

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.

<u>APPLICATIONS</u>	:	All applications must be submitted to the relevant Recruitment Response E mails stated below.
<u>CLOSING DATE</u>	:	24 November 2025
<u>NOTE</u>	:	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). All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. Documents should not be password protected, and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The applicant's attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please do not contact the NPA directly after you have e-mailed your applications to enquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date, then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver's license will be a requirement where applicable. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments which are, a practical exercise and an integrity (ethical conduct) assessment. SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency-based assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants who are successful must please note that the npa is not in a position to pay resettlement costs. NB! All employees considered for appointment to the Investigating Directorate Against Corruption will be subject to a lifestyle audit and integrity vetting. ERRATUM: Deputy Director of Public Prosecutions - SCCU: Port Elizabeth with Ref No: Recruit 2025/496 advertised in Public Service Vacancy Circular

37 dated 10 October 2025; Chief Financial Investigator – AFU: Head Office with Ref No: Recruit 2024/276 advertised in Public Service Vacancy Circular 39 dated 24 October 2024; Administrative Clerk: Supervisor – AFU: Head Office with Ref No: Recruit 2025/180 advertised in Public Service Vacancy Circular 15 of 09 May 2025; Deputy Director of Public Prosecutions (RH) – AFU: Polokwane with Ref No: Recruit 2025/390 and State Advocate – AFU: Head Office with Ref No: Recruit 2025/479 (1 post) advertised in Public Service Vacancy Circular 34 dated 19 September 2025 are hereby withdrawn.

MANAGEMENT ECHELON

<u>POST 41/92</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: RECRUIT 2025/518</u> National Prosecuting Authority (This is a re-advertisement, applicants who previously applied should re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 813 182 per annum (Level 15), (Total cost package) Head Office: Pretoria A qualification at NQF level 8 as recognised by the SAQA in Management/Public Management/Business Management/Human Resource or related fields. Minimum 8 years' experience on a senior management level in a Corporate Services environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. A Pre-entry certificate (Nyukela Certificate) for entry into the SMS obtained from the National School of Government (NSG). Knowledge and understanding of the Labour Relations Act, BCEA, Public Service Act, Employment Equity Act, COIDA, PFMA and Treasury Regulations. Experience and in-depth understanding of relevant government policies, prescripts, and procedures. Experience in a legal environment will be an advantage. Must be a South African citizen and able to obtain a Top-Secret Security clearance. Valid driver's licence. Skills, Competencies and Attributes: Strategic capabilities. Ability to successfully mobilise financial resources. Ability to drive the organisation to a performance-based culture. Proven mature leadership and management capabilities. Tactful diplomat and excellent negotiator. Demonstrated ability to function effectively in a team.
<u>DUTIES</u>	:	Provide strategic direction to advance the achievement of the NPA's mission, strategic objectives, and targets. Deploy financial and all other resources to ensure allocation according to the strategic direction and objectives of the NPA. Review activity reports and financials to determine progress and status towards attainment of objectives and to revise where required. Direct and guide towards the Planning, Development, and implementation of strategies for service delivery improvements. Oversee operations to ensure efficiency, quality, service, and cost-effective management of resources. Ensure effective and efficient governance and policy framework for the NPA. Evaluate performance of various units and management structures for compliance with established policies and objectives of the NPA. Represent the NPA at parliamentary committees, meetings, and at any other forum as mandated by the NDPP and the Director General. Represent the NPA at the DoJCD ExCo and ManCo meetings. Build a culture and a team driven by performance.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Shirley Magano Tel No: (012) 845 6087 e mail: Recruit2025518@npa.gov.za The post is created under the Public Service Act, 1994 as amended. The National Prosecuting Authority (NPA) of South Africa was established in terms of Section 179 of the Constitution of the Republic of South Africa, to institute and conduct criminal proceedings on behalf of the State and carry out any necessary functions incidental to instituting and conducting such criminal proceedings. The NPA seeks to appoint an experienced and dynamic individual with high levels of integrity, professionalism, accountability and credibility to support the Deputy National Director of Public Prosecution: Strategy, Operations and Compliance (SOC) as the delegated accounting officer. SOC leads the administration and support services for the NPA and is the strategic business partner to the prosecution services. The NPA has embarked on an ambitious five year strategy to rebuild the organisation to ensure that it is equipped to address the growing challenges of crime. SOC is responsible for the implementation of the NPA's strategy and the DDG: Corporate Services will be required to provide strategic guidance, corporate management and delegated accounting officer functions for the NPA in line with its approved

structure, and relevant delegations from the Director General (DG) of the Department of Justice and Constitutional Development.

<u>POST 41/93</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R1 563 183 per annum (Level 14), (Total cost package)
<u>CENTRE</u>	:	Mpumalanga Ref No: Recruit 2025/519 Kimberley Ref No: Recruit 2025/520
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Able to work extended hours. Valid driver's license.
<u>DUTIES</u>	:	To guide investigations and conduct prosecutions of identified cases. To exercise oversight on any decision to prosecute, and to give any necessary advice and report to the Head of the SCCU. To ensure that decisions to prosecute or not prosecute comply with all relevant legal prescripts, the Constitution, and all applicable policies, procedures and directive. To provide high level and well researched opinions and reports to the Head of the SCCU. To manage and direct governance and operations in the SCCU. To monitor and review strategy and operations. To provide enterprise performance reports. To render professional advice to the Head of the SCCU, as required. To ensure that plans are in place to promote good stakeholder and partner engagement. To ensure that the national strategy and annual plan of the SCCU are developed and implemented. To ensure that the regional offices meet targets, continuously analyse, review and monitor operational performance of the offices in order, inter alia, to identify and operational deficiencies and to monitor the achievement of strategic objectives and annual targets. To develop any performance or delivery improvement plans or make such interventions as circumstances may require. To oversee the development and implementation of appropriate employee performance management systems. To meet with relevant stakeholders on a regular basis in order to effectively execute the mandate of SCCU.
<u>ENQUIRIES</u>	:	Mpumalanga Sello Dibakoane Tel No: (013) 045 0622 Kimberley Nicholas Mogongwa Tel No: (053) 807 4539
<u>APPLICATIONS</u>	:	Mpumalanga e mail: Recruit2025519@npa.gov.za Kimberley e mail: Recruit2025520@npa.gov.za
<u>POST 41/94</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/521</u> Investigating Directorate Against Corruption
<u>SALARY</u>	:	R1 563 183 per annum (Level 14), (Total cost package)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Demonstrate experience in managing motion proceedings. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Knowledge of Labour Relations Act. Access to information Act, Legal Administration, Knowledge of NPA and NPS policies and procedures relevant to the job functions. Ability to apply technical /professional knowledge and skills. PRECCA, POCA, CPA51/177, Interpretation Act 33/1957. Performance Management. Superior Court Act 10/2013 and all rules of courts specifically in the superior court including the Constitution Court. Knowledge and experience in money laundering and complex corruption cases. Knowledge of State Capture recommendations and offences related threats. Preferred knowledge of FATF. People and Programme Management and Empowerment, Strategic Capability and Leadership. Project Management. Financial Management and

DUTIES

head investigations Good interpersonal, analytical, presentation and communication skills.

: Manage the portfolio assigned by the Director: Investigating Directorate Against Corruption. 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. Oversee resources and align them to strategic objectives. Decide representations. Decide whether investigations should be authorized or declined in accordance with chapter 5 of NPA Act 32 of 1998. Lead the investigations and manage the operational, investigative, and prosecution team. Draft and manage the summons process. Lead enquiries in respect of summonsed persons. Make application for centralization. Make application for the addition of racketeering charges. Make applications for extradition, draft all necessary process, and engage with foreign authorities. Make applications for mutual legal assistance, draft all necessary process, and engage with foreign authorities. Liaise with the Asset Forfeiture Unit (AFU) to effect AFU process in relevant cases including international asset recovery. Liaise with the Witness Protection Unit (WPU) where necessary. Engage with internal and external stakeholders. Study, manage, and check voluminous and complex criminal cases and decide whether the matter is ready for the institution of prosecution. Draft and check charge sheets and indictments. Draft and manage: the prosecution strategy plan, witness plan, exhibits plan, and docket security plan. Conduct prosecutions in regional or high court from enrolment to finalization including bail, motion applications, pre-trial conferences, conducting of the trial, lodging of state appeals, responding to appeals by the accused, and arguing constitutional court matters where necessary. Appear and argue in motion court, the Supreme Court of Appeal, and Constitutional Court as necessary. Participate on stakeholder forums, case management forums, and any other forums on instruction by the Investigating Director. Formulate opinions on novel questions of law, and other legal matters. Prepare applications or reply to motions and argue in motion court. Respond to parliamentary queries when requested. Formulate and/ comment on prosecution policies and/ or directives. Manage and supervise staff including mentoring, coaching, the provision of legal guidance, performance management, individual skills assessment, skills transfer, ensure that a high standard of professional work is being carried out, improvement of service delivery, ensure adherence to professional code of conduct and ethical standards, and the achievement of the units strategic objectives. Adherence to the highest ethical standards and professional conduct in keeping with the LPC, NPA values, and the International Standards of Prosecution and prosecutors.

ENQUIRIES APPLICATIONS

: Maureen Dibette Tel No: (012) 845 7727
: e mail: Recruit2025521@npa.gov.za

POST 41/95

: **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS**
Asset Forfeiture Unit

SALARY CENTRE

: R1 563 183 per annum (Level 14), (Total cost package)
: Pretoria: Head Office Ref No: Recruit 2025/522
Polokwane (Thohoyandou) Ref No: Recruit 2025/523
Nelspruit Ref No: 2025/524
Mmabatho Ref No: Recruit 2025/525
Port Elizabeth Ref No: Recruit 2025/526
East London Ref No: Recruit 2025/527
Durban Ref No: Recruit 2025/528
Cape Town Ref No: Recruit 2025/529
Bloemfontein Ref No: Recruit 2025/530

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.

<u>DUTIES</u>	:	Undertake litigation and supervision of litigation. Representing the state in all courts. Conduct civil litigation regarding all aspects of the freezing and forfeiture / confiscation of property / assets derived from criminal activity. Draft applications. Prepare heads of arguments and present cases in court. Train and provide mentorship and guidance to staff. Assist in managing the national office.
<u>ENQUIRIES APPLICATIONS</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
	:	Pretoria e mail: Recruit2025522@npa.gov.za
	:	Polokwane (Thohoyandou) e mail: Recruit2025523@npa.gov.za
	:	Nelspruit e mail: Recruit2025524@npa.gov.za
	:	Mmabatho e mail: Recruit2025525@npa.gov.za
	:	Port Elizabeth e mail: Recruit2025526@npa.gov.za
	:	East London e mail: Recruit2025527@npa.gov.za
	:	Durban e mail: Recruit2025528@npa.gov.za
	:	Cape Town e mail: Recruit2025529@npa.gov.za
	:	Bloemfontein e mail: Recruit2025530@npa.gov.za
<u>POST 41/96</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/531</u> National Prosecutions Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 563 183 per annum (Level 14), (Total cost package)
	:	DPP: Mthatha
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Knowledge and experience in Strategic and Operations Management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Good interpersonal, analytical, presentation and communication skills. Computer skills. Valid driver's license.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Nobekezela Madikizela Tel No: (047) 501 2684
	:	e mail: Recruit2025531@npa.gov.za
<u>POST 41/97</u>	:	<u>DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2025/532</u> National Prosecutions Services (Specialized Prosecutions)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 563 183 per annum (Level 14), (Total cost package)
	:	DPP: Mthatha
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten (10) years' post qualification experience in civil and/or criminal litigation. Knowledge and experience in Strategic and Operations

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

DUTIES : Manage the portfolio assigned by the Director which will include oversight of strategic management and operations management in the region. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases. Provide legal oversight and guidance in investigation projects and legal casework. Clear knowledge and understanding environmental crimes (land invasion, protection of species in the sea etc). ability to train environmental specialist and guide investigations in the field. 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 : Nobekezela Madikizela Tel No: (047) 501 2684
APPLICATIONS : e mail: Recruit2025532@npa.gov.za

POST 41/98 : **CHIEF PROSECUTOR REF NO: RECRUIT 2025/533**
National Prosecutions Service

SALARY : R1 563 183 per annum (Level 14), (Total cost package)
CENTRE : CPP: Mthatha
REQUIREMENTS : An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least ten years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Organisational and leadership skills. Ability to think strategically and innovatively. Ability to manage the performance of the Cluster. Strong interpersonal and communication skills. General computer literacy and knowledge of programs in Microsoft Office. Decision making ability. A valid driver's license is a requirement.

DUTIES : Manage the performance of the NPA personnel in the lower courts, aligning such performance to the strategic plans of the NPA. Manage and oversee resources of the cluster and align them to the objectives of the NPA. Manage, train and guide Prosecutors and stakeholders in respect of all litigations in the cluster. Study, decide and recommend on budget and expenditure in line with the decision of NPA Administration and NPS. Manage the institution of/and conduct criminal proceedings on behalf of the State, in any court, including drawing up charge sheets and indictments, interviewing prospective witnesses and examining and cross examining witnesses as well as presenting arguments in court. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Compile reports and enter into correspondence on matters and activities pertaining to the cluster. Map out and implement strategic interventions for the cluster to guide prosecutors towards achieving strategic objectives. Check and ensure that a high standard of professional work is being carried out.

ENQUIRIES : Nobekezela Madikizela Tel No: (047) 501 2684
APPLICATIONS : e mail: Recruit2025533@npa.gov.za

<u>POST 41/99</u>	:	<u>CHIEF FINANCIAL INVESTIGATOR REF NO: RECRUIT 2025/534</u> Asset Forfeiture Unit (Re-advert)
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (Total cost package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate B -degree or Advanced Diploma (NQF level 7) qualification in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation, Certified Fraud Examiner or equivalent. At least eight years' experience in financial investigation with three years management experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Communication written and verbal. Planning and organizing skills. Customer focus and responsiveness. Problem solving and decision-making skills. Knowledge of legislation and regulations and regulations pertaining to public service administration. Computer skills, such as MS WORD, MS EXCEL, MS Outlook, MS PowerPoint, etc. Understand profit and loss calculations. Information Management. Writing Skills. Task/Time management skills. Strategic thinking. Conflict Management. Interpersonal relations. Communication. Planning. Analytics. Specialist/ Professional. Research Skills. Problem solving.
<u>DUTIES</u>	:	Provide strategic planning and implementation of financial investigations. Coordinate and manage stakeholder relations in relations to financial investigations. Manage national financial investigative projects and administrative functions.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025534@npa.gov.za
<u>NOTE</u>	:	This is an NPA Act position.

OTHER POSTS

<u>POST 41/100</u>	:	<u>SENIOR STATE ADVOCATE</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
<u>CENTRE</u>	:	Mpumalanga Ref No: Recruit 2025/535 (X2 Posts) Mthatha Ref No: Recruit 2025/536
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Admission as advocate or attorney will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Good knowledge of civil and/or criminal procedure. Good advocacy, well developed skills in legal research and legal drafting skills. Knowledge of PFMA, MFMA and money laundering matters. Strong computer skills and knowledge of programs in MS Word, Excel, Outlook and PowerPoint. Written and verbal communication skills. Ability to work independently. Valid driver's licence.
<u>DUTIES</u>	:	Conduct prosecution on behalf of the State on Serious, complex and organised crime cases, corruption and money laundering matters. Advise the police on the investigation of serious, complex organised crime cases and cyber related matters. Conduct legal research and keep up to date with legal developments. Draft charge sheets and other court documents and represent the State in all courts. Draft heads of arguments and argue appeals. Present cases in court, lead witnesses, cross examine and address the court on conviction and sentence. Appear in motion proceedings and also do appeals and reviews. Generally, conduct prosecution on behalf of the State. Manage performance assessment, mentor and guide work of Junior Advocates. Offers skills transfer to lower court prosecutors and investigating officers. Perform ad hoc duties incidental to middle management services regionally.
<u>ENQUIRIES</u>	:	Mpumalanga Tebogo Mashile Tel No: (013) 045 0686 Mthatha Ziyanda Mtwazi Tel No: (047) 501 2632
<u>APPLICATIONS</u>	:	Mpumalanga e mail Recruit2025535@npa.gov.za

<u>POST 41/101</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/537</u> National Prosecutions Service
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
<u>CENTRE</u>	:	DPP: Kimberley
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Five (5) years' experience in legal practice will be an added advantage. Strong interpersonal and communication skills. Decision making ability. Computer literacy and knowledge of programs in MS Office.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare cases for court, including the acquisition of additional evidence and draft charge sheets, indictments and court documents. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence. Attend to representations, prepare opinions and head of arguments and argue cases in appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Mentor and coach junior staff and quality check their work. Participate in the performance assessment of staff being mentored.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: (053) 807 4539
<u>APPLICATIONS</u>	:	e mail: Recruit2025537@npa.gov.za
<u>POST 41/102</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/538 (X2 POSTS)</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years' post qualification experience in civil and/or criminal litigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Extensive prosecutorial or litigation experience with regard to common law offences such as fraud, theft, forgery and uttering, commercial crimes and related matters. Proficiency in prosecuting, guiding investigations in complex or more difficult matters, including commercial matters, drafting charge sheets, including indictments and court documents, dealing with representations. Strong interpersonal and communication skills. General computer proficiency and knowledge of programs in MS Office. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Knowledge of asset forfeiture law will be an added advantage. Good interpersonal, analytical, organization and communication skills. Valid drivers' licence.
<u>DUTIES</u>	:	Study case dockets, decide on the institution of and conduct criminal proceedings. Deal with any representations. Conduct prosecution of serious, complex and organized commercial crime and corruption matters. 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. Manage court and case flow management independently. Study and deal with appeals and reviews. Advise the police on the investigation of serious, complex and organized commercial crime cases and corruption matters.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: (043) 807 4539
<u>APPLICATIONS</u>	:	e mail: Recruit2025538@npa.gov.za

<u>POST 41/103</u>	:	<u>SENIOR STATE ADVOCATE REF NO: RECRUIT 2025/539</u> Asset Forfeiture Unit (Re-advert)
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum (LP-9), (Total cost package)
<u>CENTRE</u>	:	Nelspruit
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. At least eight years post qualification legal experience in civil and/or criminal litigation. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Valid driver's license. Good advocacy and legal drafting skills. Good knowledge of civil and / or criminal procedure. Admitted Advocate and / or Attorney will be an added advantage. Knowledge of Asset Forfeiture law will be an added advantage. Strong Computer skills and knowledge of programs in MS Word, Excel, Outlook, PowerPoint. Willing to travel and work extended hours. Ability to do legal research.
<u>DUTIES</u>	:	Civil litigation on behalf of the State regarding all aspects of the freezing of property and obtaining final forfeiture/ confiscation orders. Liaise with Prosecutors on cases with asset forfeiture potential. Draft and present asset forfeiture applications in all courts. Train Prosecutors and Investigators in the use of Asset Forfeiture Law. Keep up to date with legal developments.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025539@npa.gov.za
<u>POST 41/104</u>	:	<u>SENIOR PUBLIC PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R1 195 110 – R1 859 814 per annum (CM-1), (Total cost package)
<u>CENTRE</u>	:	CPP: Odi (Moretele) Ref No: Recruit 2025/540 CPP: Klerksdorp Ref No: Recruit 2025/541
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least eight (8) years post qualification legal experience. Five (5) years' experience in legal practice will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Good management skills. Manage, give guidance to and train prosecutors. Proficiency in prosecuting, guiding investigations and giving instructions in reasonably complex or more difficult common law and statutory offences. Able to draft charge sheets and complex court documents. Ability to act independently without constant supervision. Must have good administrative skills.
<u>DUTIES</u>	:	Manage and supervise allocation of work and management of performance for lower level prosecutors including trainee Prosecutor. Train and guide Prosecutors including trainee Prosecutors and stakeholders in preparation of case dockets and deciding on the institution and conduct criminal proceedings. Represent the State in all courts. Present and assist prosecutors including trainee Prosecutors in presentation of state's case court, lead and cross examination of witnesses and address court on inter alia conviction and the like. Attend to representations and complaints. Attend to instructions of the Chief Prosecutor and the Director of Public Prosecutions. Lead Prosecutors towards achieving strategic goals and operational targets set by NPA, DPP office and CPP. Perform all duties including administrative duties related thereto, in accordance with code of conduct, policy directives of NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice.
<u>ENQUIRIES</u>	:	Flora Kalagosi Tel No: (018) 381 9041
<u>APPLICATIONS</u>	:	CPP: Odi (Moretele) e mail: Recruit2025540@npa.gov.za CPP: Klerksdorp e mail: Recruit2025541@npa.gov.za
<u>POST 41/105</u>	:	<u>STATE ADVOCATE (ATTORNEY)</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	Polokwane Ref No: Recruit 2025/542 Port Elizabeth Ref No: Recruit 2025/543 Mmabatho Ref No: Recruit 2025/544 Pretoria Ref No: Recruit 2025/545 (Re-advert)

<u>REQUIREMENTS</u>	:	Mthatha Ref No: Recruit 2025/546
	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least five years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admitted as an Attorney in terms of the Attorney Act 53 of 1979. Excellent interpersonal, analytical, presentation and communication skills. Strong computer skills (Ms Word, Excel, Outlook and PowerPoint). Professionalism and able to act independently. Willingness to travel and work extended hours. Excellent communication and administrative skills, as well as literacy and numeracy skills in so far as being able to understand profit and loss calculations and basic business finance. Ability to conduct legal research. Valid driver's license.
<u>DUTIES</u>	:	Act as Attorney for the Asset Forfeiture Unit. Execute tasks that by law must be performed by Attorneys. Attend to diverse types of civil litigation in the High Court, Magistrate Courts as well as appeals from these courts, including appeals to the Supreme Court of Appeal. Deal with constitutional issues, including litigation in the Constitutional Court. Draft and / or settle all types of agreements render legal opinions, draft and move applications. Attend to queries from curators on litigation of Asset Forfeiture matters. Collect all taxed bills of all costs in favour of the state.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	Polokwane e-mail: Recruit2025542@npa.gov.za Port Elizabeth e-mail: Recruit2025543@npa.gov.za Mmabatho e-mail: Recruit2025544@npa.gov.za Pretoria e-mail: Recruit2025545@npa.gov.za Mthatha e-mail: Recruit2025546@npa.gov.za
<u>POST 41/106</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/547 (X2 POSTS)</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	Mpumalanga
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Identify and refer matters to AFU. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Tebogo Mashile Tel No: (013) 045 0686
<u>APPLICATIONS</u>	:	e mail: Recruit2025547@npa.gov.za
<u>POST 41/107</u>	:	<u>STATE ADVOCATE REF NO: RECRUIT 2025/548 (X2 POSTS)</u> Specialised Commercial Crime Unit
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA

		Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Persons in private practice must provide a certificate of good standing with the LPC. Good interpersonal, analytical, organisational and communication skills. Ability to act independently or with minimum supervision. A valid driver's licence.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence, lead and cross examine witnesses, address the court on inter alia, conviction and sentence. Study and deal with appeals and reviews, attend to representations, prepare opinions and heads of arguments. Conduct prosecution of serious, complex and organised commercial crime and corruption matters. Appear in court in motion applications pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	Nicholas Mogongwa Tel No: (053) 807 4539
<u>APPLICATIONS</u>	:	e mail: Recruit2025548@npa.gov.za
<u>POST 41/108</u>	:	<u>STATE ADVOCATE</u> National Prosecutions Service
<u>SALARY</u>	:	R932 904 - R1 539 321 per annum (Level LP- 7 to LP-8), (Total cost package)
<u>CENTRE</u>	:	DDPP: Bhisho Ref No: Recruit 2025/549 (X2 Posts)
	:	DPP: Cape Town Ref No: Recruit 2025/550
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. At least five (5) years' post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Well-developed skills in legal research and legal drafting. Good knowledge of civil and/or criminal procedure. Proficiency in prosecution, competency in guiding investigations, drafting charge sheets, indictments and court documents and dealing with representations. Knowledge of and skills in general prosecution. High level of proficiency in prosecuting and presenting/arguing cases in court. Experience in guiding criminal investigations and giving instructions in law and statutory offences. Interpersonal skills. Written and verbal communication skills. Ability to work independently with minimum supervision.
<u>DUTIES</u>	:	Study and guide the investigations in case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets, indictments and other court documents. Represent the State in all courts. Prepare a case for court, including the acquisition of additional evidence and draft charge sheets and indictments. Present the State's case in court, lead and cross examine witnesses, address the court on, inter alia, conviction and sentence, study appeal and reviews. Attend to representations, prepare opinions and heads of arguments and argue cases in the appropriate court. Appear in court in motion application pertaining to criminal matters and in general conduct prosecution on behalf of the state. Perform all duties related thereto in accordance with the code of conduct policy and directives of the NPA. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.
<u>ENQUIRIES</u>	:	DDPP: Bhisho Talita Raga Tel No: (040) 608 6800
	:	DPP: Cape Town Phyllis Lujabe Tel No: (021) 487 7281
<u>APPLICATIONS</u>	:	DDPP: Bhisho e mail: Recruit2025549@npa.gov.za
	:	DPP: Cape Town e mail: Recruit2025550@npa.gov.za
<u>POST 41/109</u>	:	<u>SENIOR FINANCIAL INVESTIGATOR REF NO: RECRUIT 2025/551</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R896 436 per annum (MMS Level 11), (Total cost package)
<u>CENTRE</u>	:	Nelspruit

<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF 7) or Three (3) year Diploma (NQF 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation, Certified Fraud Examiner or equivalent. Minimum Five (5) years' experience in financial investigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. 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.
<u>DUTIES</u>	:	Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Undertake all administration functions.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025551@npa.gov.za
<u>POST 41/110</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R630 630 - R1 450 323 per annum (Level LP-5 to LP-6), (Total cost package), (excluding benefits)
<u>CENTRE</u>	:	CPP: Klerksdorp (Potchefstroom) Ref No: Recruit 2025/552 CPP: Mmabatho (Molopo) Ref No: Recruit 2025/553 CPP: Wynberg (Worcester) Ref No: Recruit 2025/554 CPP: Wynberg Ref No: Recruit 2025/555 CPP: Witbank (Delmas) Ref No: Recruit 2025/556 CPP: George (Mossel bay) Ref No: Recruit 2025/557
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	CPP: Klerksdorp (Potchefstroom) & CPP: Mmabatho (Molopo) Flora Kalakgosi Tel No: (018) 381 9041 CPP: Wynberg (Worcester); CPP: Wynberg & CPP: George (Mossel bay) Thuso Damane Tel No: (021) 487 7129 CPP: Witbank (Delmas) Tebogo Mashile Tel No: (013) 045 0686
<u>APPLICATIONS</u>	:	CPP: Klerksdorp (Potchefstroom) e-mail: Recruit2025552@npa.gov.za CPP: Mmabatho (Molopo) e-mail: Recruit2025553@npa.gov.za CPP: Wynberg (Worcester) e-mail: Recruit2025554@npa.gov.za CPP: Wynberg e-mail: Recruit2025555@npa.gov.za CPP: Witbank (Delmas) e-mail: Recruit2025556@npa.gov.za CPP: George (Mossel bay) e-mail: Recruit2025557@npa.gov.za

<u>POST 41/111</u>	:	<u>REGIONAL COURT PROSECUTOR</u> National Prosecutions Service
<u>SALARY</u>	:	R630 630 - R1 450 323 per annum (Level LP-5 to LP-6), (Total cost package), (excluding benefits)
<u>CENTRE</u>	:	CPP: Bellville (Blue downs) (Sexual Offences) Ref No: Recruit 2025/558 (X2 Posts)
<u>REQUIREMENTS</u>	:	An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. At least four (4) years post qualification legal experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The incumbent must have the ability to act independently or with minimum supervision. Proficiency in prosecuting. Experience in guiding investigations and giving instructions in law and statutory offences in regional court. Good interpersonal skills. Good analytical skills. Good presentation skills. Good project management skills. Valid driver's licence.
<u>DUTIES</u>	:	Study case dockets. Decide on the institution of and conduct criminal proceedings. Draft charge sheets and other documents and represent the State in all courts. Lead witnesses, cross-examine and address the court on inter alia, conviction and sentence and in general to conduct prosecutions on behalf of the state. Perform general administrative duties of the office. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Perform all duties related thereto in accordance with the Code of Conduct, Policy, and Directives of the National Prosecuting Authority.
<u>ENQUIRIES</u>	:	Sonwabiso Mkwakwi Tel No: (021) 487 7234
<u>APPLICATIONS</u>	:	e-mail: Recruit2025558@npa.gov.za
<u>POST 41/112</u>	:	<u>ICT ADMINISTRATOR REF NO: RECRUIT 2025/559</u> Investigating Directorate Against Corruption
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Information Technology or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three years working experience in an IT environment. Knowledge of Microsoft Windows server 2012, Wide Area Network and User Administration, Active Directory 2012, Exchange 2010, Information Technology Infrastructure Library. LAN Administration. Knowledge of administering backup and security systems. Must have the ability to work under pressure. Reliable, organized and be able to work in a team and independently. Knowledge of Microsoft Office Suite specifically: Ms Word, Excel, PowerPoint, Ms Project and Computer programming skills. Administration and communication skills. IT technical knowledge and application. Willing to work extended hours and willing to travel. Reliable, tolerant and determined. Knowledge of legislation and regulations pertaining to public service administration, specifically: Good Governance and Batho Pele Principles, The Public Service Act and Regulations, Public Finance Management Act and Electronic Communication and Transaction Act.
<u>DUTIES</u>	:	Manage and monitor network connectivity and servers. Manage network security and performance. Provide support on Window Operating Systems and servers 2012 and MS Exchange client 2010. Knowledge of legislation and regulations pertaining to public service administration, specifically. Ensure data is backed up on a regular basis as per schedule. Provide ICT support to computer users within the office. Log and troubleshoot all ICT problems and resolution. Keep website and intranet updated. Keep abreast of ICT and maintain library of information. Provide general end-user and VIP support. Liaise with third parties towards resolution of technical issues. Manage network security and performance. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Oversee file management on centralized resource or on individual workstations. Monitor network and system performance. Provide administrative support to all ICT related issues. Prepare technical reports on the operation of systems. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed.
<u>ENQUIRIES</u>	:	Matodzi Makhari Tel No: (012) 845 6012
<u>APPLICATIONS</u>	:	e mail: Recruit2025559@npa.gov.za

<u>POST 41/113</u>	:	<u>FINANCIAL INVESTIGATOR</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Nelspruit Ref No: Recruit 2025/560 Bloemfontein Ref No: Recruit 2025/561 Mthatha Ref No: Recruit 2025/562
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation, Certified Fraud Examiner or equivalent. Three (3) years' experience in financial investigation. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/deliverables. The means of formal, clear, and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. 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 analysing 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. Valid driver's licence.
<u>DUTIES</u>	:	Conduct case assessments. Conduct case planning. Conduct a detailed financial investigation in high value and complex matters. Undertake stakeholder engagements. Provide administration support services with regard to case management.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	Nelspruit e mail: Recruit2025560@npa.gov.za Bloemfontein e mail: Recruit2025561@npa.gov.za Mthatha e mail: Recruit2025562@npa.gov.za
<u>POST 41/114</u>	:	<u>FINANCIAL ANALYST REF NO: RECRUIT 2025/563</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Kimberley
<u>REQUIREMENTS</u>	:	An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Accounting, Forensic Auditing or equivalent. Three (3) years financial analysis experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. The ability to offer direction and leadership to a team of officials to ensure the attainment of objectives. Seeks opportunities to increase personal contribution and level of responsibility. The ability to perform administrative tasks efficiently, effectively, and error free to provide a record of the activities/deliverables. The means of formal, clear and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time-and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Written and verbal communication. Must be able to plan and organise work and distinguish between urgent and important tasks/activities. Must be able to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and ensure the highest level of customer care and customer satisfaction. Must be able to identify and solve problems by analysing 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.
<u>DUTIES</u>	:	Capture and convert data into usable information. Conduct analysis of information gathered.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025563@npa.gov.za

<u>POST 41/115</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: RECRUIT 2025/564</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R468 459 per annum (Level 09), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Administration or equivalent. Minimum of at least Three (3) year relevant working experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. In depth knowledge of legislation and regulations pertaining to Public Service Administration specifically the Public Service Act, Labour Relations Act, EEA and skills Development Act. Excellent written and verbal communication skills, innovative and proactive. Decisive under pressure and solution orientation. Knowledge of PERSAL. Strong organisation and management skills. Knowledge of post specific skills such as Finance administration, HR management, Information management and Interpersonal relations. Reliable, organized and able to work in a team. General computer literacy skills and knowledge in programs such as Ms Word, Excel, Ms outlook and PowerPoint.
<u>DUTIES</u>	:	Ensure that finance and supply chain services are administered. Manage performance management. Ensure that human resource management services are administered. Provide general administration services. Supervise staff.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025564@npa.gov.za
<u>POST 41/116</u>	:	<u>COMMUNICATIONS OFFICER REF NO: RECRUIT 2025/565</u> Strategy, Operations and Compliance: Chief Directorate: Communications
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Investigating Directorate Against Corruption (IDAC): Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in the field of Communications/Public Relations/ Journalism/ Media Studies or equivalent. Minimum two (2) years' experience in a communications environment. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Basic Computer skills: MS Office Suite, MS Word, Excel, Outlook, PowerPoint, MS Project. Editing, project management, policy analysis and development, supervisory skills, decision making skills, analysis and problem-solving skills, interpersonal relations, communication (oral and written) skills. Excellent report writing skills. Drivers Licence.
<u>DUTIES</u>	:	Provide media support to the Regional Communication Manager. Assist with media queries in the region. Event management and public education and awareness. Provide communication support to regional business units and corporate managers. Make meaningful inputs to newsletters and other publications by contributing articles on a regular and sustained basis. Publish organisational performance information on all internal communication platforms to keep employees updated. Providing support to internal stakeholders such as the Strategy Management Office, EWP, IMU, HR, leadership, and both internal and external local events and campaigns.
<u>ENQUIRIES</u>	:	Isaac Dhludhlu Tel No: (012) 845 6711
<u>APPLICATIONS</u>	:	e mail: Recruit2025565@npa.gov.za
<u>POST 41/117</u>	:	<u>STATE ACCOUNTANT REF NO: RECRUIT 2025/566</u> Strategy, Operations and Compliance Directorate: Financial Management Sub Directorate Management Accounting
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in Financial Management/ Accounting/Auditing or other relevant qualification. Minimum two (2) years relevant experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Knowledge of Legislation and Regulations pertaining to PFMA Act, Treasury Regulations, and other government related legislations. Understanding of the Public Finances in the public sector. Good Communication, liaison, and presentation skills. Knowledge of LOGIS System, PERSAL, BAS. Computer

		literacy, including Microsoft Office Suite (Word, EXCEL, PowerPoint, Outlook). Ability to work independently and under pressure. Willingness to travel. Good administration skills. People management and empowerment. Planning and prioritising skills. Problem solving and decision making.
<u>DUTIES</u>	:	Prepare monthly expenditure reports, analysing expenditure reports to detect any misallocations. Capture entities on BAS system. Prepare and capture journals on the BAS system. Prepare and Capture budget inputs on BAS system. Assist the Assistant Director with the overall management of the budget and expenditure. Clearing suspense accounts. Maintain a proper filing system as well as develop and maintain a record tracking system. Serve as a budget coach to all business units.
<u>ENQUIRIES</u>	:	Kedibone Sithole Tel No: (012) 845 6082
<u>APPLICATIONS</u>	:	e mail: Recruit2025566@npa.gov.za
<u>POST 41/118</u>	:	<u>COURT PREPARATION OFFICER</u> National Prosecutions Service
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	CPP: Bellville Ref No: Recruit 2025/567
	:	CPP: Mitchells Plain (Bredasdorp) Ref No: Recruit 2025/568
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Social Science/Behavioural Studies or equivalent. At least one (1) year working experience which includes experience gained during training. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound co-ordination and counselling experience. Ability to work well with children. Knowledge of the Criminal Justice System. Excellent administrative skills, good communication skills and problem-solving skills.
<u>DUTIES</u>	:	Provide holistic and integrated care for the victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with and report to the Prosecutor/Manager. Perform all duties in accordance with general accepted court preparation technique.
<u>ENQUIRIES</u>	:	CPP: Bellville & CPP: Mitchells Plain (Bredasdorp), Sonwabiso Mkwakwi Tel No: (021) 487 7234
<u>APPLICATIONS</u>	:	CPP: Bellville e mail: Recruit2025567@npa.gov.za CPP: Mitchells Plain (Bredasdorp) e mail: Recruit2025568@npa.gov.za
<u>POST 41/119</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: RECRUIT 2025/569</u> Strategy, Operations and Compliance: Financial Management: Supply Chain Management - Logistics (Re-advert)
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate B Degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in Logistics Management, Purchasing Management, Supply Chain Management, Public Administration or equivalent. Experience of working on LOGIS. 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).
<u>DUTIES</u>	:	Administer orders on LOGIS for leases, contracts and once off payments. Capture requests on LOGIS Mainframe. Approve Procurement Advices on LOGIS Mainframe. Authorise petty cash vouchers and orders on LOGIS Mainframe. Sending orders to service providers. Liaising with internal clients on the status of their requisitions. Keeping and updating of requisition and order register. Compile requisition report on monthly basis.
<u>ENQUIRIES</u>	:	John Solomon Tel No: (012) 845 6770
<u>APPLICATIONS</u>	:	e mail: Recruit2025569@npa.gov.za

<u>POST 41/120</u>	:	<u>PERSONAL ASSISTANT</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R325 101 per annum (Level 07), (excluding benefits)
<u>CENTRE</u>	:	Pretoria: Head Office Ref No: Recruit 2025/570 Mthatha Ref No: Recruit 2025/571 Polokwane Ref No: Recruit 2025/572
<u>REQUIREMENTS</u>	:	Grade 12 and secretarial Diploma or equivalent qualification. Minimum three years' experience in rendering support to senior management. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to conduct legal research. Ability to act with tact and discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation, and professionalism. Knowledge of the relevant legislations, policies, prescripts, and procedures applicable in the public sector.
<u>DUTIES</u>	:	Receive telephone calls and refer the calls to the correct role player if not meant for the relevant manager. Record appointments and events in the diary of the manager. Type documents for the Regional Head and other staff within the unit. Provide high level secretarial, administration support and perform a personal assistant service to the Regional Head. Draft routine correspondences and reports. Operates office equipment like fax machines and photocopiers. Make travel and logistical arrangements for meetings and events. Take minutes during meetings and prepare same for signature in advance. Develop and maintain an accessible and user-friendly filing system. Prepare travel documentation and coordinate bookings for international travel for all AFU staff. Handle procurement of standard items such as stationery and refreshments. Liaise with relevant stakeholders with regards to all matters pertaining to administrative functions. Set up schedules for meetings and events. Provide general administration support to the manager and operation staff. Handle the procurement of standard items like stationery, refreshments for the Manager and office.
<u>ENQUIRIES</u>	:	Pretoria: Head Office, Joyce Marogoa Tel No: (012) 845 6700 Mthatha & Polokwane, Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	Pretoria: Head Office e mail: Recruit2025570@npa.gov.za Mthatha e mail: Recruit2025571@npa.gov.za Polokwane e mail: Recruit2025572@npa.gov.za
<u>POST 41/121</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/573</u> Asset Forfeiture Unit
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	Mmabatho
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Provide high quality administrative support to the office. Keep a well-organized administrative system for the office. Execute a wide variety of administrative tasks. Provide administrative support to the staff in human resources, finance, procurement and logistical services.
<u>ENQUIRIES</u>	:	Lindie Swanepoel Tel No: (012) 845 6638
<u>APPLICATIONS</u>	:	e mail: Recruit2025573@npa.gov.za
<u>POST 41/122</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2025/574</u> National Prosecutions Service (Re-advert)
<u>SALARY</u>	:	R228 321 per annum (Level 05), (excluding benefits)
<u>CENTRE</u>	:	DPP: Nelspruit
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Sound planning and organizing skills, written and verbal communication. General computer literacy

skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.

DUTIES

: Register incoming dockets and scanning thereof. Capturing information on the electronic case register (ECR). Daily updating of information from court. Provide dockets electronically to Defence on request of Prosecutors. Liaise with Prosecutors in respect of matters dealt with. Verify what is happening in court. Write up information to be captured on access. Contact Prosecutors for information to reconcile to access. Generate reports from ECR for statistics purposes. Generate various Statistics Sheet. Draw up reports from Access, Power BI and PowerPoint tools. Draw reports from ECR for submission to Supervisors and National Office for monthly reporting. Update electronic case register as and when additional data becomes available. Attend to queries on case flow from Prosecutors and SAPS from the ECR. Provide case administration and document management. Prepare and maintain files. Release appropriate documents to any other interested party. Maintain E disclosure platform. Handle Prosecutor caseloads.

ENQUIRIES

: Tebogo Mashile Tel No: (013) 045 0686

APPLICATIONS

: e mail: Recruit2025574@npa.gov.za