

case and accelerate the matter to the relevant stakeholder. Liaise with the site coordinator about the support services that have been provided to the victim or where the victim has been referred to and contact details of stakeholders. Maintain a cooperative approach with other role players to help a victim holistically to increase the conviction rate. Liaise with other role players on the progress of the case. Keep victim notified on the progress of the case. Conduct community awareness sessions. Compile monthly statistics.

ENQUIRIES

: TCC: Butterworth Adv. Mzoxolo Rusi at 084 520 1126
 TCC: Bongani & TCC: Phekolong Adv. Ernest Van Rensburg Tel No: (051) 410 6044
 TCC: Rustenburg & TCC: Klerksdorp Adv. Joseph Phelane Tel No: (018) 381 9053
 TCC: Themba & TCC: Rob Ferreira Christa du Plessis Tel No: (013) 045 0652
 TCC: Jozini Adv. Samukelisiwe Hlongwane at 072 874 3310
 TCC: George TCC: Atlantis Adv. Nathan Sass Tel No: (021) 487 7310
 TCC: Karl Bremer & TCC: Wynberg Adv. Garry Titus Tel No: (021) 487 4417
 TCC: Paarl & TCC: Worcester Adv. Mark Kenny Tel No: (021) 487 7157
 TCC Mitchells Plain Garry Titus Tel No: (021) 487 4417
 TCC Phuthaditjhaba Ernest Van Rensburg Tel No: (015) 410 6044

APPLICATIONS

: TCC: Butterworth e mail Recruit2025243@npa.gov.za
 TCC: Bongani e mail Recruit2025244@npa.gov.za
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 TCC: Rustenburg e mail Recruit2025246@npa.gov.za
 TCC: Klerksdorp e mail Recruit2025247@npa.gov.za
 TCC: Themba e mail Recruit2025248@npa.gov.za
 TCC: Rob Ferreira e mail Recruit2025249@npa.gov.za
 TCC: Jozini e mail Recruit2025250@npa.gov.za
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 TCC Mitchells Plain e mail Recruit2025257@npa.gov.za
 TCC Phuthaditjhaba e mail Recruit2025258@npa.gov.za

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 National Prosecutions Service

SALARY CENTRE

REQUIREMENTS

: R325 101 per annum (Level 07), (excluding benefits)
 : DPP: Pietermaritzburg
 : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). At least two (2) years relevant experience preferable in a law library environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Ability to work on an electronic library management system including e-Books. Computer literacy in MS Word, Excel, and PowerPoint. At least two years' experience in utilization of search of search including Jutastat, Lexis Nexis, Sabinet and WorldShare. Willingness to travel.

DUTIES

: Catalog and classify library material utilising available databases. Maintain asset register of library material including disposals. Renew standing orders. Conduct inter and intra-Library loans. Conduct periodic stock take and keep statistics. Procure and process new material for both head office and regions. Loose leaf administration. Liaise with external clients. Assist with information projects of the NPA. Process all requests in terms of law reports, statutes and reference material. Assist with training of clients in use of online databases. Submit monthly reports.

ENQUIRIES

APPLICATIONS

: Ethel Mokgoko Tel No: (033) 3928 761
 : e mail Recruit2025259@npa.gov.za

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: **REGISTRY CLERK: SUPERVISOR REF NO: RECRUIT 2025/260**
 National Prosecutions Service

SALARY CENTRE

REQUIREMENTS

: R325 101 per annum (Level 07), (excluding benefits)
 : DPP: Pietermaritzburg
 : An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum of two (2) years relevant experience. Working knowledge and understanding of the legislative framework governing the Public Service. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility Computer literacy in MS Office suite and accounting system. Good interpersonal skills. Good Planning and Organizing skills. Ability to work under pressure and independently. Ability to think strategically. Good communication and problem-solving skills. Ability to work in a team. Loyal and honest. General office management skills.

DUTIES

: Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render effective filing and record management. Supervise the operation and operate office machines in relation to the registry function.

ENQUIRIES

APPLICATIONS

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