

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 June 2025
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 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, 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: Administrative Officer (DDPP: Durban) with Recruit 2025/242, Senior Organisational Development Practitioner (Pretoria: Head Office) with Ref No: Recruit 2025/320; Registry Clerk (DDPP: Bhisho) with Ref No: Recruit 2025/265, Court Preparation Officer (CPP: Ntuzuma) with Ref No: Recruit 2025/194 and Assistant Director: Contract Management (Pretoria: Head Office) with recruit 2025/164 advertised in Public Service Vacancy Circular 15 dated 09 May 2025 are hereby withdrawn.		

OTHER POSTS

POST 18/46	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/182 (OCC)</u> National Prosecutions Services
SALARY CENTRE	:	R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package) Pretoria: Head Office

<u>REQUIREMENTS</u>	:	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. Five (5) years' experience in legal practice will be added advantage. At least three (3) years' experience in the prosecution of organised crime cases. Admission as an advocate or attorney will be an added advantage. 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. 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. Good knowledge of civil and/or criminal procedure. Good advocacy, well developed skills in legal research and legal drafting skills. Knowledge of asset forfeiture law will be an added advantage. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently.
<u>DUTIES</u>	:	Conduct prosecution of serious, complex and organised crime cases and terrorism and terror financing matters. Advise the police on the investigation of serious, complex organised crime cases and other matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Draft heads of arguments and argue appeals. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally, conduct prosecution on behalf of the State. Attend represent the Organised Crime Unit in stakeholder meetings. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES</u>	:	Glittering Hlophe Tel No: (012) 845 6336
<u>APPLICATIONS</u>	:	e mail: Recruit2025182@npa.gov.za
<u>POST 18/47</u>	:	<u>SENIOR STATE ADVOCATE</u> Legal Affairs Division
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
<u>CENTRE</u>	:	Pretoria: Head Office Ref No: Recruit 2025/199 (X2 Posts) North Gauteng Ref No: Recruit 2025/269 Pietermaritzburg Ref No: Recruit 2025/288
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good knowledge of civil litigation and criminal procedure. Ability to plan, prioritise and manage. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. Ability to work independently. Valid driver's licence.
<u>DUTIES</u>	:	Manage and monitor civil litigation and defend civil claims on behalf of the State. Obtain background documents and court transcripts. Study case dockets, conduct legal research. Draft and provide State Attorneys with recommendations in respect of civil matters. Draft correspondences, pleadings and affidavits. Arrange and attend consultations with the State Attorneys, counsel and witnesses. Deal with civil applications. Evaluate service level agreements and give legal advice. Improve functional relationship with stakeholders. Constant follow up with relevant stake holders.
<u>ENQUIRIES</u>	:	Pretoria: Head Office; North Gauteng & Pietermaritzburg Jerry Mokwape Tel No: (012) 845 6578
<u>APPLICATIONS</u>	:	Pretoria: Head Office e mail: Recruit2025199@npa.gov.za North Gauteng e mail: Recruit2025269@npa.gov.za Pietermaritzburg e mail: Recruit2025288@npa.gov.za
<u>POST 18/48</u>	:	<u>SENIOR PUBLIC PROSECUTOR (COMMUNITY PROSECUTION) REF NO: RECRUIT 2025/331</u> National Prosecution Service
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum (Level LP 9), (Total cost package)
<u>CENTRE</u>	:	DPP: Mthatha
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification litigation experience. Demonstrate required competency in: Acting Independently, Professionally, be Accountable and act with Credibility. Knowledge of legislation and regulations pertaining to the public service specifically: The Constitution; Criminal Procedure Act; Public Service Act, relevant Regulations and other related Legislation. General management skills. Strategic management and stakeholder engagement expertise. People management and empowerment skills. Good communication skills. Customer focus and responsiveness. Problem solving and decision making. Project management. Excellent administrative skills and report writing skills. Service delivery and innovation skills. Negotiation skills. Policy analysis and development of policy. Research, presentation, and facilitation skills. Must be able to travel in the DPP-division and nationally. Positive security clearance. Valid driver's license is essential.

<u>DUTIES</u>	:	Develop local crime prevention initiatives and strategies in line with the Community Prosecution Initiative (CPI). Contribute to crime prevention and community justice through this initiative. Analyse local crime trends and dynamics of crime and insecurities of communities in respective DPP-divisions. Organize, execute, and participate in community prosecution events and meetings locally, provincially and nationally. Build strategic partnerships for local crime prevention initiatives. Develop effective and efficient working relationships with internal and external stakeholders including current NPA Community Prosecution colleagues. Expand and increase the impact of the current CPI footprint in the division and nationally as a whole. Provide and promote education about the law to targeted groups within this initiative. Promote effective collaboration, interaction and cultivate partnerships with- and between stakeholders. Apply Batho Pele principles, Service Charter- and NPA processes. Participate, contribute, and represent the NPA at interdepartmental, local government, divisional and national structures. To monitor and evaluate statistical data and performance of initiatives implemented in the division where appointed. To develop and implement interventions in the divisions in line with the analysis of the statistical data. To provide feedback and the submission of reports (as determined by the National Coordinator at Head Office), regarding the identification of initiatives, the implementation thereof, progress and management of all related activities and initiatives in respective divisions, to both the DPP and the Office of the National Head Office Coordinator. Furthermore, it will be expected of the incumbent to also perform prosecutorial related duties such as prosecutor-guided investigations, the management of dockets, court and case management and the actual prosecution of related cases when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Nobekezela Madikizela Tel No: (047) 501 2684 e mail: Recruit2025331@npa.gov.za
<u>POST 18/49</u>	:	<u>DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: RECRUIT 2025/339</u> Strategy Operations and Compliance: Strategy Management Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum (MMS Level 12), (Total cost package) Pretoria: Head Office An appropriate B-degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Risk Management or Disaster Risk Management or equivalent. At least five (5) years working experience within the Enterprise Risk Management environment at Assistant Director position level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound working knowledge of the legislative requirements relating to Business Continuity Management. Working experience within the Business Continuity Management environment. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
<u>DUTIES</u>	:	Support the Directorate and the Business unit head in the management and execution of enterprise risk management. Assist the business unit in developing plans and controls for enterprise risk management. Support management in the identification, evaluation, and managing risks and risks control strategies. Provide Business Units with guidance and assistance in the development of risk mitigation plans. Coordinate and comply monthly reports in the unit's performance in mitigating risks. Coordinate the collection, analysis, interpretation, and presentation of information regarding risk management for the business unit and provide reports. Drive and facilitate the embedding of risk management into the respective business unit, business activities processes and systems. Serve as a link between employees and management in the ongoing management, administration and communication of the Enterprise Risk Management system and its components.
<u>ENQUIRIES APPLICATIONS</u>	:	Makgomo Thupana Tel No: 012 845 6176 e mail: Recruit2025339@npa.gov.za
<u>POST 18/50</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/332</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package) DPP: Bloemfontein (STU) 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. 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. Knowledge of income Tax Act, Vat Act, Customs and Excise Act. Knowledge and understanding of SARS functions and financial or accounting background. Interpersonal skills, Written and verbal communication skills. Administrative skills. Able to work extended hours. Drafting charge sheets, indictments and court documents, dealing with representations. Valid driver's licence.

<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Lemmer Ludwick Tel No: (051) 410 6001
<u>APPLICATIONS</u>	:	e mail: Recruit2025332@npa.gov.za
<u>POST 18/51</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/333</u> National Prosecutions Service
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	DPP: Bloemfontein
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Lemmer Ludwick Tel No: (051) 410 6001
<u>APPLICATIONS</u>	:	e mail: Recruit2025333@npa.gov.za
<u>POST 18/52</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/334</u> Office for Ethics and Accountability
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five (5) years post qualification experience. 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. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
<u>DUTIES</u>	:	Lead complaints and conduct investigation received within the NPA and the general public. Liaise with complainants on the status of the investigation. Investigate cases allocated to the

division and assign to the investigation lead. Examine sources evidence and perform analysis. Conduct interviews as appropriate compiled investigation report with well informed findings and recommendations, liaise with complainants and ensure regular feedback to complainants on the status of the investigation. Liaise with law enforcement agencies with regard to the referral of cases of criminal misconduct. Ensure delivery of strategic objectives and performance targets as per Annual Performance Plan. Lead and conduct fraud and corruption investigation within the NPA. Investigate fraud and corruption, unethical conduct, irregular expenditure, financial misconduct and hotline related cases. Perform risk assessment and identify issues related to fraud and corruption. Liaise with Labour Relations unit and other units to ensure speedy resolution of reported cases. Develop complaints management policies and protocols. Monitor the implementation of complaints management policies and protocols. Conduct ad hoc investigation research. Regular research to obtain information necessary to carry out an investigation. Ensure knowledge of applicable public service legislations and regulations.

ENQUIRIES : Karen Van Rensburg Tel No: (012) 845 6144
APPLICATIONS : e mail: Recruit2025334@npa.gov.za

POST 18/53 : **STATE ADVOCATE REF NO: RECRUIT 2025/335**
 Asset Forfeiture Unit

SALARY : R932 904 - R1 539 321.per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE : Cape Town
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five (5) 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. Professional and able to work independently. Willing to travel and able to work extended hours. Excellent communication skills. Well-developed skills in legal drafting and advocacy. Good knowledge of Asset Forfeiture Law will be an added advantage. Excellent interpersonal, analytical and presentation skills. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. Literacy and numeracy. Valid driver's license.

DUTIES : Civil litigation on behalf of the State regarding all aspects of 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 Asser Forfeiture Law. Keep up to date with legal developments.

ENQUIRIES : Lindie Swanepoel Tel No: (012) 845 6638
APPLICATIONS : e mail: Recruit2025335@npa.gov.za

POST 18/54 : **STATE ADVOCATE**
 Legal Affairs Division

SALARY : R932 904 - R1 539 321.per annum (Level LP- 7 to LP-8), (Total cost package)
CENTRE : Mthatha Ref No: Recruit 2025/336
 North Gauteng Ref No: Recruit 2025/337

REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five (5) years post qualification experience. 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. Experience in civil litigation will be an added advantage. Display knowledge of relevant prescripts, policies and practices Ability to apply technical or professional knowledge and skills. Execute functions as instructed and within the agreed timeframes including punctuality. Communications: Ability to express facts, ideas and arguments clearly and logically, both orally and in writing (In and out of court). Planning and execution: Ability to plan, prioritise and manage. Ability to plan effectively and efficiently. Ability to execute planning. Strong computer skills and knowledge of MS Word, Excel, Outlook and PowerPoint. A positive security clearance. Valid driver's licence.

DUTIES : The successful candidate will act as nodal point for the Legal Affairs Division. Manage contingency liability register for the Legal Affairs Division. Manage and monitor civil litigation and deal with civil claims on behalf of the State in the division. Obtain background documents and court transcripts. Study case dockets, conduct legal research. Draft and provide State Attorneys and relevant role players with recommendations in respect of civil matters. Draft and settle correspondence, pleadings and affidavits. Arrange and attend consultations with the State Attorneys, counsel and NPA witnesses. Deal with civil applications. Give legal advice and provide training. Improve functional relationship with stakeholders. Liaison with relevant stakeholders. Appear in court where applicable.

ENQUIRIES : Mthatha Tulisa Sibindlana Tel No: (047) 501 2669
 North Gauteng Jerry Mokwape Tel No: (012) 845 6578
APPLICATIONS : Mthatha e mail: Recruit2025336@npa.gov.za
 North Gauteng e mail: Recruit2025337@npa.gov.za

<u>POST 18/55</u>	:	<u>DEPUTY DIRECTOR: ETHICS MANAGEMENT REF NO: RECRUIT 2025/338</u> Office for Ethics and Accountability
<u>SALARY</u>	:	R896 436 per annum (MMS Level 11), (Total cost package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B - degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum three (3) years relevant experience in management of strategic and providing operational support within the NPA through conflict-of-interest management, ethics management/integrity or anti-corruption strategies, evaluation and monitoring on the integrity of the organisation. Certification as an Ethics Officer will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
<u>DUTIES</u>	:	Develop and manage the NPA fraud and corruption strategy/Ethics Strategy. Manage financial declarations and ensure compliance. Monitor and ensure integrity assessments are conducted in order to identify ethical gaps. Manage and conduct lifestyle audits for all designated, identified and reported employees. Develop and review the ethics management policies, procedures, and practices. Monitor, evaluate and report on remunerative work performed outside the Public Service by NPA officials. Monitor and evaluate integrity systems and processes within the NPA (Gifts, declaration of interests and sponsorships registers). Manage and report on the ethics performance of the organization. Manage staff and other resources within the Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Karen Van Rensburg Tel No: (012) 845 6144 e mail: Recruit2025338@npa.gov.za
<u>POST 18/56</u>	:	<u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2025/340</u> National Prosecutions Service
<u>SALARY</u>	:	R630 630 - R1 450 323 per annum (Level LP-5 to LP-6), (excluding benefits), (Total cost package)
<u>CENTRE</u>	:	CPP: East London
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Talita Raga Tel No: (040) 608 6800 e-mail: Recruit2025340@npa.gov.za
<u>POST 18/57</u>	:	<u>HEAD CONTROL PROSECUTOR 2 REF NO: RECRUIT 2025/341</u> National Prosecutions Service
<u>SALARY</u>	:	R630 630 - R1 450 323 per annum (Level SU-1 to SU-2), (excluding benefits), (Total cost package)
<u>CENTRE</u>	:	CPP: Witbank (Delmas)
<u>REQUIREMENTS</u>	:	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. 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.

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 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.

ENQUIRIES : Tebogo Mashile Tel No: (013) 045 0686
APPLICATIONS : e mail: Recruit2025341@npa.gov.za

POST 18/58 : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: RECRUIT 2025/342**
 National Prosecutions Service

SALARY : R468 459 per annum (Level 09), (excluding benefits)
CENTRE : DPP: Mthatha
REQUIREMENTS : An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum 3 years' experience as a Human Resource Generalist. Extensive knowledge of the recruitment process and procedure; performance management system. Extensive experience in working on PERSAL. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of legislation and regulations pertaining to public service administration, specifically the Public Service Act and Regulations, Employment Equity Act and Access to Information act. Understanding of the Public Service generally and Human Resources. Sound knowledge of labour and public service legislation. Good communication, liaison and presentation skills. Working knowledge of PERSAL (PERSAL certificates to be attached). A good command of computer literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work under pressure. Good administration skills. People management and empowerment. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and decision making. Management and leadership skills. A valid driver's licence.

DUTIES : Provide HR administration services to the region (Recruitment & Selection, Conditions of Service, Staff Retention, Exit, Training and Development, PMDS, EWP, Long Service Recognition, Service Excellence Awards, Benefits, TSP etc). Capture personal information on the payroll system. Monitor the implementation of recruitment and selection of human resource services. Monitor implementation of service benefits. Facilitate the administration of human resource development services in the region. Compile monthly reports and statistics. Manage staff and provide guidance on HR related matters. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Maintain and administer PERSAL information including leave applications. Prepare Human Resources reports and submit same to the Director: Administration. PERSAL administration, staff procurement, training and development, service conditions, staff exits and transfers. Manage the implementation of the Employment Equity Targets. Manage all activities relating to performance management. Perform any other duties deemed necessary by management.

ENQUIRIES : Nobekezela Madikizela Tel No: (047) 501 2684
APPLICATIONS : e mail: Recruit2025342@npa.gov.za

POST 18/59 : **ASSISTANT DIRECTOR: EDUCATION AND AWARENESS REF NO: RECRUIT 2025/343**
 Office for Ethics and Accountability

SALARY : R468 459 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B - degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Public Management/ Social Science/ Communication and Education or equivalent qualification. At least three (3) years' experience in management of ethics, education training, communication, integrity or anti-corruption strategies. Ability to promote a culture of integrity. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent analysis and problem-solving skills. Certification as an Ethics Officer will be an added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal

		skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
<u>DUTIES</u>	:	Promote integrity and ethical behaviour in the NPA. Develop and implement communications strategy to address IMU mandate. Monitor and report on the organizations' integrity. Develop and implement advocacy and awareness programs.
<u>ENQUIRIES</u>	:	Karen Van Rensburg Tel No: (012) 845 6144
<u>APPLICATIONS</u>	:	e mail: Recruit2025343@npa.gov.za
<u>POST 18/60</u>	:	<u>ASSISTANT DIRECTOR: ETHICS MANAGEMENT REF NO: RECRUIT 2025/344 (X2 POSTS)</u> Office for Ethics and Accountability
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B - degree (NQF level 7) or Three (3) year Diploma (NQF level 6). At least three (3) years' experience in providing operational support in the development and the implementation of departmental systems, policies and processes in ethics, integrity, and conflict-of-interest management to prevent unethical behaviour as part of realising a culture. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent analysis and problem-solving skills. Certification as an Ethics Officer will be an added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
<u>DUTIES</u>	:	Administer and coordinate senior managers and middle management members' financial declarations are submitted within prescribed timeframes to ensure compliance with the Public Service Regulations 2016 in terms of annual submissions of financial disclosures. Identify ethical gaps by conducting ethics risk analysis and lifestyle reviews within NPA. Develop and implement the fraud and corruption plan for the NPA. Monitoring, evaluate and report on remunerative work performed outside the Public Service for the NPA officials. Monitor and evaluate integrity systems and processes within the Department (gifts, declaration of interests' registers). Development and reviewing of ethics management policies, procedures and practices. Coordinate and provide ethics management statistics on monthly, quarterly and annual basis. Provide administrative support duties to the Directorate Ethics Management and Advocacy.
<u>ENQUIRIES</u>	:	Karen Van Rensburg Tel No: (012) 845 6144
<u>APPLICATIONS</u>	:	e mail: Recruit2025344@npa.gov.za
<u>POST 18/61</u>	:	<u>ASSISTANT DIRECTOR: SERVICE INSPECTION AND IMPROVEMENT REF NO: RECRUIT 2025/345 (X2 POSTS)</u> Office for Ethics and Accountability
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B - degree (NQF level 7) or Three (3) year Diploma (NQF level 6). At least three (3) years' experience in management and execution service inspections and service delivery improvement programme. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent analysis and problem-solving skills. Certification as an Ethics Officer will be an added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting

conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.

DUTIES : Conduct service inspections within the NPA. Conduct preparatory research for service inspection including data sourcing and analysis. Notify target audience of inspection. Conduct interviews and/ workshop where appropriate. Gather service performance data and information from inspection site. Compile and submit service inspection reports. Obtain, review and incorporate feedback on service inspection reports. Inspect feedback for possible inspections. Develop and implement service delivery programmes. (SDIP, Service Standards, Service Charter, Service Delivery Model and Complaints Management).

ENQUIRIES : Karen Van Rensburg Tel No: (012) 845 6144
APPLICATIONS : e mail: Recruit2025345@npa.gov.za

POST 18/62 : **ASSISTANT DIRECTOR: COMPLAINTS INVESTIGATION REF NO: RECRUIT 2025/346 (X3 POSTS)**
Office for Ethics and Accountability

SALARY : R468 459 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B - degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Law or Forensic investigation, policing, auditing or equivalent qualification. At least three (3) years' experience in coordination, planning and leading the execution of complaints, fraud and corruption investigations. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent analysis and problem-solving skills. Certification as an Ethics Officer will be an added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.

DUTIES : Lead complaints investigation received within the NPA and the general public. Lead fraud and corruption investigations within the NPA. Conduct investigation research. Supervise staff.

ENQUIRIES : Karen Van Rensburg Tel No: (012) 845 6144
APPLICATIONS : e mail: Recruit2025346@npa.gov.za

POST 18/63 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: RECRUIT 2025/347**
Strategy, Operations and Compliance: Supply Chain Management

SALARY : R468 459 per annum (Level 09), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B - degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Supply Chain Management or Finance/Accounting or equivalent, Minimum three (3) years relevant experience in Supply Chain Management and experience in government procurement management environment particularly Contract Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Extensive knowledge of the PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and other relevant public service prescripts. Willing to travel, able to work extended hours where necessary. Good negotiating skills. Good interpersonal skills. Good Planning and organizing skills. Excellent communication and administrative skills. Advanced computer literacy in Ms Office packages (Ms Word, Ms excel, Ms PowerPoint) and outlook. A Valid driver's license.

DUTIES : Drafting of contracts/service level agreements/Addenda. Review proposals, bids and SLA/contracts. Manage contract life cycle, attend to contractual queries, issue notices of default, and notices of termination. Assist with SLA/Contract legalities, policies and practices to internal users/Business Units and clients. Analyze contract/SLA requirements, special provisions, terms and conditions to applicable laws, regulations, policies and business processes. Internal and external communication in terms of SLAs/Contracts. Creating and reviewing of measurable vendor performance evaluation document. Capturing and uploading of contracts/SLAs and vendor performance reports on the Contract Management System. Attend to Variation and Expansion of contracts, amendment of contract conditions, price adjustments, contract cancellations and restrictions. Propose and advise on remedial actions in case of poor or non-performance by service providers. Assist in prevention/or resolving contractual disputes and

propose implementation of remedial plan. Compile monthly report on the performance of Contract Management section. Perform monthly contract management monitoring activities. Perform contract close-out activities. Conduct SLA/contract execution, review and close-out meetings. Provide guidance and support to contract stakeholders and ensure that contract obligations are met. Define, communicate and manage specific SLA metrics. Monitor contracts/SLA performance and ensure compliance by suppliers/vendors and the NPA. Perform inspections/meetings, where applicable. Issue notices of expiry of contracts to business units and service providers timely before termination. Develop the negotiation position after considering identified contractual issues. Identify the negotiating team members and arrange/facilitate the briefing session of the negotiating team. Convene negotiation meetings where necessary and keep record thereof. Review of contract negotiation documents and making follow-up on outstanding issues. Document control, record keeping and ensure integrity of negotiation proceedings. Ensure distribution of contract documents to all stakeholders. Conduct research where applicable to support SLA/Contracts. Serve as a member of Bid Specification and/or Evaluation Committees. Provide inputs to the development/or review of the Supply Chain Management Policy. Ensure good record/filing management. Reduce audit queries by providing report/records for audit purposes. Safekeeping of contracts and all relevant information. Ensure distribution of necessary information to contract stakeholders/end-users.

**ENQUIRIES
APPLICATIONS**

: Doctor Shokwane Tel No: (012) 845 6227
: e mail: Recruit2025347@npa.gov.za

POST 18/64

: **ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: RECRUIT 2025/348**
Strategy, Operations and Compliance: Strategy Management Office

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum (Level 09), (excluding benefits)
: Pretoria: Head Office
: An appropriate B-degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Risk Management or Disaster Risk Management or equivalent. At least three (3) years working experience within the Enterprise Risk Management environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound working knowledge of the legislative requirements relating to Business Continuity Management. Working experience within the Business Continuity Management environment. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and decision making. A valid driver's license.

DUTIES

: Assist the Directorate and the business unit head in the management and execution of enterprise risk management. Assist the business unit in developing plans and controls for enterprise risk management. Assist management in the identification, evaluation, and managing risks and risks control strategies. Assist business units with guidance and assistance in the development of risk mitigation plans. Assist with the coordination and compilation of monthly risk mitigation reports in the unit. Assist with the coordination, collection, analysis, interpretation, and presentation of information regarding risk management for the business unit. Assist with driving and facilitating the embedding of risk management into the respective business unit, business activities processes and systems.

**ENQUIRIES
APPLICATIONS**

: Makgomo Thupana Tel No: (012) 845 6176
: e mail: Recruit2025348@npa.gov.za

POST 18/65

: **ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: RECRUIT 2025/349**
Strategy, Operations and Compliance: Strategy Management Office

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum (Level 09), (excluding benefits)
: Pretoria: Head Office
: An appropriate B-degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Internal Audit/ Risk Management/ Commerce/Financial Management or equivalent. At least three (3) years working experience in Enterprise Risk Management/Auditing field on a Supervisory level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound working knowledge of the legislative requirements relating to Business Continuity Management. Working experience within the Business Continuity Management and Risk Management environment. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and decision making. A valid driver's license.

DUTIES

: Supervise and implement the risk management framework and plan in the organisation. Supervise, facilitate and advice on the risk assessment process. Supervise and support the enhancement of risk culture and awareness in the NPA. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation context. Supervise employee/s to ensure an effective enterprise risk management service.

ENQUIRIES

: Makgomo Thupana Tel No: (012) 845 6176

<u>APPLICATIONS</u>	:	e mail: Recruit2025349@npa.gov.za
<u>POST 18/66</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC SUPPORT REF NO: RECRUIT 2025/350</u> Strategy, Operations and Compliance: Strategy Management Office (Re-advert)
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B-degree (NQF level 7) or Three (3) year Diploma (NQF level 6) Strategy Management, Public Administration or equivalent qualification. Minimum three (3) years working within performance information management, monitoring and evaluation or strategy management environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Willing to travel, able to work extended hours. Understanding of the strategic planning process and planning cycle. Sound Knowledge of relevant legislation and framework governing strategic planning. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and decision making. A valid driver's license.
<u>DUTIES</u>	:	Provide support with regard to the coordination and facilitation of strategic and annual operational planning process. Initiate the development of strategic plan concept document, prepare agenda and logistical services. Develop, update and maintain the planning schedule. Develop and distribute annual performance and operational plan templates. Coordinate the development of annual performance and operational plans by business units. Assist with facilitation at operational planning sessions. Compile and moderate the annual performance plan, annual operational plans and ensure alignment and compliance to the planning framework. Provide administrative support services within the Directorate. Participate in the development and reviewing of strategy management policies and processes. Keep records of approved plans. Prepare planning packs and any other logistical needs to ensure smooth and effective delivery of planning sessions. Provide inputs towards the monthly and quarterly performance reporting for the directorate. Support on-going innovation and culture change initiatives within the NPA.
<u>ENQUIRIES</u>	:	Thapelo Molokomme Tel No: (012) 845 6375
<u>APPLICATIONS</u>	:	e mail: Recruit2025350@npa.gov.za
<u>POST 18/67</u>	:	<u>NETWORK ADMINISTRATOR REF NO: RECRUIT 2025/351</u> Strategy, Operations and Compliance: Information Systems and Management
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Information Technology or equivalent. Industry related qualification such as ArubaOS-CX switching Fundamentals (ACSA), CCNA, Network+, Information Technology Infrastructure Library (ITIL) will be an added advantage. Three (3) years working experience in an IT environment. Knowledge of Microsoft Windows Server 2022 networking, LAN Administration, Wide Area Network Administration, Network User Administration, Administration of Microsoft DHCP server 2022. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able to work in a team and independently. Knowledge of Microsoft Office/Office 365. IT technical knowledge and application. Good communication skills. Willing to work extended hours and willing to travel. Valid driver's license required.
<u>DUTIES</u>	:	Maintaining computer networks and systems including software, servers, VPNs, routers and other physical hardware. Installing and configuring network equipment to update or fix hardware or software issues. Updating virus protection software to keep data and communications protected. Monitoring computer systems to improve network performance for computer systems and networks. Communicating networking issues to other employees and management, especially in training new users. Fixing software and hardware configuration issues for users on-demand or from inspection of the systems. Monitoring computer networks and systems to identify how performance can be improved. Write technical support documentation for network systems and applications.
<u>ENQUIRIES</u>	:	Samuel Masombuka Tel No: (012) 845 6442
<u>APPLICATIONS</u>	:	e mail: Recruit2025351@npa.gov.za
<u>POST 18/68</u>	:	<u>SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: RECRUIT 2025/352</u> Strategy Operations and Compliance: HRM & D: Organisational Development
<u>SALARY</u>	:	R397 116 per annum (Level 08), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office

<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Management Services/Operations Management/Production Management or related qualification i.e. Industrial Psychology. Minimum of two (2) years' experience in the field of organisational design/development/work-study. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Public Service Act, Public Service Regulations and NPA Act. Good knowledge of organisational design, frameworks, practices, and processes in the public service. Knowledge of various DPSA directives, circulars etc. related to organisational development/change management. Knowledge of Human Resource Management and labour relations in general. Knowledge of job evaluation process, business process management, Total quality management, project management principles and methodologies. Strong Project management skills. Practical knowledge of Microsoft Office Suite (Specifically Project, Visio, Word, Excel, PowerPoint and Outlook) and Bizagi Process Modeller. Communication skill (both written and verbal). Presentation skill. Good report writing skills. People management and empowerment. Knowledge of the Compensate-Evaluate job evaluation system A valid driver's license.
<u>DUTIES</u>	:	Undertake work-study investigations within the NPA. Conduct job evaluation exercises. Compile and review job descriptions. Conduct business process mapping. Optimise work procedures and methods (work processes, workflow and standard operating procedures). Render organisation development administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Vukosi Shibambu Tel No: (012) 845 6211 e mail: Recruit2025352@npa.gov.za
<u>POST 18/69</u>	:	<u>ADMINISTRATIVE OFFICER: LOGISTICS REF NO: RECRUIT 2025/353</u> Strategy, Operations and Compliance: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (excluding benefits) Pretoria: Head Office
	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Logistics Management, Purchasing Management, Supply Chain Management, Public Administration or equivalent. Minimum two (2) years' relevant experience in logistics (Orders and Warehouse). Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of PFMA, Logistical Information System (LOGIS), Treasury Regulations and Preferential Procurement Policy framework Act. Communication skills, Organising skills and analytical skills. Computer literacy including Microsoft Office (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills.
<u>DUTIES</u>	:	Administer Orders on LOGIS for leases, contracts and once-off payments; Capture requests on LOGIS Mainframe; Approve Procurement Advice on LOGIS Mainframe; Authorise Petty Cash vouchers and Orders on LOGIS Mainframe; Sending Orders to service providers; Liaising with internal clients on the status of their requisitions; Keeping and updating of requisitions and Order Register; Compile Requisition Report on monthly basis.
<u>ENQUIRIES APPLICATIONS</u>	:	John Solomon Tel No: (012) 845 6770 e mail: Recruit2025353@npa.gov.za
<u>POST 18/70</u>	:	<u>ASSET OFFICER REF NO: RECRUIT 2025/354</u> Strategy, Operations and Compliance: Assets, Fleet and Facilities Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (excluding benefits) Pretoria: Head Office
	:	An appropriate B Degree (NQF 7) or three (3) year Diploma (NQF 6). Minimum two (2) years relevant experience in Asset and Disposal Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good communication skills, written and verbal. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Willing to travel and able to work after hours. High level of reliability and able to work independently. Knowledge of PFMA and National Treasury Regulations. Valid driver's license.
<u>DUTIES</u>	:	Provide support to Asset & Disposal Management. Asset verification. Update the asset register. Managing asset disposals within the NPA.
<u>ENQUIRIES APPLICATIONS</u>	:	Mpho Motsepe Tel No: (012) 845 6019 e mail: Recruit2025354@npa.gov.za
<u>POST 18/71</u>	:	<u>ADMINISTRATIVE OFFICER: ASSETS, FLEET & FACILITIES REF NO: RECRUIT 2025/355</u> Strategy, Operations and Compliance: Assets, Fleet and Facilities Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 07), (excluding benefits) Pretoria: Head Office
	:	An appropriate B Degree (NQF 7) or three (3) year Diploma (NQF 6). Minimum two (2) years relevant experience in Fleet, Facilities and Travel environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good communication skills, written and verbal. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Willing to travel and able to work after hours. High level of reliability and able

	to work independently. Knowledge of PFMA and National Treasury Regulations. A valid driver's license
<u>DUTIES</u>	: Compile payments to service providers. Ensuring that buildings are properly maintained. Liaise with both internal and external stakeholders. Assist with assets verification when necessary. Assist with travel office on ad hoc basis. Assist with fleet administration on ad hoc basis.
<u>ENQUIRIES</u>	: Elias Lukhwareni Tel No: (012) 845 6095
<u>APPLICATIONS</u>	: e mail: Recruit2025355@npa.gov.za
<u>POST 18/72</u>	: <u>ADMINISTRATIVE OFFICER: TRAVEL AND FLEET REF NO: RECRUIT 2025/356</u> Strategy, Operations and Compliance: Assets, Fleet and Facilities Management
<u>SALARY</u>	: R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	: Pretoria: Head Office
<u>REQUIREMENTS</u>	: An appropriate B Degree (NQF 7) or three (3) year Diploma (NQF 6). Minimum two (2) years relevant experience in Fleet, Facilities and Travel environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good communication skills, written and verbal. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint. Willing to travel and able to work after hours. High level of reliability and able to work independently. Knowledge of PFMA and National Treasury Regulations. Valid driver's license.
<u>DUTIES</u>	: Fleet administration. Travel bookings. Payment to suppliers. General administration.
<u>ENQUIRIES</u>	: Kedibone Shayi Tel No: (012) 845 6566
<u>APPLICATIONS</u>	: e mail: Recruit2025356@npa.gov.za
<u>POST 18/73</u>	: <u>PERSONAL ASSISTANT REF NO: RECRUIT 2025/357</u> Office for the Ethics and Accountability
<u>SALARY</u>	: R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	: Pretoria: Head Office
<u>REQUIREMENTS</u>	: Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service 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 sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector.
<u>DUTIES</u>	: Provide secretarial, administration support (including answering telephone and handling of diary to the manager) Typing letters, memorandums and presentations. Operate office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Prepare travel documentation and coordinate bookings. Take minutes during meetings. Develop maintain an accessible and user-friendly filing system. Performing secretarial and other related administration tasks. Ensure effective flow of information and documents to and from the office of the manager. Obtain inputs, collates and compiles reports such as progress reports, Monthly reports and management reports. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Manage leave registers and telephone accounts for the unit. Handle the procurement of standard items such as stationery, refreshments etc. for the activities of the manager and the unit.
<u>ENQUIRIES</u>	: Karen Van Rensburg Tel No: (012) 845 6144
<u>APPLICATIONS</u>	: e mail: Recruit2025357@npa.gov.za
<u>POST 18/74</u>	: <u>PERSONAL ASSISTANT REF NO: RECRUIT 2025/358</u> National Prosecutions Service
<u>SALARY</u>	: R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	: DPP: Mthatha
<u>REQUIREMENTS</u>	: Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service 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 sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. Basic knowledge of financial administration. A valid driver's licence.
<u>DUTIES</u>	: To render administration services within the legal administration section and to the office of the Director of Public Prosecutions. Provide high quality administrative support to the office of the senior managers and Director of Public Prosecutions. Receive guests and visitors and screening calls. Liaise and communicate with a range of stakeholders in the justice sector. Plan, organize and co-ordinate events, meetings or other arrangements. Provide comprehensive docket management and administrative services to the prosecutorial process in the office.

Receive and open all incoming mail, documents and dockets to ensure correct referencing of all correspondences received. Regular check for priority documents and thorough checking for correctness of documents. Ensure appropriate filing system, provide high quality typing service to the unit. Make travel and accommodation arrangements when necessary for Senior Management. Guide and supervise admin staff within the legal section. Manage all HR functions of the DPP and SMS members i.e. prepare and submit assessments and leave to HR. Keep all records. Diary management.

ENQUIRIES : Nobekezela Madikizela Tel No: (047) 501 2684
APPLICATIONS : e mail: Recruit2025358@npa.gov.za

POST 18/75 : **PERSONAL ASSISTANT REF NO: RECRUIT 2025/359**
 Legal Affairs Division

SALARY : R325 101 per annum (Level 07), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Grade 12 and Secretarial Diploma or equivalent qualification. Minimum three (3) years' experience in rendering support service 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. 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. A valid driver's license will be an added advantage.

DUTIES : Provide secretarial and administration support in the office of the Special Director of Public Prosecutions. Receiving and screening of telephone calls and referring calls to the correct role players if not meant for the SDPP. Type documents for the office. Operate office equipment like fax machines and photocopiers. Provide clerical support services to the office. Make travel and logistical arrangements for meetings and events, process travel and subsistence claims. Take minutes during meetings. Draft routine correspondence. Develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items such as stationary. Liaise with other offices of the NPA and Administration with regard to all matters pertaining to the administrative functions of the office. Re direct correspondence addressed to the SDPP to the relevant offices.

ENQUIRIES : Jerry Mokwape Tel No: (012) 845 6578
APPLICATIONS : e mail: Recruit2025359@npa.gov.za

POST 18/76 : **ADMINISTRATIVE OFFICER: COMPLAINTS INVESTIGATION REF NO: RECRUIT 2025/360**
(X3 POSTS)
 Office for the Ethics and Accountability

SALARY : R325 101 per annum (Level 07), (excluding benefits)
CENTRE : Pretoria: Head Office
REQUIREMENTS : An appropriate B - degree (NQF level 7) or Three (3) year Diploma (NQF level 6). Minimum two (2) years relevant experience in planning and facilitation of reported complaints. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent analysis and problem-solving skills. Certification as an Ethics Officer will be an added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.

DUTIES : Ensure proper complaints management process, prepare updates and provide progress reports on complaints under investigation. Disseminate complaints to investigators for investigation. Compile and provide statistics and progress reports on investigations. Provide administrative support within the Directorate by handling routine enquiries. Keep and maintain the incoming and outgoing register for the office. Record, organize, store, capture and retrieve correspondence and data.

ENQUIRIES : Karen Van Rensburg Tel No: (012) 845 6144
APPLICATIONS : e mail: Recruit2025360@npa.gov.za

<u>POST 18/77</u>	:	<u>ETHICS OFFICER REF NO: RECRUIT 2025/361</u> Office for Ethics and Accountability
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum two (2) year's relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Certification as an Ethics Officer will be an added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
<u>DUTIES</u>	:	Administer conflict of interest management within the NPA. Provide administrative support within the Directorate. Assist in the development of an ethics management strategy. Assist with the management, coordination and implement the financial disclosure framework including lifestyle review and consultation identified and reported employees as part of prevention. Administer, coordinate and monitor remunerative work performed outside the Public Service for NPA officials. Assist in the development and reviewing of ethics management policies, procedures and practices. Coordinate, monitor, administer, report and provide advice on policies, systems, processes and/or any other initiatives introduced as part of promoting culture of integrity and ethical behaviour (ORW, gifts, declaration of interest etc.). Coordinate ethics management statistics on monthly, quarterly and annual basis. Provide administrative support duties to the Directorate Ethics Management and Advocacy.
<u>ENQUIRIES</u>	:	Karen Van Rensburg Tel No: (012) 845 6144
<u>APPLICATIONS</u>	:	e mail: Recruit2025361@npa.gov.za
<u>POST 18/78</u>	:	<u>ADMINISTRATIVE OFFICER: COMPLAINTS REF NO: RECRUIT 2025/362</u> Office for Ethics and Accountability
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum of at least two (2) year's relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Certification as an Ethics Officer will be an added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.
<u>DUTIES</u>	:	Provide an effective scanning of internal and external complaints. Allocate complaints to relevant business units for further action. Provide feedback on complaint lodged on the database. Provide administrative support. Supervise staff.
<u>ENQUIRIES</u>	:	Karen Van Rensburg Tel No: (012) 845 6144
<u>APPLICATIONS</u>	:	e mail: Recruit2025362@npa.gov.za
<u>POST 18/79</u>	:	<u>ADMINISTRATIVE OFFICER: SERVICE INSPECTION AND IMPROVEMENT REF NO: RECRUIT 2025/363 (X4 POSTS)</u> Office for Ethics and Accountability
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum of at least two (2) year's relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Certification as an Ethics Officer will be an

added advantage. Knowledge of legislation and regulations pertaining to Public Service Administration including the Public Service Act 103 of 1994, NPA Act, Basic Conditions of Employment Act, Public Service Regulations 2016, Public Finance Management Act, No.1 of 1999, Protected Disclosures Act 26 of 2000, Public Administration Act 11 of 2014. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint. Good presentation skills. Written and verbal communication skills. Research skills and interpersonal skills. Willing to travel extensively. Candidates to be appointed in or assigned to the Office for Ethics and Accountability (OEA) must disclose to the office particulars of all registrable financial interests, obtain security clearance following a vetting conducted in terms of the National Strategic Intelligence Act 1994 as well as a Lifestyle review conducted. No previous convictions or pending cases. Good administration skills. People management and empowerment. Strategic capability and leadership. Planning and prioritising skills. Customer focus and responsiveness. Problem solving and Decision Making. Valid driver's license.

DUTIES : Conduct service inspections within the NPA. Compile service inspection reports. Obtain, review and incorporate feedback on service inspection reports. Develop Service Delivery Improvement Programme. (SDIP, Service Standards, Service Charter, Service Delivery Model and Complaints Management).

ENQUIRIES : Karen Van Rensburg Tel No: (012) 845 6144
APPLICATIONS : e mail: Recruit2025363@npa.gov.za

POST 18/80 : **ADMINISTRATIVE OFFICER REF NO: RECRUIT 2025/364**
 (Re-advert)
 Strategy, Operations and Compliance: Security Management Service

SALARY : R325 101 per annum (Level 07), (excluding benefits)
CENTRE : North Gauteng
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' experience 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 drivers 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 : Tshinyadzo Mudau Tel No: (012) 845 6298
APPLICATIONS : e mail: Recruit2025364@npa.gov.za

POST 18/81 : **ADMINISTRATIVE OFFICER REF NO: RECRUIT 2025/365**
 Security Management Service: Investigative Directorate Against Corruption

SALARY : R325 101 per annum (Level 07), (excluding benefits)
CENTRE : Pretoria: Head Office
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 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. Ability to act independently. Valid driver's license.

DUTIES : Provide security vetting services in the region. Maintain and update database 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 them to ASD: Security Management Services. 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.

ENQUIRIES : Tshinyadzo Mudau Tel No: (012) 845 6298
APPLICATIONS : e mail: Recruit2025365@npa.gov.za

POST 18/82 : **COMMUNICATIONS OFFICER**
 Strategy, Operations and Compliance: Communications Unit

SALARY : R325 101 per annum (Level 07), (excluding benefits)

<u>CENTRE</u>	:	Bloemfontein Ref No: Recruit 2025/366 (Re-advert) Cape Town Ref No: Recruit 2025/367 (Re-advert)
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in the field of Communications/Public Relations/ Journalism/ Media Studies or equivalent. Minimum two (2) years' experience in communications environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic knowledge of legislation and regulations pertaining to public service administration, specifically: Public Service Act and Regulations, Basic Conditions of Employment Act, Public Finance Management Act, NPA Act, Access to information Act, DPSA directives. Knowledge of public service, knowledge management, internal and external liaison, publications, advertising and branding, newswriting, reviewing and proofreading. Knowledge of NPA policies and procedures. Computer skills: MS Office Suite, MS Word, Excel, Outlook, PowerPoint, MS Project. Editing, project management, policy analysis and development, supervisory skills, decision making skills, analysis and problem-solving skills, interpersonal relations, communication (oral and written) skills. Excellent report writing skills. Task or time management skills. Conflict management, planning, research, presentation and facilitation.
<u>DUTIES</u>	:	Provide media support to the Regional Communication Manager. Assist with media queries in the region. Event management and public education and awareness. Provide communication support to regional business units and corporate managers. Make meaningful inputs to newsletters and other publications by contributing articles on a regular and sustained basis. Publish organisational performance information on all internal communication platforms to keep employees updated. Providing support to internal stakeholders such as the Strategy Management Office, EWP, IMU, HR, leadership, and both internal and external local events and campaigns.
<u>ENQUIRIES</u>	:	Vuyolwethu Sigaji Tel No: (012) 845 6214
<u>APPLICATIONS</u>	:	Bloemfontein e mail: Recruit2025366@npa.gov.za Cape Town e mail: Recruit2025367@npa.gov.za
<u>POST 18/83</u>	:	<u>ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2025/368</u> (Re-advert) National Prosecutions Service
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	CPP: Queenstown (Graaff- Reinet)
<u>REQUIREMENTS</u>	:	Grade 12 and secretarial Diploma or equivalent qualification. Minimum three (3) years' secretarial experience and/or related administrative experience. 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. 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.
<u>DUTIES</u>	:	Provide secretarial, administration support and personal assistance service to the Chief Prosecutor. Record incoming documents. Check documents for correct referencing before filing. Ensure that documents production is done making photocopies, facsimile and emails iro registers. Ensure sufficient case data capturing. Make travel arrangements for meetings and events, take minutes during meetings, draft routine correspondence, develop and maintain an accessible and user-friendly filing system. Provide clerical support service to the office.
<u>ENQUIRIES</u>	:	Pumza Magaxa Tel No: (046) 602 3000
<u>APPLICATIONS</u>	:	e mail: Recruit2025368@npa.gov.za
<u>POST 18/84</u>	:	<u>FINANCE CLERK: TRAVEL AND FLEET REF NO: RECRUIT 2025/369</u> Strategy, Operations and Compliance: Assets, Fleet and Facilities Management
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic numeracy skills. Ability to work independently without constant supervision. Knowledge of Public Finance Management Act and National Treasury Regulations. Good communication skills, verbal and written. Planning and organizing skills. Good analytical skills. General computer literacy and knowledge of programs in MS Word, Excel, PowerPoint.
<u>DUTIES</u>	:	Issuing of pool vehicles. Assist in travel bookings. Payment of suppliers. General administration.
<u>ENQUIRIES</u>	:	Yongeza Tshutshane Tel No: (012) 845 6567
<u>APPLICATIONS</u>	:	e mail: Recruit2025369@npa.gov.za

<u>POST 18/85</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/370</u> National Prosecutions Service
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Mthatha
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. 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. Ability to act independently.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to other organisations and State departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, photocopying, faxing, receiving and dispatching documents. Provide efficient administrative services in the Cluster. Liaise with customers and stakeholders. Diary Management. Receive correspondence for the section. Collect information for civil matters addressed to the unit or group.
<u>ENQUIRIES</u>	:	Tulisa Sibindlana Tel No: (047) 501 2669
<u>APPLICATIONS</u>	:	e mail: Recruit2025370@npa.gov.za
<u>POST 18/86</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/371</u> National Prosecutions Service
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Mthatha (Maluti)
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing skills, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, writing skills and task time management skills.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Draft correspondence to members of the public, other organisations, and State departments. Liaise with administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents. Provide court administration services. Assist with the efficient management of court rolls. Submit monthly reports and statistics. Provide case records services.
<u>ENQUIRIES</u>	:	Tulisa Sibindlana Tel No: (047) 501 2669
<u>APPLICATIONS</u>	:	e mail: Recruit2025371@npa.gov.za
<u>POST 18/87</u>	:	<u>ADMINISTRATIVE CLERK: COMPLAINTS REGISTRATION REF NO: RECRUIT 2025/372 (X2 POSTS)</u> Office for the Ethics and Accountability
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. 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 sound organisational skills. Good people skills. High level of reliability. Written communication skills. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector.
<u>DUTIES</u>	:	Provide effective complaints management support. Ensure incoming complaints are captured on the database. Provide administrative support with regards to Complaints Management. Handle routine enquiries.
<u>ENQUIRIES</u>	:	Karen Van Rensburg Tel No: (012) 845 6144
<u>APPLICATIONS</u>	:	e mail: Recruit2025372@npa.gov.za
<u>POST 18/88</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/181</u> Legal Affairs Division
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Computer literate and proficiency in programs such as MS

		Word, PowerPoint, Access, Outlook and Excel. 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 Service. Knowledge of NPA policies and procedures relevant to the job functions. Good verbal and written communication skills. Planning and organizing, flexibility and administrative skills.
<u>DUTIES</u>	:	Provide administrative support to the office of Legal Affairs Division. Design and keep a well-organized administrative system for the office. Provide administrative advice to all components of the office. Draft correspondence to members of the public, other organizations and State Departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching of documents. Any other duties as requested by the Assistant Director or a delegated official. or a delegated official Assist with all case flow related matters; provide Deliver mails and faxes within the office and render general administrative support such as filing, photocopying and faxing, receiving dispatching documents.
<u>ENQUIRIES APPLICATIONS</u>	:	Jerry Mokwape Tel No: (012) 845 6578 e mail: Recruit2025181@npa.gov.za
<u>POST 18/89</u>	:	<u>PARALEGAL RECRUIT 2025/168</u> Legal Affairs Division
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits) Pretoria: North Gauteng Grade 12 or equivalent qualification plus Paralegal Certificate/ Diploma. 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. Ability to act independently.
<u>DUTIES</u>	:	Provide assistance with case preparation. Conduct legal research and drafting. Conduct investigation and fact-finding for cases. Provide courtroom and legal proceedings assistance. case administration and document management. Provide administrative support services.
<u>ENQUIRIES APPLICATIONS</u>	:	Jerry Mokwape Tel No: (012) 845 6578 e mail: Recruit2025168@npa.gov.za
<u>POST 18/90</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/169</u> National Prosecutions Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum (Level 05), (excluding benefits) CPP: West Rand Grade 12 or equivalent qualification. Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Excellent communication and administrative skills. Report writing skills, good verbal and written communication skills. Customer focus and responsiveness. Excellent administrative skills and problem-solving skills. Good analytical skills. Computer skills such as MS word, Excel, Ms Office suite and Outlook. Flexibility. Document administration, writing skills and task time management skills.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Design and keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Draft correspondence to members of the public, other organisations, and State departments. Liaise with administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff, pertaining to finance, logistical and human resources. Deliver mails, and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving, and dispatching documents. Provide court administration services. Assist with the efficient management of court rolls. Provide case records services.
<u>ENQUIRIES APPLICATIONS</u>	:	Rosette Swarts Tel No: (011) 220 4114 e mail: Recruit2025169@npa.gov.za