

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** : 11 August 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 Clerk: Supervisor (Pretoria: Head Office) with Ref No: Recruit 2025/229 advertised in Public Service Vacancy Circular 15 dated 09 May 2025 is hereby withdrawn.

OTHER POSTS

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| <u>POST 26/106</u> | : | <u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (REGIONAL HEAD)</u> <u>REF NO: RECRUIT 2025/390</u> Asset Forfeiture Unit |
| <u>SALARY</u> | : | R1 563 183 per annum (Level 14), (Total cost package) |
| <u>CENTRE</u> | : | Limpopo (Polokwane) |
| <u>REQUIREMENTS</u> | : | An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admitted Attorney and/or Advocate. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Ability to act independently. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. Willing to travel and able to work extended hours. Valid driver's licence. |
| <u>DUTIES</u> | : | Undertake litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture / confiscation of property / assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Assist in managing the regional office. |
| <u>ENQUIRIES</u> | : | Lindie Swanepoel Tel No: (012) 845 6638 |
| <u>APPLICATIONS</u> | : | e mail: Recruit2025390@npa.gov.za |
| <u>POST 26/107</u> | : | <u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS</u> Asset Forfeiture Unit |
| <u>SALARY</u> | : | R1 563 183 per annum (Level 14), (Total cost package) |
| <u>CENTRE</u> | : | Pretoria Ref No: Recruit 2025/391 Johannesburg Ref No: Recruit 2025/392 |
| <u>REQUIREMENTS</u> | : | An LLB or any appropriate legal qualification for serving prosecutors. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admitted Attorney and/or Advocate. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Knowledge of Asset Forfeiture law will be added advantage. Ability to act independently. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. Willing to travel and able to work extended hours. Valid driver's licence. |
| <u>DUTIES</u> | : | Undertake litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture / confiscation of property / assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Assist in managing the regional office. |
| <u>ENQUIRIES</u> | : | Lindie Swanepoel Tel No: (012) 845 6638 |
| <u>APPLICATIONS</u> | : | Pretoria e mail: Recruit2025391@npa.gov.za Johannesburg e mail: Recruit2025@392npa.gov.za |
| <u>POST 26/108</u> | : | <u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS</u> Specialised Commercial Crime Unit |
| <u>SALARY</u> | : | R1 563 183 per annum (Level 14), (Total cost package) |
| <u>CENTRE</u> | : | Mthatha Ref No: Recruit 2025/393 Pretoria Ref No: Recruit 2025/394 (X2 Posts) |
| <u>REQUIREMENTS</u> | : | An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or |

criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Able to work extended hours. Valid driver's license.

DUTIES

: To guide investigations and conduct prosecutions of identified cases. To exercise oversight on any decision to prosecute, and to give any necessary advice and report to the Head of the SCCU. To ensure that decisions to prosecute or not prosecute comply with all relevant legal prescripts, the Constitution, and all applicable policies, procedures and directive. To provide high level and well researched opinions and reports to the Head of the SCCU. To manage and direct governance and operations in the SCCU. To monitor and review strategy and operations. To provide enterprise performance reports. To liaise with regional offices and arrange meetings in this regard. To render professional advice to the Head of the SCCU, as required. To ensure that plans are in place to promote good stakeholder and partner engagement. To ensure that the national strategy and annual plan of the SCCU are developed and implemented. To monitor delivery of the regional offices in line with the strategy and plan. In order to ensure that the regional offices meet targets, to continuously analyse, review and monitor operational performance of the offices in order, inter alia, to identify and operational deficiencies and to monitor the achievement of strategic objectives and annual targets. To develop any performance or delivery improvement plans or make such interventions as circumstances may require. To oversee the development and implementation of appropriate employee performance management systems. To initiate and implement training initiative by establishing training needs both at national and regional levels. To meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of SCCU.

ENQUIRIES

: Mthatha Tulisa Sibindlana Tel No: (047) 501 2669

APPLICATIONS

: Pretoria Lerato Rakale Tel No: (012) 351 6756

: Mthatha e mail: Recruit2025393@npa.gov.za

: Pretoria e mail: Recruit2025394@npa.gov.za

POST 26/109

: **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**

Sexual Offences and Community Affairs

SALARY CENTRE

: R1 563 183 per annum (Level 14), (Total cost package)

: Pretoria: Head Office Ref No: Recruit 2025/395

: Durban Ref No: Recruit 2025/396

REQUIREMENTS

: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admission as an Attorney/Advocate will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good advocacy and legal drafting skills. Knowledge of criminal procedure. Good interpersonal, analytical, presentation and communication skills. General management and project management skills. In depth and extensive knowledge of the law and management of gender based violence related matters, sexual offences matters, domestic violence matters, child justice matters, maintenance related matters and trafficking in persons matters. Knowledge and application of relevant legislation, regulations and policies relating to the aforementioned. Knowledge of the PFMA and financial management skills. Good planning skills, including administrative, organisational and project management skills. Skills in public awareness initiatives and stakeholder management. Skills in research and development of training material in related fields of the SOCA Unit mandate. Knowledge of strategic planning and operational implementation of initiatives. Good verbal and written communication skills. General computer literacy in MS Word, Teams, Excel, Outlook and PowerPoint. Valid driver's license.

DUTIES

: Manage the portfolios assigned by the Special Director. Liaison and management of relevant stakeholders. Manage, train and guide SOCA provincial and cluster managers, prosecutors and stakeholders in respect of all matters relating to the SOCA mandate. Provide prosecutor guided investigations and prosecute cases when requested to do so by the Special Director. Study case dockets and other documents relating to SOCA mandate,

representations and to make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court, appear in appeals and reviews on the instruction of Special Director. Prepare court opinions. Map out and implement strategic planning for the Unit and lead staff members to achieve strategic objectives. Development, performance management and assessment of staff members. Deal with the representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Initiate and coordinate public awareness campaigns and related training sessions. Oversight of TCC sites in the province. Assist in budget planning and donor funding management. Represent the NPA on SOCA mandate related matters with the media on request of the Special Director. Quality control of statistics and performance management in relation to SOCA mandate. Compile reports as and when requested or required by the SOCA mandate for submission. Perform any other task the Special Director deems to be necessary.

ENQUIRIES
APPLICATIONS

: Sandra Reddy Tel No: (012) 845 6670
: Pretoria: Head Office e mail: Recruit2025395@npa.gov.za
Durban e mail: Recruit2025396@npa.gov.za

POST 26/110

: **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**
National Prosecutions Services

SALARY
CENTRE

: R1 563 183 per annum (Level 14), (Total cost package)
: DPP: Mmabatho Ref No: Recruit 2025/397
DPP: Pretoria Ref No: Recruit 2025/398
DPP: Mpumalanga Ref No: Recruit 2025/399

REQUIREMENTS

: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Knowledge and experience in Strategic and Operations Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid drivers license.

DUTIES

: Manage the portfolio assigned by the Director which will include oversight of strategic management and operations management in the region. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state's case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

ENQUIRIES

: DPP: Mmabatho Flora Kalakgosi Tel No: (018) 381 9041
DPP: Pretoria Godfrey Ramakuela Tel No: (012) 351 6808
DPP: Mpumalanga Tel No: (013) 045 0622

APPLICATIONS

: DPP: Mmabatho e mail: Recruit2025397@npa.gov.za
DPP: Pretoria e mail: Recruit2025398@npa.gov.za
DPP: Mpumalanga e mail: Recruit2025399@npa.gov.za

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| <u>POST 26/111</u> | : | <u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/400</u> National Prosecutions Services |
| <u>SALARY</u> | : | R1 563 183 per annum (Level 14), (Total cost package) |
| <u>CENTRE</u> | : | DPP: Pretoria (Tax Unit) |
| <u>REQUIREMENTS</u> | : | An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasions/avoidance, commercial crimes, fraud and related matters. Sound knowledge and understanding of SARS functions and financial accounting background. Good advocacy and legal drafting skills. Strong organisational leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management. Valid driver's license. |
| <u>DUTIES</u> | : | Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the Constitutional Court. Studying and research law, enquiring and dockets relating to crimes and advising and decisions thereon. Instituting and conducting criminal proceedings in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross-examining witnesses as well as presenting arguments in court and argue cases. Consult on a regular basis with all relevant stakeholders and SARS officials. Manage and keep SARS records for all criminal prosecutions and statistics. Map out strategic planning for the division and lead staff members towards achieving strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. |
| <u>ENQUIRIES</u> | : | Godfrey Ramakuela Tel No: (012) 351 6808 |
| <u>APPLICATIONS</u> | : | e mail: Recruit2025400@npa.gov.za |
| <u>POST 26/112</u> | : | <u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/401</u> Office for Ethics and Accountability |
| <u>SALARY</u> | : | R1 563 183 per annum (Level 14), (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 ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Good knowledge of civil and/or criminal procedure. Ability to act independently. Good interpersonal, analytical, presentation and communication skills. Strong computer skills. People Management and Empowerment; Strategic Capability and Leadership; Project and Programme Management; Financial Management and Head Investigations. Good interpersonal, analytical, presentation and communication skills. 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 Management Act 11 of 2014. General computer literacy skills, MS word, PowerPoint, Excel, etc; specifically, MS Word, Excel, Outlook, PowerPoint. Very good with time management, analysis, written and verbal communication skills. People management skills, and interpersonal relations. Ability to think independently, innovatively and proven ability to work under pressure. Willing to travel extensively. Candidates to be appointed in or assigned to the OEA must disclose to the Office particulars of all registrable financial interests, |

DUTIES

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. A valid driver's license.

- : Manage, guide and oversee complaints investigations. Oversee complaints allocated to the division and examine source evidence and performance analysis. Liaise with law enforcement agencies with regard to the referral of cases of unethical conduct, Ensure delivery of strategic objectives and performance targets as per the Annual Performance Plan. Manage, guide and oversee fraud and corruption investigations within the NPA, Ensure the investigation of fraud and corruption investigations within the NPA. Ensure the investigation of fraud and corruption, unethical conduct, irregular expenditure, financial misconduct and hotline related cases are conducted. Perform risk assessments and identify issues related to fraud and corruption. Liaise with Labour Relations Unit and other units to ensure speedy resolution of reported cases. Manage the development of complaints management policies and protocols. Monitor the implementation of complaints management policies and protocols. Oversee and manage ad-hoc investigation research. Human resource management of the unit.

ENQUIRIES APPLICATIONS

- : Karen Van Rensburg Tel No: (012) 845 6871
- : e mail: Recruit2025401@npa.gov.za

POST 26/113

- : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/402**
- : Investigating Directorate Against Corruption

SALARY CENTRE REQUIREMENTS

- : R1 563 183 per annum (Level 14), (Total cost package)
- : Pretoria: Head Office
- : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Knowledge of Labour Relations Act. Access to information Act, Legal Administration, Knowledge of NPA and NPS policies and procedures relevant to the job functions. Ability to apply technical /professional knowledge and skills. PRECCA, POCA, CPA51/177, Interpretation Act 33/1957. Performance Management. Superior Court Act 10/2013 and all rules of courts specifically in the superior court including the Constitution Court. Knowledge and experience in money laundering and complex corruption cases. Knowledge of State Capture recommendations and offences related threats. Preferred knowledge of FATF. People and Programme Management and Empowerment, Strategic Capability and Leadership. Project Management. Financial Management and head investigations Good interpersonal, analytical, presentation and communication skills.

DUTIES

- : Manage the portfolio assigned by the Director: Investigating Directorate Against Corruption. Decide representations. Decide whether investigations should be authorized or declined in accordance with chapter 5 of NPA Act 32 of 1998. Lead the investigations and manage the operational, investigative, and prosecution team. Draft and manage the summons process. Lead enquiries in respect of summonsed persons. Make application for centralization. Make application for the addition of racketeering charges. Make applications for extradition, draft all necessary process, and engage with foreign authorities. Make applications for mutual legal assistance, draft all necessary process, and engage with foreign authorities. Liaise with the Asset Forfeiture Unit (AFU) to effect AFU process in relevant cases including international asset recovery. Liaise with the Witness Protection Unit (WPU) where necessary. Engage with internal and external stakeholders. Study, manage, and check voluminous and complex criminal cases and decide whether the matter is ready for the institution of prosecution. Draft and check charge sheets and indictments. Draft and manage: the prosecution strategy plan, witness plan, exhibits plan, and docket security plan. Conduct prosecutions in regional or high court from enrolment to finalization including bail, motion applications, pre-trial conferences, conducting of the trial, lodging of state appeals, responding to appeals by the accused, and arguing

constitutional court matters where necessary. Appear and argue in motion court, the Supreme Court of Appeal, and Constitutional Court as necessary. Participate on stakeholder forums, case management forums, and any other forums on instruction by the Investigating Director. Formulate opinions on novel questions of law, and other legal matters. Prepare applications or reply to motions and argue in motion court. Respond to parliamentary queries when requested. Formulate and/ comment on prosecution policies and/ or directives. Manage and supervise staff including mentoring, coaching, the provision of legal guidance, performance management, individual skills assessment, skills transfer, ensure that a high standard of professional work is being carried out, improvement of service delivery, ensure adherence to professional code of conduct and ethical standards, and the achievement of the units strategic objectives. Adherence to the highest ethical standards and professional conduct in keeping with the LPC, NPA values, and the International Standards of Prosecution and prosecutors.

**ENQUIRIES
APPLICATIONS**

: Maureen Dibette Tel No: (012) 845 7727
: e mail: Recruit2025402@npa.gov.za

POST 26/114

: **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS (TRC) EF NO: RECRUIT
2025/416**
National Prosecutions Services

**SALARY
CENTRE
REQUIREMENTS**

: R1 563 183 per annum (Level 14), (Total cost package)
: Pretoria: Head Office
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Knowledge and experience in Strategic and Operations Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Experience or knowledge in TRC matters and related legislation will be an added advantage. High level of proficiency in prosecuting and presenting/arguing cases in court. Extensive knowledge of civil and/or criminal procedure. Proficiency in MS Word, Excel and PowerPoint, and MS Teams is required. Ability to act independently without constant supervision. Must have good administrative skills. Must be able to work under pressure, which may involve long working hours. An overall understanding of the work of all the NPS units will be an added advantage. Good interpersonal, analytical, problem solving, presentation and communication skills. General management skills. Computer skills. Valid driver's license.

DUTIES

: Manage the portfolio assigned by the DNDPP or the supervisor. Manage, train and guide Advocates, Prosecutors, dedicated TRC investigators and stakeholders in respect of all TRC matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Study and consider the TRC recommendations (including relevant volumes of the TRC and its final report, related articles, video clips and records and all exhibits and documents handed in at the TRC hearings, inquest and trial proceedings) pertaining to allocated TRC matters. Investigate and prosecute cases and manage all TRC matters. Draft documents pertaining to access to crime scenes, court documents, documents and exhibits in possession of other departments, universities, non-governmental organisations and any other assistance as may be required by investigators. Conduct research, prepare reports, draft legal opinions, policies, legislation, legal documents and attend to representations and complaints arising out of the TRC matters. Make legal decisions in accordance with the law, NPA policies and directives. Assist with the preparation of charge sheets/indictments where applicable. Cooperate and engage with all relevant stakeholders and colleagues pertaining to TRC matters. Represent the NPA in stakeholder engagements and projects. Monitor, analyse and report on performance information and statistics. Map out strategic planning for the office and lead staff members towards achieving the strategic objectives. Development, performance management and assessment of staff members. Ensure that a high standard of professional work is being carried out. Assist with the development of strategic, operational and implementation plans. Perform other ad hoc assignments as required by the DNDPP and/or supervisor.

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| <u>ENQUIRIES APPLICATIONS</u> | : | Gija Maswanganyi Tel No: (012) 845 6944 e mail: Recruit2025416@npa.gov.za |
| <u>POST 26/115</u> | : | <u>REGIONAL COURT CONTROL PROSECUTOR REF NO: RECRUIT 2025/417</u> National Prosecutions Service |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R1 032 906 - R1 675 743 per annum (Level SU-3), (Total cost package) CPP: Pretoria An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least six (6) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Must have the ability to act independently or within minimum supervision. Proficiency in prosecuting, guiding investigation and giving instructions in complex or more difficult common law and statutory offences in Regional and District Court. Draft complex charge sheets and complex court documents. Good management skills. Must manage, give guidance and train prosecutors. |
| <u>DUTIES</u> | : | Manage, train and give guidance to and train prosecutors. Study case dockets, decide on the institution of and conduct criminal proceedings. Maintenance matters and inquest of a general and more advanced nature in the Regional and District Court. Prepare cases for court and draft charge sheets and other proceedings for court. Present and assist prosecutors to present the State's case in court, to lead witnesses, cross examine and address the court on inter alia, conviction and sentence, and in general to conduct prosecutions on behalf of the State. Perform all duties related thereto in accordance with the code of conduct, policy and directives of the NPA. Assist the Senior Public Prosecutor with the performance assessment of staff. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Motshabi Malabi Tel No: (012) 351 6864 e mail Recruit2025417@npa.gov.za |
| <u>POST 26/116</u> | : | <u>SENIOR PROTECTOR REF NO: RECRUIT 2025/403</u> Office of Witness Protection |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R896 436 per annum (MMS Level 11), (Total cost package) Eastern Cape (Gqeberha) An appropriate B Degree or Three (3) year Diploma (NQF6). Must have at least six (6) years' experience in the field of the post. Must have police, military, or correctional service basic training. Must have successfully completed a VIP and/or Close Protection course. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. High level of understanding of and competency in people protection. Knowledge and experience of undercover work will be added advantage. Must be competent in at least two (2) official languages of which one must be English. Must be prepared to be available 24/7 and travel extensively, even after-hours. Know how to account for public funds according to the PFMA. Knowledge of Asset Management in the Public service, Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims Charter, and Batho Pele Principles. Sound knowledge the Witness Protection Act, 1998, Firearm control Act and Criminal Procedure Act, 1977. Sound knowledge of the Public Service Act and Regulations, the PFMA, 1999 and Treasury Regulations. Sound knowledge of the Minimum-Security Information Standards (MISS). Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analysis test. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Good communication skills. Planning and Prioritizing. Customer Focus and Responsiveness. Problem solving and decision making. A valid driver's licence. |
| <u>DUTIES</u> | : | Supervise and provide services regarding to the admission of witnesses and related persons. Verify admission documents and subject documents to quality assurance. Ensure the safe removal of witnesses and related persons from immediate danger area. Supervise the coordination of the protection and safety of witnesses and related persons. Ensure and monitor the management of witnesses and/or related persons and conduct visits. Assist with sourcing of safe houses and conducting of site surveys. Ensure sound Operational |

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| | | Financial and Asset management. Compile operational mandates, ensure compliance in the execution of operations, and safekeeping of the documents. Oversee and manage court protections. Ensure that all reports operational returns, claims, etc. are correctly completed and handed in within the specified time frames. Maintain relations and liaise regularly with Stakeholders. Liaise with investigating officers, prosecuting services and any other Stakeholders to ensure fast tracking of court cases and to address challenges with case-flow. Conduct inspections on witness files, assets, fleet, accommodation, firearms and ammunition. Handle grievances of staff and witnesses Manage subordinates and ensure compliance with all administrative and personnel prescripts. Conduct performance management of subordinates and deal with disciplinary matters in terms of the LRA. |
| <u>ENQUIRIES APPLICATIONS</u> | : | CH Loots Tel No: (041) 045 0402 |
| | : | e mail: Recruit2025403@npa.gov.za |
| <u>POST 26/117</u> | : | <u>REGIONAL COURT PROSECUTOR REF NO: RECRUIT 2025/404</u> National Prosecutions Service |
| <u>SALARY</u> | : | R630 630 - R1 450 323 per annum (Level LP-5 to LP-6), (Total cost package), (excluding benefits) |
| <u>CENTRE REQUIREMENTS</u> | : | CPP: Port Elizabeth (Makhanda) |
| | : | 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. |
| <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> | : | Andiswa Tengile Tel No: (012) 842 1450 |
| | : | e-mail: Recruit2025404@npa.gov.za |
| <u>POST 26/118</u> | : | <u>PROTECTOR</u> Office of Witness Protection |
| <u>SALARY</u> | : | R582 444 per annum (Level 10), (excluding benefits) |
| <u>CENTRE</u> | : | Johannesburg Ref No: Recruit 2025/406 |
| | : | Mpumalanga (Witbank) Ref No: Recruit 2025/407 (X3 Posts) |
| | : | Free State (Bloemfontein) Ref No: Recruit 2025/408 (X3 Posts) |
| | : | Eastern Cape (Gqeberha) Ref No: Recruit 2025/405 (Re-advert) (X5 Posts) |
| <u>REQUIREMENTS</u> | : | An appropriate B Degree or Three (3) year Diploma (NQF6). Must have at least five (5) years' experience in the field of the post. Must have police, military, or correctional service basic training. Must have successfully completed a SWAT/VIP Protection course or Tactical Policing Training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge and experience of undercover work will be added advantage. Must be competent in at least two official languages of which one must be English. Must be prepared to be available 24/7 and travel extensively, even after-hours. Know how to account for public funds according to the PFMA. Knowledge of Asset Management in the Public service, Knowledge of the Constitution and Bill of Rights, National Crime Prevention Strategy, Victims Charter, and Batho Pele Principles. Sound knowledge the Witness Protection Act, 1998, Firearm control Act and Criminal Procedure Act, 1977. Sound knowledge of the Public Service Act and Regulations, the PFMA, 1999 and Treasury Regulations. Sound knowledge of the Minimum-Security Information Standards (MISS). Must be prepared to undergo a Top-Secret security clearance, a regular polygraph and voice stress analysis test. Strategic capability and leadership. General management skills. People management |

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| | | and empowerment. Administration skills. Good communication skills. Planning and Prioritizing. Customer Focus and Responsiveness. Problem solving and decision making. A valid driver's licence. |
| <u>DUTIES</u> | : | Provide services regarding the admission of witnesses. Apply risk management to avoid potential threats and apply counter surveillance techniques. Handle and monitor Section 204 witnesses. Manage and protect witnesses and related persons and ensure their safety and wellbeing. Attend to day-to-day needs of witnesses and / or related persons. Render operational services during Court protections, consultations, and other planned operations. Render administrative and financial support services. Compile operational documents. Compile reports and apply proper record keeping on all witness related matters. Provide Asset management support services. Liaise and build relationships with Stakeholders and all role players. Monitor the status of cases and arrangements for consultations and court protections. Engage with medical and counselling professionals. |
| <u>ENQUIRIES</u> | : | Johannesburg & Mpumalanga (Witbank) S Davids Tel No: (012) 845 6616 Free State (Bloemfontein) C Immelman Tel No: (051) 410 6162 Eastern Cape (Gqeberha) CH Loots Tel No: (041) 045 0402 |
| <u>APPLICATIONS</u> | : | Johannesburg e mail: Recruit2025406@npa.gov.za Mpumalanga (Witbank) e mail: Recruit2025407@npa.gov.za Free State (Bloemfontein) e mail: Recruit2025408@npa.gov.za Eastern Cape (Gqeberha) e mail: Recruit2025405@npa.gov.za |
| <u>POST 26/119</u> | : | <u>ASSISTANT DIRECTOR: FINANCE REF NO: RECRUIT 2025/409</u> Office of Witness Protection |
| <u>SALARY</u> | : | R468 459 per annum (Level 09), (excluding benefits) |
| <u>CENTRE</u> | : | Johannesburg |
| <u>REQUIREMENTS</u> | : | An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration / Public Administration / Finance or equivalent. Minimum three (3) years relevant experience working in Finance. Knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations and Public Service Act. Knowledge of NPA policies and procedures relevant to the job functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, general management skills, people management and empowerment, administrative skills, communication skills, ability to plan and prioritize work, customer focus and responsiveness, problem solving and decision making. Ability to meet strict deadlines. Computer skills - MS Office suite including Word, Excel, Outlook. |
| <u>DUTIES</u> | : | Take responsibility for the management of the finances including cash management. Monitor expenditure and ensure correct inputs in respect of regional budget. Perform physical bank withdrawals and deposits. Ensure proper document management and processing of all payments and transactions of covert accounts. Manage cash book and petty cash. Manage the provisioning of traveling and Responsible for financial reporting. Assist with Asset, Fleet and Facility management. Conduct assessment on individual staff. |
| <u>ENQUIRIES</u> | : | S Davids Tel No: (012) 845 6616 |
| <u>APPLICATIONS</u> | : | e mail: Recruit2025409@npa.gov.za |
| <u>POST 26/120</u> | : | <u>ASSISTANT DIRECTOR: ASSET, FLEET AND FACILITY REF NO: RECRUIT 2025/410</u> Office of Witness Protection |
| <u>SALARY</u> | : | R468 459 per annum (Level 09), (excluding benefits) |
| <u>CENTRE</u> | : | Free State (Bloemfontein) |
| <u>REQUIREMENTS</u> | : | An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Business Administration / Public Administration / Finance or equivalent. Three (3) years supervisory experience in Administration. In depth knowledge of the Public Service Act, Regulations, and its application. Experience in Asset, Fleet and Facilities management, internal control, and risk management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in leasing of properties and lease contract management. Knowledge of Witness Protection Act. Knowledge of Supply Chain Management Framework, Public Finance Management Act and National Treasury Practice Notes. Knowledge of legislation and regulations pertaining to public service administration specifically the Public Service Act, |

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| | | Labour Relations Act, EEA, Skills Development Act. Knowledge of the Constitution, Batho Pele and MISS document. Knowledge of Performance Management. Execution, interpretation and recommendations on policies and procedures Strategic capability and leadership, general management skills, people management and empowerment, administrative skills, communication skills, ability to plan and prioritize work, customer focus and responsiveness, problem solving and decision making. Computer skills - MS Office suite including Word, Excel, Outlook. |
| <u>DUTIES</u> | : | Manage office and operational assets, fleet, and facilities. Manage procurement services. Office Administration and Document Management. Compiling of the Asset Management and Procurement plans. Assist to monitor expenditure and ensure correct inputs in respect of regional budget. Perform physical bank withdrawals and deposits when needed. Perform electronic banking transactions. Assist to manage cash book and petty cash. Conduct Performance management with individual staff reporting to the position, Work under pressure and ensure adherence to timelines. |
| <u>ENQUIRIES</u> | : | C Immelman Tel No: (051) 410 6162 |
| <u>APPLICATIONS</u> | : | e mail: Recruit2025410@npa.gov.za |
| <u>POST 26/121</u> | : | <u>ADMINISTRATION OFFICER REF NO: RECRUIT 2025/411</u> Office for Witness Protection |
| <u>SALARY</u> | : | R325 101 per annum (Level 07), (excluding benefits) |
| <u>CENTRE</u> | : | Eastern Cape (Gqeberha) |
| <u>REQUIREMENTS</u> | : | An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF 6). Minimum two years relevant experience in performing general administrative functions. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy skills and knowledge in programs such as MS Word, Excel and Outlook. Knowledge of the PFMA Act, Treasury regulations and other government related legislations. Able to handle and record cash transactions and know how to account for public funds according to the PFMA. Knowledge of Accounting and Asset Management. Good Communication, liaison and presentation skills. Ability to act with tact and discreet. Strong interpersonal and communication skills. Good administration skills. Planning and prioritizing skills. Willing to undergo security clearance. A valid driver's license. |
| <u>DUTIES</u> | : | Provide asset support services. Provide administrative support to fleet management. Provide administrative support to asset and facilities management. Document and office management support and Governance. |
| <u>ENQUIRIES</u> | : | CH Loots Tel No: (041) 045 0402 |
| <u>APPLICATIONS</u> | : | e mail: Recruit2025411@npa.gov.za |
| <u>POST 26/122</u> | : | <u>ADMINISTRATIVE CLERK: SUPERVISOR REF NO: RECRUIT 2025/412</u> National Prosecuting Services |
| <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 level 6). Minimum two years' relevant experience in Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication skills. Knowledge of how to manage documents registry will be an added advantage. Computer skills in MS Word, Excel, PowerPoint, and Outlook. Strong interpersonal and communication skills. Ability to act independently. Ensure compliance with NPA Policies and guidelines and all relevant prescripts. Basic numeracy skills. |
| <u>DUTIES</u> | : | Supervise and render administrative support services to the Representations unit. Supervise and provide personnel administration services within the component. Assess staff performance. Update the relevant register. Allocate and ensure quality of work. Ensure proper maintenance of files, pending files, correct referencing of all incoming mail/documents and keep proper record of movements of files within the office. Opening and closing files according to the record classification system and proper filling of documents both electronical and manual. Handling telephone and other enquiries. |
| <u>ENQUIRIES</u> | : | Mr Gija Maswanganyi Tel No: (012) 845 6944 |
| <u>APPLICATIONS</u> | : | e mail: Recruit2025412@npa.gov.za |

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| <u>POST 26/123</u> | : | <u>PERSONAL ASSISTANT REF NO: RECRUIT 2025/413</u> Strategy, Operations and Compliance: Financial Management |
| <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. Basic knowledge of financial administration. |
| <u>DUTIES</u> | : | Provide a secretarial/receptionist support service to the manager. Renders administrative support services. Supports the manager with the administration and monitoring of the budget. Ensure that the relevant government and NPA prescripts and/or policies adhere when dealing with submissions. Managing diary and travel bookings of the manager. Maintain effective filing and retrieval system. Draft relevant memos and obtain necessary approval. Procure office supplies. Manage leave and performance reports of managers reporting directly to the Chief Director. |
| <u>ENQUIRIES</u> | : | Morongwa Moreana Tel No: (012) 845 6107 |
| <u>APPLICATIONS</u> | : | e mail Recruit2025413@npa.gov.za |
| <u>POST 26/124</u> | : | <u>PERSONAL ASSISTANT REF NO: RECRUIT 2025/414</u> Strategy, Operations and Compliance |
| <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. Basic knowledge of financial administration. |
| <u>DUTIES</u> | : | Provide a secretarial/administrative support service to the DDG: Corporate Services (CS). Provide secretarial support role in meetings chaired by the DDG: CS, where required. Provide support to DDG:CS regarding scheduling of meetings and other engagements. Support the DDG with the administration of the office. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Conducts research on specific administration issues as required by the DDG:CS. Assist the DDG:CS in all functions delegated to the office as delegated Accounting Officer for NPA. Provide support in all other incidental roles in the office of the DDG: CS as determined from time to time. |
| <u>ENQUIRIES</u> | : | Morongwa Moreana Tel No: (012) 845 6107 |
| <u>APPLICATIONS</u> | : | e mail: Recruit2025414@npa.gov.za |
| <u>POST 26/125</u> | : | <u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/415</u> Investigating Directorate Against Corruption |
| <u>SALARY</u> | : | R228 321 per annum (Level 05), (excluding benefits) |
| <u>CENTRE</u> | : | Pretoria: Head Office |
| <u>REQUIREMENTS</u> | : | Grade 12 or equivalent. Able to type. Ability to work independently and under pressure. Integrity, reliable, tolerant, and determined. Ability to identify and handle highly confidential matters. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; |

PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the public services.

DUTIES

: Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES

: Maureen Dibetle Tel No: (012) 845 7727

APPLICATIONS

: e mail: Recruit2025415@npa.gov.za