advocates) and quality check their work. Provide appropriate guidance and direction and issue proper instructions to Advocates/Prosecutors/ SAPS/DPCI on all aspects of work. Participate in the performance assessment of staff being mentored. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES
APPLICATIONS**

: Tulisa Sibindlana Tel No: (047) 501 2669
: e mail Recruit2024253@npa.gov.za

POST 33/46

: **SENIOR STATE ADVOCATE REF NO: RECRUIT 2024/254**
National Prosecutions Services

**SALARY
CENTRE
REQUIREMENTS**

: R1 132 806 – R1 762 857 per annum (LP-9), (total cost package)
: DPP: Cape Town (STU)
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. 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 (5) years' experience in legal practice will be an added advantage. 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 and understanding of SARS functions and financial or accounting background. 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

: Study case dockets. Decide on the institution of 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. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.

ENQUIRIES : Phyllis Lujabe Tel No: (021) 487 7281
APPLICATIONS : e mail Recruit2024254@npa.gov.za

POST 33/47 : **SENIOR PUBLIC PROSECUTOR REF NO: RECRUIT 2024/255**
National Prosecutions Service

SALARY : R1 132 806 – R1 762 857 per annum (Level CM-1), (total cost package)
CENTRE : CPP: Port Elizabeth (Humansdorp)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.

DUTIES : Manage and supervise allocation of work and management of performance for lower-level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.

ENQUIRIES : Andiswa Tengile Tel No: (012) 842 1450
APPLICATIONS : e mail Recruit2024255@npa.gov.za

POST 33/48 : **STATE ADVOCATE REF NO: RECRUIT 2024/256 (X3 POSTS)**
National Prosecutions Service

SALARY : R884 268 - R1 459 071.per annum (Level LP- 7 to LP-8), (total cost package)
CENTRE : DPP: Grahamstown
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.

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 : Nomfuneko Ntapano Tel No: (046) 602 3000

- APPLICATIONS** : e mail Recruit2024256@npa.gov.za
- POST 33/49** : **SENIOR FINANCIAL INVESTIGATOR REF NO: RECRUIT 2024/257**
Asset Forfeiture Unit
- SALARY** : R849 702 per annum (MMS Level 11), (total cost package)
CENTRE : Nelspruit
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 Examine will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Five (5) years' experience in financial investigation. Strategic capability and leadership. General management skills. People Management and Empowerment. The ability to perform administrative tasks efficiently, effectively, and error free. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analyzing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints. Knowledge of legislation and regulations pertaining to public service administration. Computer skills, such as MS Word, MS Excel, MS Outlook, MS PowerPoint, etc.
- DUTIES** : Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Undertake all administration functions.
- ENQUIRIES** : Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS : e mail Recruit2024257@npa.gov.za
- POST 33/50** : **REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2024/258**
National Prosecutions Service
- SALARY** : R597 753 - R1 374 714 per annum (Level LP-5 to LP-6), (excluding benefits), (total cost package)
CENTRE : CPP: Middelburg (Elukwatini)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in Regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
- 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** : Tebogo Mashile Tel No: (013) 045 0686
APPLICATIONS : e mail Recruit2024258@npa.gov.za
- POST 33/51** : **HEAD CONTROL PROSECUTOR 2 REF NO: RECRUIT 2024/259**
National Prosecutions Service
- SALARY** : R597 753 - R1 374 714 per annum (Level SU-1 to SU-2), (excluding benefits), (total cost package)
CENTRE : CPP: Welkom (Bethlehem)
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. 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 reasonably complex or more difficult common law and statutory offences in the lower courts. Proficiently drafting complex charge sheets and other complex court documents. Must be able to act independently without constant supervision and manage court and case flow independently. Good management and administrative skills. General computer literacy with excellent knowledge of Ms Word, PowerPoint, Excel and Outlook. 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.
<u>DUTIES</u>	:	Manage, train, and give guidance to prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional Court and District Court. Prepare cases for court and draft charge sheets and other proceedings for court, present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter-alia, conviction, and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority. Assist the Senior Public Prosecutor with the performance assessment of staff. Manage, control and attend to the administration of the office of the District Court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES APPLICATIONS</u>	:	Lemmer Ludwick Tel No: (051) 410 6001 e mail Recruit2024259@npa.gov.za
<u>POST 33/52</u>	:	<u>DISTRICT COURT CONTROL PROSECUTOR REF NO: RECRUIT 2024/260</u> National Prosecutions Service
<u>SALARY</u>	:	R597 753 - R1 374 714 per annum (Level SU-1 to SU-2), (excluding benefits), (total cost package)
<u>CENTRE REQUIREMENTS</u>	:	CPP: Durban An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently. Professionally, Accountable and with Credibility. 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. 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 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 APPLICATIONS</u>	:	Sphelele Dlamini Tel No: (031) 334 5236 e mail Recruit2024260@npa.gov.za
<u>POST 33/53</u>	:	<u>ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2024/261 (X2 POSTS)</u> Investigating Directorate Against Corruption
<u>SALARY</u>	:	R308 154 per annum (Level 07), (excluding benefits)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria: Head Office An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum two (2) years' relevant experience performing general administration function. Experience in HR, Fleet and Facilities is an added advantage. 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.

DUTIES : Supervise and render clerical support services. Administer facilities management and administration within the component. Administer Fleet Management and Administration. Administer human resources duties.

ENQUIRIES : Maureen Dibetle Tel No: (012) 845 7727
APPLICATIONS : e mail Recruit2024261@npa.gov.za

POST 33/54 : **ADMINISTRATIVE CLERK REF NO: RECRUIT 2024/262 (X4 POSTS)**
Investigating Directorate Against Corruption

SALARY : R216 417 per annum (Level 05), (excluding benefits)
CENTRE : Pretoria: Head Office

REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Maureen Dibetle Tel No: (012) 845 7727
APPLICATIONS : e-mail Recruit2024262@npa.gov.za