



# NATIONAL PROSECUTING AUTHORITY

## OFFICE OF THE NATIONAL DIRECTOR OF PUBLIC PROSECUTIONS

**POST: SENIOR DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**  
**SALARY: R 977 577.00 per annum (Total Cost Package) (SMS Level 14)**  
**CENTRE: Head Office: Pretoria (Recruit 2013/236)**

**REQUIREMENTS:** A four-year legal qualification. At least ten years experience in civil and/or criminal litigation. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. The right to appear in a High Court as contemplated in section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. Good interpersonal, analytical, presentation and communication skills. Computer skills.

**DUTIES:** Provide advice to the National Director on specific legal and administrative issues. Coordinate the management of special national projects and operations. Compile business intelligence reports and avail such to the National Director to enhance strategic decision making. Manage stakeholder relations between the office of the National Director and other government departments, local and international institutions and facilitate the National Directors interactions with these institutions. Prepare briefings and other documents as required by the National Director. Provide support and render such assistance to the National Director as may be necessary to exercise the powers, carry out duties and perform functions as conferred by the Constitution, the NPA Act and any other legislation.

**ENQUIRIES: Danie Schmidt**  
**Tel: 012 845 6769**

**POST: PERSONAL EXECUTIVE ASSISTANT**  
**SALARY: R 495 603.00 per annum (Total Cost Package) (SMS Level 11)**  
**CENTRE: Head Office Pretoria (Recruit 2013/237)**

**REQUIREMENTS:** An appropriate three year qualification. Five years relevant working experience. Above average communication and interpersonal skills. Computer literacy in MS Office. Knowledge of basic financial management. Planning and organisational skills. Valid code B driver's license and be prepared to work long hours.

**DUTIES:** Manage administrative and related activities and processes in the office of the National Director. Develop and maintain an efficient administration and information management system for the office. Manage the diary and organise meetings and other logistics for the National Director's office. Record and action the proceedings of strategic tasks into line responsibilities. Facilitate access and interface with other Business Unit Heads within the NPA as well as other external stakeholders. Co-ordinate and redirect correspondence addressed to the National Director to the relevant offices. Handle telephonic and other enquiries. Facilitate the process of monitoring specific identified projects and activities on behalf of the National Director and bring to the attention of the National Director any deviations. Draft acknowledgement letters and other correspondence on the instruction of the National Director.

**ENQUIRIES: Danie Schmidt**  
**Tel: 012 845 6769**

## NATIONAL PROSECUTING SERVICES

**POST: SENIOR DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**  
**SALARY: R 977 577.00 per annum (Total Cost Package) (SMS Level 14)**  
**CENTRE: DPP: Bloemfontein (Recruit 2013/238)**

**REQUIREMENTS:** Manage administrative and related activities and processes in the office of the National Director. Develop and maintain an efficient administration and information management system for the office. Manage the diary and organise meetings and other logistics for the National Director's office. Record and action the proceedings of strategic tasks into line responsibilities. Facilitate access and interface with other Business Unit Heads within the NPA as well as other external stakeholders. Co-ordinate and redirect correspondence addressed to the National Director to the relevant offices. Handle telephonic and other enquiries. Facilitate the process of monitoring specific identified projects and activities on behalf of the National Director and bring to the attention of the National Director any deviations. Draft acknowledgement letters and other correspondence on the instruction of the National Director.

**DUTIES:** Manage, supervise and co-ordinate the work and activities of lower level prosecutorial staff. Institute and conduct criminal proceedings in any court, including drawing up charge sheets and indictments, interviewing, examining and cross-examining witnesses as well as presenting arguments in court. Note, prepare and argue appeals and reviews. Compile reports and enter into correspondence on matters and activities pertaining to the office. Draft charge sheets and other court documents. Represent the State in all courts. Conduct performance assessment of staff. Guide, mentor and coach lower level Prosecutors. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system. Move out strategic for own unit and participate in the division's planning process.

**ENQUIRIES: Lemmer Ludwick 051 410 6001**

**POST: SENIOR PUBLIC PROSECUTOR (Organized Crime)**  
**SALARY: R 664 416.00 per annum to R 1 038 555.00 per annum (Total Cost Package)(Level LP 9)**  
**CENTRE: DPP: Bloemfontein (Recruit 2013/239)**

**REQUIREMENTS:** A four-year legal qualification. Atleast eight years post qualification legal experience. Five years experience in legal practice will be an added advantage. The right to appear in a High Court as contemplated in section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. The incumbent must have the ability to act independently. Knowledge of complex organised crime cases

**DUTIES:** Study case dockets, decide on the institution of and conduct criminal proceedings. Investigation and prosecution of complex organized crime cases. Training and advising prosecutors and investigating officers on matters pertaining to the investigation and prosecution of organized crime cases. Managing prosecutions of the Office. Conduct legal research and keep up to date with legal developments. Draft charge

sheets and other court documents. Appear in court in motion applications pertaining to criminal matters and general prosecution on behalf of the State. Assist Deputy Directors in high profile matters or matters where an increased risk element is present. Represent the State in all courts. Perform all duties related thereof in accordance with the Code of Conduct, Policy and Directives of the National Prosecuting Authority. Manage and conduct the performance assessment of staff. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.

**ENQUIRIES: Lemmer Ludwick 051 410 6001**

**POST: SENIOR PUBLIC PROSECUTOR**  
**SALARY: R 664 416.00 per annum to R 1 038 555.00 per annum (Total Cost Package) (Level CM-1)**  
**CENTRE: CPP: Klerksdorp X2 (Recruit 2013/240)**

**REQUIREMENTS:** A four-year legal qualification. At least (8) eight years post qualification legal experience. Five (5) years experience in legal practice will be an added advantage. The right to appear in a High Court as contemplated in section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act 62 of 1995) or ability to obtain the right of appearance in terms of the said Act.. The incumbent must have the ability to act independently.

**DUTIES:** Manage and supervise lower level prosecutors including the allocation of work and management of performance. Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.

**ENQUIRIES: Lerato Rakale**  
**Tel: 012 351 6700**

**POST: STATE ADVOCATE**  
**SALARY: R 515 853.00 per annum to R 855 789.00 per annum (Total Cost Package)(Level LP7to LP 8)**  
**CENTRE: DPP: Mthatha (Recruit 2013/242)**

**REQUIREMENTS:**A four-year Legal qualification. The right to appear in a High Court as contemplated in Section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act No 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. At least five years' post qualification legal experience.

**DUTIES:** Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the State in all courts.

**ENQUIRIES: Simphiwe Hadebe 047 501 2605**

**POST: HEAD CONTROL PROSECUTOR 2**  
**SALARY: R 341 757.00 per annum to R 806 301.00 per annum (Total Cost Package) (SU 1 toSU2)**  
**CENTRE: CPP: Klerksdorp (Schweizer-Reneke) (Recruit 2013/243); CPP: Polokwane (Naphuno) (Recruit 2013/244) CPP: BellvilleX2 (Atlantis; Clanwilliam) (Recruit 2013/245)**

**REQUIREMENTS:** A 4-year legal qualification. The right to appear in a High Court as contemplated in Section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act No 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. At least four years' post-qualification legal experience. Proficiency in prosecuting, guiding investigation and giving instructions in complex of more difficult common law and statutory offences in the Lower Courts, drafting charge sheets and complex court documents. Ability to act independently. Computer literacy in MS Word and MS Excel will be an added advantage. Valid code B driver's licence.

**DUTIES:** Manage, train and give guidance to Prosecutors, study case dockets, decide on the institution of and conduct criminal proceedings, maintenance matters and inquest of a general and more advanced nature in the Lower Courts. 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 Chief Prosecutor with the performance assessment of staff. Give account to the Chief Prosecutor and the Director of Public Prosecutions as head of the prosecutorial office of the district. Manage, control and attend to the administration of the office of the District Court.

**ENQUIRIES: CPP: Klerksdorp & CPP: Polokwane – Lerato Rakale 012 351 6700**  
**CPP: Bellville – Mzukisi Gcuwa 021 487 7048**

**POST: REGIONAL COURT PROSECUTOR**  
**SALARY: R 341 757.00 per annum (excluding benefits) to R 806 301.00 per annum (Total Cost Package) (Level LP 5 to LP 6)**  
**CENTRE: CPP: Johannesburg (Recruit 2013/246)**

**REQUIREMENTS:** A four-year legal qualification. At least four years post qualification legal experience. The right to appear in a high Court as contemplated in section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. Ability to act independently or with minimum supervision; proficiency in prosecuting; experience in guiding investigations and giving instructions in common law and statutory offences in Regional Court. Valid driver's licence

**DUTIES:** Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents and represent the State in all courts.

**ENQUIRIES: Sydwell Namahuchu 011 220 4005**

**POST: DISTRICT COURT CONTROL PROSECUTOR**  
**SALARY: R 341 757.00 per annum (Excluding Benefits) to R 806 301.00 per annum (Total Cost Package) (Level SU 1 to SU 2)**  
**CENTRE: CPP: Bethlehem (Recruit 2013/247)**

**REQUIREMENTS:** A four-year Legal qualification. At least four years' post qualification legal experience. The right to appear in a high Court as contemplated in section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. 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. Ability to act independently without constant supervision and manage court case flow independently. Good administration skills.

**DUTIES:** Manage, train and give guidance to prosecutors. Study court dockets and decide on the institution of and conduct criminal; proceedings of a general and more advanced nature in the 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 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. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the justice system.

**ENQUIRIES: Lemmer Ludwick 051 410 6001**

**POST: ASPIRANT PROSECUTOR TRAINING**  
**SALARY: R 131 601.00 to 152 727.00 per annum (Excluding Benefits) (Level LP 1 to LP 2)**  
**CENTRE: Polokwane (Recruit 2013/248); Thabamopo (Recruit 2013/249); Randburg (Recruit 2013/250); Johannesburg (Recruit 2013/251); Madadeni (Recruit 2013/252); George (Recruit 2013/253); East London (Recruit 2013/255); Durban (Recruit 2013/256)**

**REQUIREMENTS:** Applicants who are in possession of a 4 year legal degree obtained at any university in South Africa, which includes at least the following courses: Law of Evidence, Civil Procedure, Criminal Law, Criminal Procedure and Interpretation of Statutes are invited to submit their applications to attend the above-mentioned prosecutorial training. Final year law students with the courses listed above may apply provided they would have completed the degree by the 1st of February 2014. A written contract between the National Prosecuting Authority and the Trainee Prosecutor outlining the conditions of service must be entered into and such contract will be valid and binding between the parties. The successful completion of an entry examination may form part of the selection process.

**DUTIES:** The Prosecutors' primary function is to conduct prosecutions and attend to matters incidental thereto. Prosecutors are the gatekeeper of criminal law. They represent public interest in the criminal justice process. When carrying out their duties, Prosecutors should at all times comply with the Code of Conduct and observe Policy Directives as provided for in the National Prosecuting Authority Act, 32 of 1998. Applicants must indicate the training centre where they would like to write the entry examination and be trained. Applicants may only apply to one of the training centres. Written applications must be submitted on form Z83, obtainable from any public service department and must be accompanied by a detailed CV (not exceeding 5 pages) together with certified copies of Qualifications, as well as an Identity Document.

**ENQUIRIES: Pfanani Malova 012 845 6888**

**POST: DEPUTY MANAGER: ASSET FLEET AND FACILITIES MANAGEMENT**  
**SALARY: R 314 709.00 per annum (Excluding Benefits) (Level 10)**  
**CENTRE: DPP: Mmabatho (Recruit 2013/257)**

**REQUIREMENTS:** A relevant recognized Bachelor's degree/diploma and at least 3 years' experience in the field of Assets, Fleet and/or Facility Management. Thorough knowledge of Supply Chain Management Regulations, UAMP, PFMA, NT Regulations, Property Management Principles and GIAMA. Ability to compile and manage Service Level Agreements (SLAs). Excellent computer skills (MS Word, Excel, PowerPoint and Outlook). Good report-writing skills. Project management skills will be an advantage. Excellent organisational skills. Ability to multi-task and work under pressure. Reliable, tolerant and determined. Ability to act independently. Excellent communication and administrative skills. Ability to do performance management of staff. Valid driver's licence.

**DUTIES:** Report directly to the Director Administration on all relevant issues pertaining to fleet, assets and facilities. Ensure compliance with national fleet and asset strategy and systems. Adhere to delegations of authority, policies and procedures in respect of assets, fleet and facilities. Reconcile and process rental and other related payments to the service provider. Facilitate training of transport officers and asset controllers within the Region. Manage contracts and service levels agreements between the NPA and the service providers within the region. Ensure fleet is properly maintained in terms of accidents, claims, services, utilisation of vehicles and reduce the possibility of fruitless expenditure. Ensure asset verification, and disposals are in line with Asset Management Regulations. Ensure full utilisation of buildings and that buildings are properly maintained. Carry out inspections of vehicles and buildings and identify redundant assets. Be responsible for project management on new buildings, renovations and tenant installations.

**ENQUIRIES: Flora Kalakgosi 018 381 9041**

**POST: DEPUTY MANAGER: GENERAL**  
**SALARY: R 252 144.00 per annum (excluding benefits) (Level 9)**  
**CENTRE: DPP: Cape Town (Recruit 2013/258)**

**REQUIREMENTS:** An appropriate Bachelors degree or National Diploma. Minimum of three years' experience in Legal Administration and Document administration. General knowledge and understanding of the law and the South African Legal framework. Knowledge of the NPA Act, The South African Archives Act, Access to information Act, MISS and MPLA. Working knowledge and experience in Docket/Document management. Supervisory and management skills. Good communication and writing skills. Time management skills and broad knowledge of administration systems. Computer literacy in MS Office package. Ability to act independently. Reliable, tolerant and honest person. Analytical thinking capability and able to work extended hours.

**DUTIES:** Provide comprehensive Docket Management and administrative support services to the prosecutorial Process in the office. Receive and open all incoming mail, documents and dockets and ensure correct referencing of all correspondence received documents. Regular check for priority documents and thorough checking correctness of documents referencing, duplication of cases, spelling and grammar mistakes of all work received before distributing to staff. Mark and manage matters for pending and filling system and ensure thorough checking and signing off all closed files before transferring to Archives. Manage court rolls, check and sign off appeals, police and docket registers, perform monthly inspections, compile and submit monthly statistics. Manage and supervise staff and perform HR function within the section. Maintain a delegation register within the legal admin

section. Liaise with customers and stakeholders on a regular basis.

**ENQUIRIES: Mzukisi Gcuwa 021 487 7048**

## SPECIALISED COMMERCIAL CRIME UNIT

**POST: STATE ADVOCATE**  
**SALARY: R 515 853.00 per annum to R 855 789.00 per annum (Total Cost Package)(Level LP 7 to LP 8)**  
**CENTRE: Bloemfontein (Recruit 2013/259)**

**REQUIREMENTS:** A four-year legal qualification. The right to appear in a High Court as contemplated in Section 2 and 3(4) of the Right of Appearance in Courts Act, 1995 (Act No 62 of 1995) or ability to obtain the right of appearance in terms of the said Act. At least 5 years' post qualification experience in civil and/or criminal litigation. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, presentation and communication skills.

**DUTIES:** Study case dockets, decide on the institution of and conduct criminal proceedings. Draft charge sheets and other court documents. Represent the state in all courts. Prosecution of complex commercial crime.

**ENQUIRIES: Kgomoiso Thamage-012 845 6918**

## OFFICE FOR WITNESS PROTECTION

**POST: PROTECTOR**  
**SALARY: R 314 709.00 per annum (Excluding Benefits) (Level 10)**  
**CENTRE: Limpopo (Recruit 2013/260)**

**REQUIREMENTS:** An appropriate three year tertiary qualification in Law Enforcement and Risk Management. B Tec VIP protection will be an added advantage. Minimum three years relevant experience. Police, military or Correctional Service training will be an added advantage. Completion of a SWAT course will be an added advantage. Knowledge of Witness Protection Act. Knowledge of and experience in undercover work will be an added advantage. Knowledge of the Constitution and. Bill of Rights, National Crime Prevention, Strategy (NCPS), Victims Charter and Batho Pele. Must be prepared to undergo a Top Secret Clearance and undergo regular polygraph and voice stress analysis testing on a periodic basis. A valid driver's license. Must remain operationally available on 24-hour and seven days a week basis. Must be able to travel extensively within and between Regions/ Province for extended periods. Proven track record of managing people, document management and other resources. Computer literacy. Knowledge of PFMA.

**DUTIES:** Report directly to the Senior Protector. Operate covertly in a manner designed to ensure safety of witnesses in the region. Monitor and give guidance on location of safe houses under his/her. Remove witnesses and extended families form danger areas within a minimum period possible upon receiving notification. Complete witness profile forms and temporary protection agreement. Monitor court protections, visitations and consultations of witnesses and extended families. Manage of witnesses in respect of accommodation, education, medical assistance and relocation. Assist in managing the protection of information in the Region. Monitor and give guidance on location of safe houses and placement of witnesses. Remain operationally available on a 24/7 basis.

**ENQUIRIES: Reginald Tsubella 012 845 6925**

**CLOSING DATE: 11 November 2013**

**NOTE:** For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on [www.npa.gov.za](http://www.npa.gov.za) and must be completed in full i.e. both pages of the Z83 must be completed. If the Z83 is not completed as prescribed your application will not be accepted. CVs without Z83 will not be accepted. Handwritten Z83 must be completed in BLOCK LETTERS.

Each post has a different recruitment number and it must be completed on the application form. Applications without the correct or without a recruit number will not be processed. Should you apply for more than one post, a separate application for each post must be submitted. Applications with multiple posts and recruitment numbers will not be accepted. Section B of the application form requiring personal information must be completed as the NPA uses the information for Employment Equity and other reporting purposes. The NPA is an equal opportunity employer. People with disabilities will be given preference and encouraged to apply. In the filing 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 2016, will take highest preference in selection of suitable candidates.

All applications must reach Affirmative Portfolios on/ or before the closing date. No late applications will be accepted/processed. The NPA /Affirmative Portfolios cannot be held responsible for postal or server delays. Applicant's attention is drawn to the fact that Affirmative Portfolios uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact Affirmative Portfolios 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 Affirmative Portfolios. Only copies of required qualifications and other listed documents as per the advert, preferably certified, must be included with your application. The NPA reserves the right not to fill any particular position. If you do not hear from us within (3) three months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to security clearance up to a level of Top Secret. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview.

**All Aspirant Prosecutor Training Applications should be sent to:**  
**ADR2@affirmative.onmicrosoft.com**  
**Fax: 086 768 9233**  
**Affirmative Portfolios**  
**P.O. Box 785724**  
**Sandton**  
**2146**

**And all other applications should be sent to**

**Applications should be sent to:**  
**ADR3@affirmative.onmicrosoft.com**  
**Fax: 086 768 9220**  
**Affirmative Portfolios**  
**P.O. Box 785724**  
**Sandton**  
**2146**

