

**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** : 25 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). If a handwritten Z83 is submitted it must be completed in Block Letters. Where the Z83 is not completed as prescribed your application will be disqualified. 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](http://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:** Deputy Director of Public Prosecutions - AFU: Johannesburg and AFU: Pretoria with Ref No: Recruit 2025/391 and Ref No: Recruit 2025/392 advertised in Public Service Vacancy Circular 26 dated 25 July 2025 are hereby withdrawn.

## **MANAGEMENT ECHELON**

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| <b><u>POST 28/89</u></b>                 | : | <b><u>DIRECTOR: RECORDS MANAGEMENT AND LIBRARY SERVICES REF NO: RECRUIT 2025/420</u></b><br>Strategy, Operations and Compliance: Information Systems Management (Re-advert)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R1 266 714 per annum (Level 13), (total cost package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                          | : | Pretoria: Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                          | : | An NQF level 7 qualification as recognised by SAQA in Information Science or Records Management or equivalent. At least five (5) years at middle management relevant experience preferable in a law library environment and some records management experience of which at least five (5) years must be on a middle/senior managerial level. Experience in managing Law library will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of the National Archives and Records Service of SA Act, No. 43 of 1996, Public Finance Management Act, No. 1 of 1999, Treasury Regulations, Public Service Act and Regulations, National Prosecuting Authority Act, No. 32 of 1998, Promotion of Access to Information Act, No.2 of 2000, MISS document. Knowledge and understanding of government strategic planning and performance management processes. Able to work independently with little supervision. Willingness to travel. Advanced management skills. Financial and budgeting skills. Report writing skills. Good communication and administrative skills. Problem-solving skills. Ability to work on an electronic library and records management system. Advanced computer literacy in Ms Word, Excel, PowerPoint, OneDrive and SharePoint. Valid driver's licence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>DUTIES</u></b>                     | : | To manage and provide direction to the network of NPA libraries and document centres nationally. Manage and update, when required, existing policies and procedure manuals. Compile, manage and monitor the directorate annual performance plan. Facilitate and manage access to online databases, i.e Jufta Evolve, LexisNexis, Sabinet, PMG, Westlaw and library management system. Provide guidance in terms of the knowledge portal content. Create an enabling environment for online legal database training. Compile and manage the Directorate budget. Compile, execute and manage all contracts and tenders for the Directorate. Review and renew annual subscriptions in line with the PFMA requirements and supply chain processes. Ensure that required as and when book order requests are submitted to SCM, orders received and books delivered, processed and distributed to requestors. Ensure all Directorate invoice payments are done in line with the financial prescripts. Implement annual collection verifications in line with the PFMA requirements. Ensure correct processes are followed when writing off / disposing of redundant books. Conduct quality control on the library system following the adding of new books, publications, and user profiles. Delete item records following receipt approved disposal authorities. Transfer item records between libraries on the library system to reflect staff movement within the NPA. Maintain the asset register of library books and prepare monthly, quarterly and annual financial statement input. As appointed NPA records manager, all duties as described in the National Archives and Records Services of SA Act, No.43 of 1996 must be adhered to. Ensure the NPA file plan is implemented and manage NPA records in line with the granted disposal authority. Ensure all offices are adhering to the National Archives and Records Services of SA Act, No. 43 of 1996 requirements. Implement, roll out and manage the document management system. Conduct regular regional library and document centre inspection visits. Liaise with internal and external stakeholders. Submit monthly report on all activities and an annual report input of achievements to the Chief Director: Information and Systems Management. |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Denton Serobatse Tel No: (012) 845 6358                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                          | : | e mail: <a href="mailto:Recruit2025420@npa.gov.za">Recruit2025420@npa.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| <b><u>POST 28/90</u></b>   | : | <b><u>PROJECT MANAGER REF NO: RECRUIT 2025/421</u></b><br>01 November 2025 to 31 December 2027)<br>Strategy, Operations and Compliance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R1 266 714 per annum (Level 13), (total cost package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | An NQF level 7 qualification as recognised by SAQA in Public Administration or Project Management. At least five (5) years' experience at middle/ senior management level. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good planning and organising skills, written and verbal communication skills. Problem solving skills. Practical project administration and management skills. Experience of the public service particularly in the criminal justice and rule of law context. Knowledge of legislation and regulations pertaining to public service administration in South Africa, specifically: the Public Service Act and Regulations, Public Finance Management Act, Basic Conditions of Employment Act, Skills Development Act, Labour Relations Act, NPA Act, Public Finance Management Act and Treasury Regulations. Computer skills - MS Office suite including Word, Excel, Outlook, Teams and Projects or similar project management tools. A valid driver's licence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>       | : | Integration Management – ensure synergy of all parts of the project (alignment of objectives and ensuring that no part of the project is managed in isolation). Scope Management – ensure that the project remains within the scope. Schedule Management – managing and controlling project timelines to ensure timeline completion of the project. Quality Management – quality control of project outputs to ensure that they meet the required standards, including reviewing and editing of all project reports. Provide Secretariat services to the Project Steering Committee (PSC) and the Technical Working Group (TWG). Resource Management – ensure that the project is adequately resourced, and resources are adequately deployed in line with project proposal and workplan, including effective procurement in conjunction with the HSF. Risk Management – ensure that potential risks are managed to minimise the impact of negative events and maximise opportunities. Stakeholder Management – support to the project leader and NPA management on the effective engagement of project stakeholders for increased project success. Monitoring and evaluation – ensure a systematic collection and analysis of information relating to the project's progress and performance to ensure that identified objectives and goals are met. Project closure – produce a close-out report covering the 3-year period, including recommendations for institutionalisation of lessons learned and best practices in the NPA. |
| <b><u>ENQUIRIES</u></b>    | : | Shirley Magano Tel No: (012) 845 6087                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>APPLICATIONS</u></b> | : | e mail: <a href="mailto:Recruit2025421@npa.gov.za">Recruit2025421@npa.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

#### **OTHER POSTS**

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| <b><u>POST 28/91</u></b>   | : | <b><u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS</u></b><br>National Prosecutions Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R1 563 183 per annum (Level 14), (total cost package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>CENTRE</u></b>       | : | DDPP: Thohoyandou Ref No: Recruit 2025/418<br>DPP: Limpopo (Polokwane) Ref No: Recruit 2025/419                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>REQUIREMENTS</u></b> | : | 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. A valid driver's license. |
| <b><u>DUTIES</u></b>       | : | 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** : DDPP: Thohoyandou & DPP: Limpopo (Polokwane) Thuba Thubakgale Tel No: (015) 045 0285

**APPLICATIONS** : DDPP: Thohoyandou e mail: [Recruit2025418@npa.gov.za](mailto:Recruit2025418@npa.gov.za)  
DPP: Limpopo (Polokwane) e mail: [Recruit2025419@npa.gov.za](mailto:Recruit2025419@npa.gov.za)

**POST 28/92** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**  
Asset Forfeiture Unit

**SALARY** : R1 563 183 per annum (Level 14), (total cost package)  
**CENTRE** : Pretoria Ref No: Recruit 2025/441  
Johannesburg Ref No: Recruit 2025/442

**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. 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.

**DUTIES** : 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.

**ENQUIRIES** : Lindie Swanepoel Tel No: (012) 845 6638  
**APPLICATIONS** : Pretoria e mail: [Recruit2025441@npa.gov.za](mailto:Recruit2025441@npa.gov.za)  
Johannesburg e mail: [Recruit2025442@npa.gov.za](mailto:Recruit2025442@npa.gov.za)

**POST 28/93** : **DEPUTY CHIEF PROTECTOR**  
Office for Witness Protection

**SALARY** : R1 059 105 per annum (MMS Level 12), (total cost package)  
**CENTRE** : Limpopo (Polokwane) Ref No: Recruit 2025/423  
Free-State (Bloemfontein) Ref No: Recruit 2025/424  
Eastern Cape (Gqeberha) Ref No: Recruit 2025/426

**REQUIREMENTS** : An appropriate B Degree (NQF 7) or Three (3) year National Diploma (NQF 6) in Policing. 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

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|                                          |   | 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. Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving, and fitness assessment. A valid driver's licence.                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>                     | : | Manage admissions of vulnerable and intimidated witnesses and related persons. Manage and coordinate the protection of witnesses and related persons and contribute to their safety. Manage operations. Manage staff and resources. Manage relations with stakeholders.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES</u></b>                  | : | Limpopo (Polokwane) OJP Olivier Tel No: (018) 290 3222<br>Free-State (Bloemfontein) C Immelman Tel No: (053) 807 4561<br>Eastern Cape (Gqeberha) CH Loots Tel No: (041) 0450 402                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>APPLICATIONS</u></b>               | : | Limpopo (Polokwane) e mail: <a href="mailto:Recruit2025423@npa.gov.za">Recruit2025423@npa.gov.za</a><br>Free-State (Bloemfontein) e mail: <a href="mailto:Recruit2025424@npa.gov.za">Recruit2025424@npa.gov.za</a><br>Eastern Cape (Gqeberha) e mail: <a href="mailto:Recruit2025426@npa.gov.za">Recruit2025426@npa.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 28/94</u></b>                 | : | <b><u>DEPUTY DIRECTOR: HR PLANNING AND EQUITY REF NO: RECRUIT 2025/427</u></b><br>Strategy, Operations and Compliance: HRM & D (HR Transformation)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R896 436 per annum (MMS Level 11), (total cost package)<br>Pretoria: Head Office<br>An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum five years' experience working in Human Resources of which three must be specific experience in the Human Resources Strategies, Employment Equity and Diversity Management Programs. A minimum of three years of experience in staff management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Working knowledge of Human Resources Planning and Employment Equity processes and government requirements. Thorough understanding of Human Resource Practices in general. Knowledge of the applicable legislation and prescripts in the public service would be an added advantage. Research, presentation and facilitation skills. Good managerial, report writing and communication skills. Analysis and problem-solving skills. Project management. Advanced computer skills. Valid driver's license is a requirement.                                                                         |
| <b><u>DUTIES</u></b>                     | : | Facilitate the process of development and implementation of the Human Resources Plan/ Strategy. Conduct research and surveys on labour matters. Develop and review Human Resources Policies and strategies. Analyse human resource information and provide advise and support to management on human resources matters. Guide and lead the process of the development and implementation of the Employment Equity Plan which also include management of disability, gender and diversity in the workplace. Coordinate the implementation of Regional Employment Equity Plans. Promote advocacy on EE programmes including disability in the workplace. Develop strategies to promote and enhance Employment Equity programmes. Facilitate, monitor and report on EE plans and strategy. Participate in the implementation of diversity management interventions. Participate in the implementation of programmes that highlight gender issues and ensure reporting on gender mainstreaming. Manage a team of practitioners responsible for the Human Resources Plan, Employment Equity and other related programmes. |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | GB Dladla Tel No: (012) 845 6533<br>e mail: <a href="mailto:Recruit2025427@npa.gov.za">Recruit2025427@npa.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 28/95</u></b>                 | : | <b><u>SENIOR FINANCIAL INVESTIGATOR REF NO: RECRUIT 2025/428</u></b><br>Asset Forfeiture Unit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R896 436 per annum (MMS Level 11), (total cost package)<br>Johannesburg<br>An appropriate B -degree (NQF 7) or Three (3) year Diploma (NQF 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|                                      | Investigation or equivalent. Certified Fraud Examine will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Five (5) years' experience in financial investigation. Strategic capability and leadership. General management skills. People Management and Empowerment. The ability to perform administrative tasks efficiently, effectively, and error free. Excellent written and verbal communication. Ability to plan and organize work and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analyzing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints. Knowledge of legislation and regulations pertaining to public service administration. Computer skills, such as MS Word, MS Excel, MS Outlook, MS PowerPoint, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b><u>DUTIES</u></b>                 | : Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Undertake all administration functions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : Lindie Swanepoel Tel No: (012) 845 6638<br>: e mail: <a href="mailto:Recruit2025428@npa.gov.za">Recruit2025428@npa.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 28/96</u></b>             | : <b><u>SENIOR PROTECTOR</u></b><br>Office for Witness Protection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY CENTRE</u></b>          | : R896 436 per annum (MMS Level 11), (total cost package)<br>: Limpopo (Polokwane) Ref No: Recruit 2025/429<br>Kwazulu-Natal Ref No: Recruit 2025/430<br>Western Cape Ref No: Recruit 2025/431<br>Gauteng (Johannesburg) Ref No: Recruit 2025/432<br>Mpumalanga (Witbank) Ref No: Recruit 2025/433<br>Free State (Bloemfontein) Ref No: Recruit 2025/434<br>Northern Cape (Kimberley) Ref No: Recruit 2025/435 (X2 Posts)<br>North-West (Potchefstroom) Ref No: Recruit 2025/436                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>REQUIREMENTS</u></b>           | : An appropriate B Degree (NQF 7) or Three (3) year National Diploma (NQF 6). 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. Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving, and fitness assessment. A valid driver's licence. |
| <b><u>DUTIES</u></b>                 | : 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. Coordinate the protection of witnesses and/or related persons. Assist with sourcing of safe houses and conducting of site surveys. Provide operational, financial, and administrative support services. 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. Supervise Staff. 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.

#### **ENQUIRIES**

: Limpopo (Polokwane) MJ Seloi at 079 519 4071  
Kwazulu-Natal M Uys Tel No: (031) 334 5331  
Western Cape LE Blignault Tel No: (021) 487 7362  
Gauteng (Johannesburg) & Mpumalanga (Witbank) S Davids Tel No: (012) 845 661  
Free State (Bloemfontein) & Northern Cape (Kimberley) C Immelman Tel No: (053) 807 4561

#### **APPLICATIONS**

: North-West (Potchefstroom) OJP Olivier Tel No: (018) 290 3222  
Limpopo (Polokwane) e mail: [Recruit2025429@npa.gov.za](mailto:Recruit2025429@npa.gov.za)  
KwaZulu-Natal e mail: [Recruit2025430@npa.gov.za](mailto:Recruit2025430@npa.gov.za)  
Western Cape e mail: [Recruit2025431@npa.gov.za](mailto:Recruit2025431@npa.gov.za)  
Gauteng (Johannesburg) e mail: [Recruit2025432@npa.gov.za](mailto:Recruit2025432@npa.gov.za)  
Mpumalanga (Witbank) e mail: [Recruit2025433@npa.gov.za](mailto:Recruit2025433@npa.gov.za)  
Free State (Bloemfontein) e mail: [Recruit2025434@npa.gov.za](mailto:Recruit2025434@npa.gov.za)  
Northern Cape (Kimberley) e mail: [Recruit2025435@npa.gov.za](mailto:Recruit2025435@npa.gov.za)  
North-West (Potchefstroom) e mail: [Recruit2025436@npa.gov.za](mailto:Recruit2025436@npa.gov.za)

#### **POST 28/97**

: **PROTECTOR**  
Office for Witness Protection

#### **SALARY CENTRE**

: R582 444 per annum (Level 10), (excluding benefits)  
: Limpopo (Polokwane) Ref No: Recruit 2025/437 (X4 Posts)  
KwaZulu-Natal (Durban) Ref No: Recruit 2025/438 (X6 Posts)  
Western Cape (Cape Town) Ref No: Recruit 2025/439 (X3 Posts)  
North-West (Potchefstroom) Ref No: Recruit 2025/440 (X4 Posts)  
Northern Cape (Kimberley) Ref No: Recruit 2025/443 (X3 Posts)  
Eastern Cape (Gqeberha) Ref No: Recruit 2025/444 (X5 Posts)

#### **REQUIREMENTS**

: An appropriate B Degree (NQF 7) or Three (3) year National Diploma (NQF 6) in Policing or equivalent. 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 and empowerment. Administration skills. Good communication skills. Planning and Prioritizing. Customer Focus and Responsiveness. Problem solving and decision making. Candidate will be subjected to a competency assessment which can include report writing, fire-arm competency, advance driving, and fitness assessment. A valid driver's licence.

#### **DUTIES**

: 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

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|                            |   | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>ENQUIRIES</u></b>    | : | Limpopo (Polokwane) MJ Selo at 079 519 4071<br>KwaZulu-Natal (Durban) M Uys Tel No: (031) 334 5331<br>Western Cape (Cape Town) LE Blignault Tel No: (021) 487 7362<br>Northern Cape (Kimberley) C Immelman Tel No: (053) 807 4561<br>Eastern Cape (Gqeberha) CH Loots Tel No: (041) 0450 402<br>North-West (Potchefstroom) OJP Olivier Tel No: (018) 290 3222                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>APPLICATIONS</u></b> | : | Limpopo (Polokwane) e mail: <a href="mailto:Recruit2025437@npa.gov.za">Recruit2025437@npa.gov.za</a><br>KwaZulu-Natal (Durban) e mail: <a href="mailto:Recruit2025438@npa.gov.za">Recruit2025438@npa.gov.za</a><br>Western Cape (Cape Town) e mail: <a href="mailto:Recruit2025439@npa.gov.za">Recruit2025439@npa.gov.za</a><br>North-West (Potchefstroom) e mail: <a href="mailto:Recruit2025440@npa.gov.za">Recruit2025440@npa.gov.za</a><br>Northern Cape (Kimberley) e mail: <a href="mailto:Recruit2025443@npa.gov.za">Recruit2025443@npa.gov.za</a><br>Eastern Cape (Gqeberha) e mail: <a href="mailto:Recruit2025444@npa.gov.za">Recruit2025444@npa.gov.za</a>                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>POST 28/98</u></b>   | : | <b><u>ASSISTANT DIRECTOR: FINANCE REF NO: RECRUIT 2025/445</u></b><br>Office for Witness Protection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R468 459 per annum (Level 09), (excluding benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Eastern Cape (Gqeberha)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 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.                                                                                                                                                           |
| <b><u>DUTIES</u></b>       | : | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>ENQUIRIES</u></b>    | : | CH Loots Tel No: (041) 045 0402                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>APPLICATIONS</u></b> | : | e mail: <a href="mailto:Recruit2025445@npa.gov.za">Recruit2025445@npa.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 28/99</u></b>   | : | <b><u>ASSISTANT DIRECTOR: SCM RISK &amp; PERFORMANCE MANAGEMENT REF NO: RECRUIT 2025/447</u></b><br>Strategy, Operations & Compliance: Supply Chain Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>SALARY</u></b>       | : | R468 459 per annum (Level 09), (excluding benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>CENTRE</u></b>       | : | Pretoria: Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum three (3) years relevant experience in Supply Chain Management with at least three (3) years at level seven (7) or higher. Knowledge of Public Finance Management Act (PFMA) and National Treasury Regulations and SCM related legislation. Knowledge and experience of Central Supplier Database (CSD). Knowledge of CSD support function will be an added advantage. 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 work in a team and under pressure. Supervisory skills. Willing to work extended hours where necessary. Computer skills - MS Office suite including Word, Excel, Outlook. A valid driver's licence. |
| <b><u>DUTIES</u></b>       | : | Supervise and undertake SCM risk management assessments. Supervise and implement fraud and SCM abuse prevention strategies. Supervise and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



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|                                          |   | undertake supplier performance assessments. Provide administrative, specialized SCM and procurement support to the NPA. Liaise with internal and external clients. Maintain comprehensive databases to ensure capturing of accurate and relevant information for work within your area of responsibility. Ensure compliance to Treasury regulations, PFMA and internal prescripts. Respond to all queries (internal and external). Perform any other duties deemed necessary by your supervisor. Staff may be rotated to other sections within Supply Chain Management.                                                                                                                                                                                                                                                                                                                                |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | T Sethabela Tel No: (012) 845 6014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                          | : | e mail: <a href="mailto:Recruit2025447@npa.gov.za">Recruit2025447@npa.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 28/100</u></b>                | : | <b><u>ADMINISTRATIVE OFFICER REF NO: RECRUIT 2025/448</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                          |   | Strategy, Operations & Compliance: Supply Chain Management – Logistics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R325 101 per annum (Level 07), (excluding benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                          | : | Head Office: Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                          | : | An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Logistics Management, Purchasing Management, Supply Chain Management, Public Administration or equivalent. Minimum of three (3) years' experience working on payments. 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. Written and Verbal communication skills, Planning, organising skills and analytical skills. Computer literacy and knowledge of programs in Microsoft Office (MS Word, Excel, PowerPoint and Outlook).                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>                     | : | Process invoices for payments. Attend queries from service providers and business units relating to payments. Reconcile supplier accounts. Compile weekly and monthly reports to Senior Administrative Officer: Logistics. Provide administrative and provisioning support to the NPA. Track invoices on the invoice tracking system. Conduct stock taking. Receive and issue warehouse stock. Update bin cards. Draft, refer back letters or memoranda. Draft termination letters for expired lease contracts and send to service providers three (3) months prior to contract expiry. Compile consolidated lease report. Capture lease information on Dynamix System. Record keeping of all collected information. Follow up on outstanding commitments.                                                                                                                                             |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | John Solomon Tel No: (012) 845 6770                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                          | : | e mail: <a href="mailto:Recruit2025448@npa.gov.za">Recruit2025448@npa.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 28/101</u></b>                | : | <b><u>ADMINISTRATION OFFICER</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                          |   | Office for Witness Protection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY CENTRE</u></b>              | : | R325 101 per annum (Level 07), (excluding benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                          | : | KwaZulu-Natal - Recruit 2025/449; Western Cape Ref No: Recruit 2025/450                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                          |   | Free State (Bloemfontein) Ref No: Recruit 2025/451                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                          |   | Northern Cape (Kimberley) Ref No: Recruit 2025/452                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                          |   | Eastern Cape (Gqeberha) Ref No: Recruit 2025/453                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                          |   | North-West (Potchefstroom) Ref No: Recruit 2025/446                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>REQUIREMENTS</u></b>               | : | An appropriate B Degree (NQF 7) or Three (3) year National Diploma (NQF 6). Minimum two (2) 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. |
| <b><u>DUTIES</u></b>                     | : | Provide asset, fleet and facilities management services. Provide financial operational support services. Provide office administration services and document management. Provide human resources management services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>ENQUIRIES</u></b>                  | : | KwaZulu-Natal M Uys Tel No: (031) 334 5331                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                          |   | Western Cape LE Blignault Tel No: (021) 487 7362                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                          |   | Northern Cape (Kimberley) C Immelmann Tel No: (053) 807 4561                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                          |   | Eastern Cape (Gqeberha) CH Loots Tel No: (041) 045 0402                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| <b><u>APPLICATIONS</u></b> | : | North-West (Potchefstroom) OJP Olivier Tel No: (018) 290 3222<br>KwaZulu-Natal e mail: <a href="mailto:Recruit2025449@npa.gov.za">Recruit2025449@npa.gov.za</a><br>Western Cape e mail: <a href="mailto:Recruit2025450@npa.gov.za">Recruit2025450@npa.gov.za</a><br>Free State (Bloemfontein) e mail: <a href="mailto:Recruit2025451@npa.gov.za">Recruit2025451@npa.gov.za</a><br>Northern Cape (Kimberley) e mail: <a href="mailto:Recruit2025452@npa.gov.za">Recruit2025452@npa.gov.za</a><br>Eastern Cape (Gqeberha) e mail: <a href="mailto:Recruit2025453@npa.gov.za">Recruit2025453@npa.gov.za</a><br>North - West (Potchefstroom) e mail: <a href="mailto:Recruit2025446@npa.gov.za">Recruit2025446@npa.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>POST 28/102</u></b>  | : | <b><u>HUMAN RESOURCES CLERK: SUPERVISOR REF NO: RECRUIT 2025/454</u></b><br>National Prosecutions Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R325 101 per annum (Level 07), (excluding benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | DPP: Mthatha                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate B degree (NQF 7) or Three-year Diploma (NQF 6). Minimum two (2) years' relevant experience in Human Resources Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Working knowledge of PERSAL. Knowledge of legislation and regulations pertaining to public service administration, specifically: the Public Service Act and Regulations, NPA Act, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills 135 Development Act. Knowledge of HR information management. Computer literacy in MS Word, Excel, Outlook and PowerPoint. Excellent administrative skills. Good written and verbal communication skills. Good planning and organizing skills. Problem solving skills. Sound co-ordination, administrative skills.                                                                                                                                                                                                                                                          |
| <b><u>DUTIES</u></b>       | : | Administer recruitment and selection. Preside as an HR rep for shortlisting and interviews. Prepare appointment memorandum. Administer the implementation of service benefits. Ensure processing of leave on PERSAL. Responsible for Employee Health and Wellness. Approve transactions on PERSAL. Conduct leave inspections and compile report. Processing of performance rewards (pay progression and grade progression). Prepare memorandums for remuneration and service benefits. Implementation of labour relations awards. Implementation of salary structures and updating of personnel information. Process resettlement benefits. Process recognition of long service. Process housing allowance. Process internal transfers. Oversee leave implementation and staff terminations. Process injury on duty. Process of state guarantee. Monitor the processing of salary adjustment. Implementation of job evaluation results. Oversee all Human Resources Administration functions. Supervise staff in the relevant section. Implement and ensure compliance with policies and procedures. |
| <b><u>ENQUIRIES</u></b>    | : | Nobekezela Madikizela Tel No: (047) 501 2684                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>APPLICATIONS</u></b> | : | e mail: <a href="mailto:Recruit2025454@npa.gov.za">Recruit2025454@npa.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>POST 28/103</u></b>  | : | <b><u>ADMINISTRATION OFFICER (FINANCE) REF NO: RECRUIT 2025/455</u></b><br>Office for Witness Protection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>SALARY</u></b>       | : | R325 101 per annum (Level 07), (excluding benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>CENTRE</u></b>       | : | Limpopo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>REQUIREMENTS</u></b> | : | An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6). Minimum two (2) years relevant experience in the field of Finance and Administration. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Experience in cash handling and cash management. Knowledge of legislation and regulations pertaining to PFMA Act, Treasury regulations and other government related legislations. Knowledge of Accounting and Asset Management. Knowledge of the MISS document. Good Communication, liaison and presentation skills. Computer Literacy, including Microsoft office suite (Word, Excel, PowerPoint and Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritizing skills. Problem solving and decision making. A valid driver's license required.                                                                                                                                                                        |
| <b><u>DUTIES</u></b>       | : | Ensure proper management of the finances including cash management, internal bank transfers and EFT Payments. Ensure proper usage, management and replenishment of the office Petty Cash. Proper document management of all financial transactions on the covert accounts. Compilation and timeous submission of cash book & petty cash register. Assisting in contributing to cash flow request by ensuring correct inputs to the regional budget. Process and                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|--------------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                  |   | assist in the management of all payments and transactions of covert accounts. Assist in the provisioning of travelling and accommodation services. Responsible for correct financial reporting and administration. Ensure expenditure is complete and correct. Conduct extensive communication as it relates to operational and management of finances. Work under pressure and ensure adherence to timelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>ENQUIRIES<br/>APPLICATIONS</u></b>         | : | MJ Seloi at 079 519 4071                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                  | : | e mail: <a href="mailto:Recruit2025455@npa.gov.za">Recruit2025455@npa.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 28/104</u></b>                        | : | <b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/422</u></b><br>National Prosecutions Service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>SALARY<br/>CENTRE<br/>REQUIREMENTS</u></b> | : | R228 321 per annum (Level 05), (excluding benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                  | : | CPP: Butterworth                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                  | : | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>DUTIES</u></b>                             | : | 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. Execute a wide variety of administrative tasks. Provide administrative support to SPP and Prosecutor in the cluster and provide logistical services thereof. Liaise with customers and stakeholders. Do pends for docket and collect them. Collect information for civil matters addressed to the unit or group. Collate and capture statistics, reports and submit to the Chief Prosecutors office. |
| <b><u>ENQUIRIES<br/>APPLICATIONS</u></b>         | : | Tulisa Sibindlana Tel No: (047) 501 2669                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                                  | : | e mail: <a href="mailto:Recruit2025422@npa.gov.za">Recruit2025422@npa.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>POST 28/105</u></b>                        | : | <b><u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/425</u></b><br>Asset Forfeiture Unit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>SALARY<br/>CENTRE<br/>REQUIREMENTS</u></b> | : | R228 321 per annum (Level 05), (excluding benefits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                  | : | Johannesburg                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                  | : | Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, Report writing good verbal and written communication skills. General computer literacy in MS Word; Excel; PowerPoint and Outlook. Good analytical skills. Document administration and task time management skills. Ability to act independently.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>DUTIES</u></b>                             | : | Provide high quality administrative support to the office. Keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Liaise with corporate service with all matters pertaining to the administrative functioning of the office. Render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b><u>ENQUIRIES<br/>APPLICATIONS</u></b>         | : | Lindie Swanepoel Tel No: (012) 845 6638                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                  | : | e mail: <a href="mailto:Recruit2025425@npa.gov.za">Recruit2025425@npa.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |