

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 2016, will take highest preference in selection of suitable candidates.

- APPLICATIONS** : All applications must be submitted to the relevant Recruitment Response E-mail as stated below.
- CLOSING DATE** : 27 January 2020
- NOTE** : For your application to be accepted: Applications must be submitted on a Z83, obtainable from any Public Service department or on www.npa.gov.za which must be fully completed as per the instructions on the form, signed and dated. If the Z83 is not completed as prescribed your application will not be accepted. CVs without a Z83 will not be accepted. Handwritten Z83 must be completed in Block Letters. Only copies of certified required qualifications, identity document and other listed documents as per the advert, must be included with your application. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. 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 (3) three 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. All shortlisted candidates for 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 department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A valid driver's license will be a requirement where applicable. NB! Applicants Who Are Successful Must Please Note That the NPA Is Not In a Position to Pay Resettlement Costs
- ERRATUM:** Kindly note that the post of Court Preparation Officer, CPP: Wynberg with Ref No: Recruit 2019/447 and Personal Assistant, DPP: Cape Town with Ref No: Recruit 2019/464 with closing date of 24 December 2019 advertised in Public Service Vacancy Circular 44 dated 6 December 2019 has been withdrawn.

MANAGEMENT ECHELON

- POST 01/25** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2020/01**
Sexual Offences and Community Affairs
- SALARY** : R1 308 345 per annum (Level 14) (Total Cost Package)
- CENTRE** : Cape Town
- REQUIREMENTS** : A recognised four-year legal qualification. At least ten years' post qualification experience in civil and/or criminal litigation, advocacy and prosecution. In depth and extensive knowledge of the law and management in respect of Sexual Offences, Domestic Violence, Child Offenders and Maintenance matters and Human Trafficking. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Knowledge of Sexual Offences and management of Gender based violence and all legal framework governing the management of Gender Based Violence. Skills in community engagement and consultation on criminal justice matters. Positive security clearance. Good interpersonal, analytical, presentation and communication skills.

DUTIES : Manage and oversee the implementation of the SOCA mandate in the province. Provide strategic leadership in the province on issues of Gender Based Violence. Map out strategic objectives. Oversee resources and align them to strategic objectives. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and cluster satisfaction in conjunction with partners in the criminal justice system. Train and advice prosecutors and police on the investigation and prosecution of complex sexual offences, domestic violence and child justice cases. Human trafficking and maintenance. Do legal research and keep up to date with legal requirements. Improve the successful prosecution in cases of violence against women and children. Systematic reduction of secondary victimization within the criminal justice system as experienced by victims of crimes of violence and indecency against women and children. Improve the age appropriate management of young offenders and increase diversion of child offenders from the criminal justice process ensuring their exposure to rehabilitation as opposed to solely punitive programs. To ensure access to child support and thus deal with the feminisation of poverty.

ENQUIRIES : George Maphutuma Tel No: (012) 845 6170
APPLICATIONS : E-mail: Recruit202001@npa.gov.za

POST 01/26 : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2020/02**
National Prosecutions Service

SALARY : R1 308 345 per annum (Level 14) (Total Cost Package)
CENTRE : DPP: South Gauteng (Johannesburg) (STU)
REQUIREMENTS : A recognised four-year legal qualification. At least ten years' post qualification legal experience. Extensive prosecutorial or litigation experience regarding common law offences relating to tax evasion/avoidance, commercial crimes, fraud and related matters. Sound knowledge of the Income Tax Act, Vat Act, Customs and Excise Act. Admission as an Attorney and/or Advocate will be an added advantage. Sound knowledge and understanding of SARS functions and financial or accounting background. Right of appearance under any of the applicable laws or ability to obtain the right of appearance in terms of the said laws. Strong organisational and leadership skills. Strong interpersonal and communication skills. Ability to think strategically and innovatively and management.

DUTIES : Manage portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex/high profile matters in the High Court, the Highest Court of Appeal and Constitutional Court. Studying and researching law, enquiring and dockets relating to crimes and advising and deciding thereon. Instituting and conducting criminal proceedings in any court, including drawing up charge sheets and indictment, interviewing prospective witnesses and examining and cross examining witnesses as well as presenting arguments in court. Study appeal and reviews, prepare opinions and heads of arguments in court. Study appeals and reviews, prepare opinions and heads of argument and argue cases. Consult on a regular basis with all relevant stakeholders and SARS officials. Manage and keep SARS records of all criminal prosecutions and statistics. Map out strategic planning for the division and lead staff members towards achieving strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Manage the division in the absence of the Director. 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. Compiling reports and entering into correspondence on matters and activities pertaining to the office, draft legislation and personnel.

ENQUIRIES : Sydwell Namuhuchu Tel No: (011) 220 4005
APPLICATIONS : E-mail: Recruit202002@npa.gov.za

OTHER POSTS

POST 01/27 : **COURT PREPARATION OFFICER**
National Prosecutions Service

SALARY : R257 508 per annum (Level 7) (Excluding Benefits)
CENTRE : CPP: Johannesburg Ref No: Recruit 2020/03 (X2 posts)

	DPP: South Gauteng (Johannesburg) Ref No: Recruit 2020/04 (X2 posts)
	CPP: Middelburg (Ermelo) Ref No: Recruit 2020/05
	(Elukwatini/Eerstehoek) Ref No: Recruit 2020/06
	CPP: Upington Ref No: Recruit 2020/07
	CPP: Kimberley (De-Aar) Ref No: Recruit 2020/08
	CPP: Upington (Springbok) Ref No: Recruit 2020/09 (X2 posts)
	CPP: Nelspruit (Mhala) Ref No: Recruit 2020/10
	CPP: Wynberg (Worcester) Ref No: Recruit 2020/23
<u>REQUIREMENTS</u>	: An appropriate B Degree (NQF level 7)/Three (3) year Diploma or equivalent qualification on a minimum NQF level 6 in Social Science/Behavioral Studies. At least one year working experience in a court environment. 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: Johannesburg & DPP: South Gauteng Sydwell Namuhuchu Tel No: (011) 220 4005 CPP: Middelburg & CPP: Nelspruit Gift Chiloane Tel No: (013) 045 0623 CPP: Upington & CPP: Kimberley Nicholas Mogongwa Tel No: (053) 807 4539 CPP: Wynberg Angelene Jansen Tel No: (021) 487 7123
<u>APPLICATIONS</u>	: CPP: Johannesburg E-mail: Recruit202003@npa.gov.za DPP: South Gauteng (Johannesburg) E-mail: Recruit202004@npa.gov.za CPP: Middelburg (Ermelo) E-mail: Recruit202005@npa.gov.za (Elukwatini/Eerstehoek) E-mail: Recruit202006@npa.gov.za CPP: Upington E-mail: Recruit202007@npa.gov.za CPP: Kimberley (De-Aar) E-mail: Recruit202008@npa.gov.za CPP: Upington (Springbok) E-mail: Recruit202009@npa.gov.za CPP: Nelspruit (Mhala) E-mail: Recruit202010@npa.gov.za CPP: Wynberg (Worcester) E-mail: Recruit202023@npa.gov.za
<u>POST 01/28</u>	: <u>PERSONAL ASSISTANT REF NO: RECRUIT 2020/25</u> National Prosecutions Service
<u>SALARY</u>	: R257 508 per annum (Level 7) (Excluding Benefits)
<u>CENTRE</u>	: CPP: Cape Town
<u>REQUIREMENTS</u>	: Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. 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 act with tact and discretion. Ability to identify and handle confidential matters and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. A valid driver's license will be an added advantage.
<u>DUTIES</u>	: Provide secretarial, administration support and personal assistant service to the senior managers. General administrative functions including filing, photocopying and faxing documents. Making travel arrangements, arranging meetings and booking accommodation. Typing letters, memoranda and presentations. Receiving and transmitting messages. Taking minutes during meetings. Performing secretarial and other related tasks. Case administration.
<u>ENQUIRIES</u>	: Angelene Jansen Tel No: (021) 487 7123
<u>APPLICATIONS</u>	: Email: Recruit202025@npa.gov.za
<u>POST 01/29</u>	: <u>ADMINISTRATIVE CLERK</u> National Prosecutions Service
<u>SALARY</u>	: R173 703 per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	: CPP: East Rand Ref No: Recruit 2020/11 (X2 posts)

<u>REQUIREMENTS</u>	:	CPP: West Rand Ref No: Recruit 2020/12
	:	Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Ensure compliance with NPA policies and guidelines and all other relevant prescripts. Provide case administration services. Ensure that incoming correspondence case types assigned to the litigation and/or appeals section are processed, and relevant case files are opened and cross referenced. Provide court administration services. Assist with the efficient management of court rolls. Provide case records services.
<u>ENQUIRIES</u>	:	CPP: East Rand & CPP: West Rand Khensane Manganye Tel No: (011) 220 4266
<u>APPLICATIONS</u>	:	CPP: East Rand E-mail: Recruit202011@npa.gov.za
	:	CPP: West Rand E-mail: Recruit202012@npa.gov.za
<u>POST 01/30</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2020/24</u>
	:	National Prosecutions Service
<u>SALARY</u>	:	R173 703 per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: South Gauteng (Johannesburg)
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Ensure compliance with NPA policies and guidelines and all other relevant prescripts. Administrative support to the manager and advocates. Ensure incoming correspondence i.r.o case types assigned to the tax unit are processed and relevant case files are opened and cross referenced. Making photocopies and binding of documents. Ensure implementation of case registers. Ensure efficient case data capturing on ECMS software when in place. List of court cases to be updated and provide the roll planner and work allocator.
<u>ENQUIRIES</u>	:	Khensane Manganye Tel No: (011) 220 4266
<u>APPLICATIONS</u>	:	E-mail: Recruit202024@npa.gov.za
<u>POST 01/31</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2020/26</u>
	:	National Prosecutions Service
<u>SALARY</u>	:	R173 703 per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	CPP: Ladysmith
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Proficiency in typing-at least 50 words per minute (to be tested). Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Provide secretarial/receptionist support to the manager. Receive telephone calls and refer calls to the correct role players. Record appointments and events in the diary of the SPP and team of prosecutors in the cluster. Type documents for the manager and other staff within the unit on a word processor. Operate office equipment. Provide clerical support to the SPP and Prosecutors. Process the travel and subsistence claims for the unit. Record basic minutes of the meetings of the SPP where required. Draft routine correspondence and reports. Administer the leave registers. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standard items like stationary and refreshments for the office. Collect all relevant documents to enable the SPP to prepare for meetings. Remain abreast with the procedures and processes that apply in the office of the manager.
<u>ENQUIRIES</u>	:	Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	E-mail: Recruit202026@npa.gov.za
<u>POST 01/32</u>	:	<u>LIBRARY ASSISTANT</u>
	:	National Prosecutions Service
<u>SALARY</u>	:	R173 703 per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: South Gauteng (Johannesburg) Ref No: Recruit 2020/13

<u>REQUIREMENTS</u>	:	DPP: Pietermaritzburg Ref No: Recruit 2020/27 Grade 12 or equivalent qualification. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills.
<u>DUTIES</u>	:	Provide administrative support services. Prepare library material received from suppliers for exhibitions and process the return of unselected material. Order, procure and process library material with the ambit of supply chain management and asset management function. Select and prepare the library for processing purposes. Receive processed items and link to catalogue record on system. Verify correct labelling against bibliographic information. File returned library material. Provide support with setting up stock and stock taking. Render collection development services. Search for items for cataloguing on bibliographic databases. Sort and prioritise items for cataloguing. Sort returned library material by identification for filing, discard, repair, binding requirements. Update correct SLIMS records regarding asset allocation information. Circulate special collections and audio-visual material on short loan.
<u>APPLICATIONS</u>	:	DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753 DPP: South Gauteng E-mail: Recruit202013@npa.gov.za DPP: Pietermaritzburg E-mail: Recruit202027@npa.gov.za
<u>POST 01/33</u>	:	<u>LIBRARY ASSISTANT REF NO: RECRUIT 2020/14</u> Information and System Management
<u>SALARY</u>	:	R173 703 per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	Head Office Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Must be able to type. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills.
<u>DUTIES</u>	:	Provide front desk duties. Internet searching. Filing and dispatch correspondence. Process the procurement of library resources. Liaising with internal clients. Add/edit user registration. Loss and theft control. Overdue notice processing. Shelving of material. Updating loose leaf material. Stock taking assistance. Information request. Statistics and reporting. Travel arrangements. Library lending and return control. CD distribution.
<u>ENQUIRIES</u>	:	Malindi Botha Tel No: (012) 845 6660
<u>APPLICATIONS</u>	:	E-mail: Recruit202014@npa.gov.za
<u>POST 01/34</u>	:	<u>REGISTRY CLERK REF NO: RECRUIT 2020/15</u> Information and System Management
<u>SALARY</u>	:	R173 703 per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	Head Office Pretoria
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Relevant training presented by the National Archives and Records Service will be an added advantage. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Sound planning and organizing skills. Good administrative skills.
<u>DUTIES</u>	:	Managing the various duties within the registries such as sorting of documents, filing of documents, opening of new files, drawing of files on request, referencing of documents and starting and updating of index cards. Maintenance of files. Handle all internal and external audit general queries. Post table incoming mail and outgoing mail. Client service and support. Counter service.
<u>ENQUIRIES</u>	:	Lerita Pretorius Tel No: (012) 845 6640
<u>APPLICATIONS</u>	:	E-mail: Recruit202015@npa.gov.za
<u>POST 01/35</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2020/16</u> National Prosecutions Service
<u>SALARY</u>	:	R173 703 per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Kimberley

<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Good written and verbal communication skills. Good interpersonal skills. Good administration skills. General computer literacy skills and knowledge in programs MS Word, Excel, PowerPoint and Outlook. Good people skills. Good interpersonal skills.
<u>DUTIES</u>	:	Manage vehicle fleet in the office. Coordinate the allocation of vehicle. Ensure that trip authorities are properly completed and authorized. Conduct vehicle inspection from time to time. Report stolen or missing items from the vehicle. Ensure that all vehicles have petrol cards. Assist with asset management in the office. Ensure verification, stock take and disposal are in line with asset management regulations. Ensure the barcoding of all new assets upon receipt. Monitor the completion of asset movement forms. Assist with the management of facilities in the office. Ensure full utilization of the building. Ensure the building is properly maintained. Liaise with suppliers. Assist with the compilation of reports in respect of Assets, Fleet and Facilities. Perform any work assigned to you relevant to the key functional areas. Render demand and acquisition clerical support. Liaise with customers and stakeholders. Conduct asset verification.
<u>ENQUIRIES</u>	:	Nicolas Mogongwa Tel No: (053) 807 4539
<u>APPLICATIONS</u>	:	E-mail: Recruit202016@npa.gov.za
<u>POST 01/36</u>	:	<u>ADMINISTRATIVE CLERK</u> National Prosecutions Service
<u>SALARY</u>	:	R173 703 per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Kimberley Ref No: Recruit 2020/17
	:	DPP: Pietermaritzburg Ref No: Recruit 2020/18 (X2 post)
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Provide high level administrative support to the office. Design and keep a well organised administrative system for the office. Execute a wide variety of administrative tasks pertaining to the provision of support to line functionaries. Draft correspondence to members of the public, other organisations and State Departments. Liaise with Administration with all matters pertaining to the administrative functioning of the office. Provide administrative support to the legal staff pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching documents.
<u>ENQUIRIES</u>	:	DPP: Kimberley Nicolas Mogongwa Tel No: (053) 807 453
	:	DPP: Pietermaritzburg Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	PP: Kimberley: E-mail: Recruit202017@npa.gov.za
	:	DPP: Pietermaritzburg E-mail: Recruit202018@npa.gov.za
<u>POST 01/37</u>	:	<u>ADMINISTRATIVE CLERK REF NO: RECRUIT 2020/19</u> National Prosecutions Service
<u>SALARY</u>	:	R173 703 per annum (Level 5) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Sound planning and organizing skills, written and verbal communication. General computer literacy skills and knowledge in programs MS Word; Excel; PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act independently.
<u>DUTIES</u>	:	Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within component. Provide financial administration support services in the component.
<u>ENQUIRIES</u>	:	Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	Recruit202019@npa.gov.za

<u>POST 01/38</u>	:	<u>MESSENGER DRIVER REF NO: RECRUIT 2020/20</u> Information and System Management
<u>SALARY</u>	:	R145 281 per annum (Level 4) (Excluding Benefits)
<u>CENTRE</u>	:	Head Office Pretoria
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Knowledge of Registry procedures will be an added advantage. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver's license.
<u>DUTIES</u>	:	Maintain an effective and efficient messenger service. Delivery and collection of documents in and around Gauteng. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribute correspondence using the approved file plan for the office.
<u>ENQUIRIES</u>	:	Lerita Pretorius Tel No: (012) 845 6640
<u>APPLICATIONS</u>	:	E-mail: Recruit202020@npa.gov.za
<u>POST 01/39</u>	:	<u>SWITCHBOARD OPERATOR REF NO: RECRUIT 2020/21</u> National Prosecutions Service
<u>SALARY</u>	:	R145 281 per annum (Level 4) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Mpumalanga (Nelspruit)
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Knowledge of public service legislation. Good written and verbal communication skills. Knowledge in programs MS Word, Excel, PowerPoint and Outlook. Planning and organizing skills. Client orientation and customer focus.
<u>DUTIES</u>	:	Answer incoming calls. Keep staff extension number register up-to-date and change register when staff changes offices. Registration of daily incoming enquiries in the section. Report faulty machines when out of order. Attend to public reception. Sort out incoming faxes and distribute to relevant officials. Assist with registration of daily incoming work when requested. Maintain register of outgoing mail. Maintain telephone list.
<u>ENQUIRIES</u>	:	Gift Chiloane Tel No: (013) 045 0623
<u>APPLICATIONS</u>	:	E-mail: Recruit202021@npa.gov.za
<u>POST 01/40</u>	:	<u>MESSENGER REF NO: RECRUIT 2020/22</u> National Prosecutions Service
<u>SALARY</u>	:	R122 595 per annum (Level 3) (Excluding Benefits)
<u>CENTRE</u>	:	DPP: Pietermaritzburg
<u>REQUIREMENTS</u>	:	Grade twelve (12) or equivalent qualification. Ability to work independently and without close supervision. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure. Valid driver's license.
<u>DUTIES</u>	:	Collect and distribute documents and mail to various offices and business units. Collect mail from the post office. Make photocopies as and when required. Operate office equipment. File correspondence/documents such as letters and reports on file on an ongoing basis. Record incoming documents on a daily basis. Transport passengers when necessary. Deliver documents/items when required.
<u>ENQUIRIES</u>	:	Thabsile Radebe Tel No: (033) 392 8753
<u>APPLICATIONS</u>	:	E-mail: Recruit202022@npa.gov.za