PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE: 31 July 2020

NOTE: Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver’s license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 17/130: DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 11/20/NC

SALARY: R733 257 – R863 748 per annum. (All inclusive remuneration package) The Successful Candidate will be required to sign a Performance Agreement.

CENTRE: Regional Office Northern Cape

REQUIREMENTS:
A bachelor Degree/(3) year National Diploma in Public Administration/Management or equivalent qualification 3 – 5 Supervisory experience at Assistant Director Level Minimum of 3 years’ experience in either Building Management/Maintenance or Project Management;3 years Practical experience in Facilities Planning and Management including space audit; Practical experience in managing external service providers ;Knowledge and understanding of Fixed Asset Management, PFMA and GIAMA; Knowledge and understanding of Government procurement process relating to procurement of fixed assets; A valid driver’s license. Skills And Competencies: Project management; good Financial Management Skills; Managerial Skills; communication skills (including writing) with the ability to motivate and direct people; Strategic and conceptual orientation; Team oriented and results driven; Interpersonal relations and customer orientation; Creative and analytical skills; Problem solving and conflict management skills; Continual learning and information search; computer literate.

DUTIES:
Strategic Leadership to provide guidance on management of facilities/properties occupied by DoJ&CD; Project Management in terms new building constructions, renovations or upgrading; Oversight in terms of compliance to payment of Municipal Accounts for services; Oversight in ensuring the finalisation of lease agreements for leased buildings; Conduct assessment/audits of facilities to identified needs for space, upgrading or new construction; Monitor and report on all Major projects undertaken in the region; Conduct space audits to determine needs for additional space requirements; Conduct assessment to ensure continued building maintenance at all facilities in the region; Compilation of various maintenance specifications at all facilities in the region; Management of staff in the section; Compile reports and attend various meetings; Extensive travelling in the region; Supervise the IT needs in the region and advise on procurement ; Supervise Auxiliary support services in terms of cleaning, gardening, switchboard, registry and messenger services Compliance on records management prescripts Prepare
and make submissions in respect of budget requirements (day to day maintenance services and upgrading of infrastructure). Ensure monitoring of utilization of funds related to day to day maintenance services. Ensure continued liaison with DPWI on projects related to the region; Understanding the implementation of Capital, Planned and Unplanned Maintenance.

ENQUIRIES: Ms. S Segopa Tel No: (053) 8021300
APPLICATIONS: Please direct your applications to the Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered.

POST 17/131: DEPUTY DIRECTOR LANGUAGE POLICY & INTERPRETING SERVICES REF NO: 04/20/NC

SALARY: R733 257 – R863 748 per annum. (All inclusive remuneration package) The Successful Candidate will be required to sign a Performance Agreement.
CENTRE: Regional Office Northern Cape
REQUIREMENTS: Bachelor’s Degree in Administration/Management or equivalent qualification; Post graduate qualification will be an added advantage (Administration/Management); Three (3) years should be at managerial level; Knowledge of the usage of the Language Prescripts, Knowledge of the Constitution of the Republic Of South Africa Skills and Competencies; Computer Literate; Knowledge of Policies; Research and Analytical Skills; Communication Skills (written and verbal); Service Delivery Innovation and Problem Solving Key Performance Areas; Manage the implementation of Court Interpreting and Language Services; Manage the Court Interpreting and Language Services stakeholders relations; Capacitate and develop language and court interpreting services; Manage operations efficiently and effectively of language services in the Northern Cape Region; General management functions/skills. Skills And Competencies: Computer Literate (MS Word, PowerPoint, Outlook, Excel etc.); Research and analytical Skills; Strong Leadership with strategic capabilities; Policy development; Monitoring and evaluation and Report Writing skills; Full command of Languages; Planning and Organizing; Cultural Diversity; Financial Management; Terminology Development; Accuracy and Attention to detail; Communication written and verbal skills; Communication skills; Listening skills; interpersonal skills; Time management; Analytical thinking.

DUTIES: Develop functional and organizational structures in the Department; Develop norms and standards in accordance with best practice methodology and application thereof; Design, redesign and improve business processes and procedures as well as Departmental forms; Job analysis and job evaluation of posts in the Department.
ENQUIRIES: Ms S Segopa Tel No: (053) 8021300
APPLICATIONS: Quoting the relevant reference number, direct your application to the Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered.

POST 17/132: ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 09/20/NC

SALARY: R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Regional Office Northern Cape
REQUIREMENTS: B Degree or National Diploma Security Management/Risk Management or relevant equivalent qualification; PSIRA Grade B; At least 3 years supervisory experience in security management; NIA Security Managers’ Course will be an added advantage; A code EB driver’s (code 8) licence; Knowledge of PFMA and OHSA Act will be an added advantage; Thorough knowledge of the MISS 1998; Control of Access to Public premises and Vehicle Act, 1985 (Act No.53 of 1985)The successful candidate will be required to travel extensively Skills And Competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Project management skills; Presentation skills; Ability to
work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail.

**DUTIES**

Perform a variety of duties related to the core functions of the security and risk management unit: Ensure and monitor adherence to departmental security systems and policies; Manage security at sub-offices in the region including resources, security personnel, contract security and physical security infrastructure; Ensure implementation of security measures at courts in consultation with the court managers; (Physical, Personnel, document and Information security) Promote and facilitate security awareness and education programmes; Conduct security threats and risk audits; Ensure compliance with MISS and departmental security policy; Roll out of contingency plan and OHSA compliance at sub-offices within the region; Ensure the safety of all persons in the court environment.

**ENQUIRIES**

Mr T Hurst Tel No: (053) 8021300

**APPLICATIONS**

Quoting the relevant reference number, direct your application to the Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. Or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered.

**POST 17/133**

**ASSISTANT DIRECTOR: FINANCE** **REF NO: 05/20/NC**

**SALARY**

R376 596 – R443 601 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Regional Office Northern Cape

**REQUIREMENTS**

A 3 Year Degree/National Diploma in Commerce, Accounting or relevant equivalent qualification; At least 3 years demonstrable, relevant financial management experience of which at least 2 years should be at supervisory level; Budget and Expenditure Control experience; Current working experience on BAS and PERSAL; Sound knowledge of the Public Finance Management Act, Treasury Regulations, and SCOA; A valid driver’s license. Skills and Competencies: Advanced computer literacy (MS Office Excel, Word and Power Point; Good Communication (verbal and written) skills; Time management and organization skills; People management skills.

**DUTIES**

Reporting to the Deputy Director: Finance; Liaise and provide guidance to all Regional Office and Sub-Office personnel on the implementation of financial policies, prescripts and procedures ensuring compliance as stipulated in the PFMA, Treasury Regulations and DFI; Overseeing the Salary division and managing the payroll functions performed by the Regional Office; Debt Management.

**ENQUIRIES**

Ms R De Klerk Tel No: (053) 8021300

**APPLICATIONS**

Quoting the relevant reference number, direct your application to the Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. Or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered.

**POST 17/134**

**ADMINISTRATIVE OFFICER** **REF NO: 13/20/NC**

**SALARY**

R316 791 - R373 167 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Magistrate’s Office: Garies

**REQUIREMENTS**

A three (3) year National Diploma/Degree in Public Administration/Management or relevant equivalent qualification; Two (2) years relevant experience in Office and District Administration, Departmental Financial and Case Flow Management systems; Experience in Vote and Trust Account will be an added advantage; Valid driver’s license. Skills And Competencies: Supervisory skills; Computer literacy (MS Office, MS Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail; Ability to work under pressure.

**DUTIES**

Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of
ENQUIRIES : Mr R Muller Tel No: (053) 8021300
APPLICATIONS : Quoting the relevant reference number, direct your application to the Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. Or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered.

POST 17/135 : LABOUR RELATIONS OFFICER REF NO: 12/20/NC

SALARY : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office Northern Cape

REQUIREMENTS : Three years Bachelor Degree / National Diploma in Labour Relations/ Public Administration/ Management/Human Resource qualification; At least two to five years’ experience in Labour Relations environment; a valid driver's license; Ability to work under pressure; Practical experience in Conciliation and Arbitration cases will serve as an added advantage; Skills and Competencies: Computer Literate MS Office: Word, Excel and Power Point; Proven managerial experience, verbal and written Communication skills as well as ability to maintain good interpersonal relations; Problem solving skills and analytic thinking.

DUTIES : Promote sound labour relations in the Department; Supervise the activities of subordinates entrusted with inter alia, the co-ordination and administration of Grievances; Disciplinary Hearings and Labour Relations Circulars; Define and introduce Labour Relations Procedures according to the provisions of the Labour Relations Act, most particularly, its application in the Public Service in terms of Grievances and Disciplinary hearings; Handle dispute resolutions for the GPSSBC, PSCBC, CCMA, 25; Conciliation, Arbitration and Dismissal Disputes; Consult with the State Attorney on more complex matters; Play an active role in the management of strikes; Handle correspondence and memoranda of a more complex nature and compile reports for management; Provide training on Labour Related Matters; Investigation and analytical skills.

ENQUIRIES : Mr W Kumalo Tel No: (053) 8021331
APPLICATIONS : Quoting the relevant reference number, direct your application to the Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. Or hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered.

POST 17/136 : COURT INTERMEDIARY REF NO: 42/19/NC (Re-advertisement; candidates who previously applied are encouraged to re-apply)

SALARY : R316 791 – R373 167 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate’s Office: Galeshewe

REQUIREMENTS : Must be competent to be appointed as an Intermediary as prescribed in the Determination under section 170A (4)(a) of the Criminal Procedure Act, 1977, as amended by the Sexual Offences and Related Matters Act 32 of 2007; The candidate must be registered in one of the following: Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act No. 56 of 1974) and against whose names the speciality paediatrics is also registered. Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974, and against whose names the speciality psychiatry is also registered. Family counsellors who are appointed as such under section 3 of the Mediation in Certain Divorce Matters Act, 1987 (Act No. 24 of 1987), and who were registered as social workers under section 17 of the Social Work Act, 1978 (Act 110 of 1978), or who are or were classified as teachers in qualification category C to G, as determined by the Department of National Education, or who are or were registered as clinical, educational or counselling psychologists under the Medical, Dental and
Supplementary Health Service Professions Act, 1974. Child care workers who have successfully completed a two-year course in child and youth care approved by the National Association of Child Care Workers and who have four years’ experience in child care. Social workers who are registered as such under section 17 of the Social work Act, 1978, and who have two years’ experience in social work. Teachers who are classified in qualification category C to G, as determined by the Department of National Education, and who have four years’ experience in teaching and who have not at any stage, for whatever reason, been suspended or dismissed from service in teaching. Psychologists who are registered as clinical, educational or counselling psychologists under the Medical, Dental and Supplementary Health Service Professions Act, 1974. A valid driver’s license, and willing to travel extensively within the province and beyond. Language requirements: a combination of the following will be considered. Fluency In English, Afrikaans And Setswana. Skills And Competencies: The ability to work with children/disabled persons in a highly stressful and under traumatic circumstances; Understanding of and respect for the rights and dignity of the witness requiring assistance; Ability to treat the witness and his/her family with respect and empathy; Ability to provide emotional support and assistance to the witness and his/her family; Understanding of the ethical implications of working with children and court processes; Reliable, dedicated and hardworking.

DUTIES
Act as Intermediary by facilitating court proceedings where children are involved. Act as intermediary in all matters wherein, despite their biological age, witnesses have a mental age of under 18; Manage the efficient flow of all cases involving children and disabled persons; Facilitate the allocation of dates by utilizing the central diary to schedule matters; Maintain the Intermediary room and the resources therein; Ensure that the correct equipment is available to assist the child or disabled person in giving their evidence; Maintain a data base of all service providers that may provide assistance to the witness and his/her family and make all necessary information available to them.

ENQUIRIES
Ms M Phiri Tel No: (053) 8021331

APPLICATIONS
Quoting the relevant reference number, direct your application to the Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered.

POST 17/137: FAMILY LAW ASSISTANT REF NO: 16/20/NC

SALARY: R257 258 – R303 339 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Family Advocate’s Office Upington

REQUIREMENTS: A 3 year qualification in a Legal field and/or equivalent legal qualification; 3 years’ experience in administration; knowledge in the functions of the office of the Family Advocate; A valid driver’s license, and willing to travel extensively within the province and beyond. Skills And Competencies: Computer literacy (Ms Office); Excellent communication skills (verbal and written); Conduct legal research; Good interpersonal relations.

DUTIES: conduct screening interviews and parental rights/responsibilities information sessions; Assist members of the public with form completion and queries; Assist the Family Advocate in conducting customer satisfaction surveys and community outreach projects; Support the Family Advocate with regards to matters on the court roll; Receive and screen correspondence and draft response on behalf of the Family Advocate; Conduct mediations in disputes regarding parental responsibilities and rights.

ENQUIRIES
Ms M Molokwane Tel No: (053) 8384567

APPLICATIONS
Quoting the relevant reference number, direct your application to the Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered.
POST 17/138 : REGISTRAR REF NO: 10/20/NC
Re-advertisement; candidates who previously applied are encouraged to re-apply)

SALARY : R198 411 – R480 921 per annum. (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement

CENTRE : Magistrate’s Office Kimberley

REQUIREMENTS : LLB degree or a four year recognized legal qualification; Valid driver’s license. Skills and Competencies: Knowledge of Magistrate’s Court Act, Skills and Competencies; Legal research and Drafting; Dispute resolution; Case Flow Management, Numerical, Office Management, Planning and organization, Communication (written & verbal) Computer literacy (MS Office); Ability to interpret acts and regulations.

DUTIES : Co-ordinate Case Flow Management Support Services to the Judiciary; Manage civil and criminal sections including divorce cases; Issue court orders and analyse statistics; Assist the public with court procedures; Management of case records as well as the record room and deal with the files in terms of the Archives Codes/Act, Tax legal bills of costs and attend to the review which may follow from such taxation; Provide training of Court Clerks and Assistant Registrars in the lower courts.

ENQUIRIES : Ms L Mtshaulana Tel No: (053) 8070600

APPLICATIONS : Quoting the relevant reference number, direct your application to the Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered.

POST 17/139 : MAINTENANCE OFFICERS (MR-1 – MR-3) (X2 POSTS)

SALARY : R198 411 – R332 823 per annum. (Salary will be in accordance with OSD determination) The successful candidate will be required to sign a performance agreement.

CENTRE : Springbok Magistrates Court Ref No 47/19/NC (This post is a re-advertisement; candidates who previously applied are encouraged to re-apply)
Kimberley Magistrate’s Office Ref No: 14/20/NC

REQUIREMENTS : An appropriate four year recognized legal qualification (BProc or LLB); Extensive knowledge of the maintenance system; Proficiency in at least two official languages; Understanding of all services and procedures in the area of maintenance and other areas of family law; A valid driver’s license, and willing to travel extensively within the province and beyond. Skills And Competencies: Computer literacy (MS Office); Excellent Communication skills (written and verbal); Numeric skills; Communications skills; Facilitation and mediation skills; Supervisory skills; Litigation skills; Ability to: Work with public in a professional and empathetic manner; Explain legal terminology and processes in simple language; Manage time effectively and develop good facilitation skills; Think innovatively and work in pressurized environment; Institute proceedings in the Maintenance Act Give effect to the provisions of the Maintenance Act and other relevant legislation concerning the enforcement of court orders, and the recover of arrear maintenance.

DUTIES : Perform duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Guide maintenance investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench Orders.

ENQUIRIES : Ms M Phiri Tel No: (053) 802 13000

APPLICATIONS : Quoting the relevant reference number, direct your application to the Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Faxed or e-mailed applications will not be considered.
SOUTH AFRICAN POLICE SERVICE

APPLICATIONS: The Provincial Head Human Resource Management, Recruitment Office: Appointments, Private Bag X5001, Kimberley, 8300. Hand delivery address: 19 George Street (locked silver container at entrance), Kimberley 8301 E-mail addresses: SyfersRC@saps.gov.za; nc.pers.vehiclefleet@saps.gov.za or MoorcroftT@saps.gov.za

CLOSING DATE: 31 July 2020 at 16:00 (Applications received after the closing date will not be considered)

NOTE: Only the official application form (available on the SAPS website and at SAPS recruitment offices and/or Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Copies of an applicant’s ID and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof.

OTHER POST

POST 17/140: GENERAL WORKERS
Re-Advert

SALARY: R102 534 per annum (Level 02)

CENTRE: South African Police Service, Northern Cape
Aggeneys SAPS – Ref No: NC01/07/2020
Augrabies SAPS – Ref No: NC02/07/2020
Belmont SAPS – Ref No: NC03/07/2020
Boetsap SAPS – Ref No: NC04/07/2020
Britstown SAPS – Ref No: NC05/07/2020
Carnarvon SAPS – Ref No: NC06/07/2020
Fraserburg SAPS – Ref No: NC07/07/2020
Hanover SAPS – Ref No: NC08/07/2020
Heuningvlei SAPS – Ref No: NC09/07/2020
Mothibistad SAPS – Ref No: NC10/07/2020
Noupoort SAPS – Ref No: NC11/07/2020 (X2 Posts)
Onseepkans SAPS – Ref No: NC12/07/2020
Pabalello SAPS – Ref No: NC13/07/2020
Pella SAPS – Ref No: NC14/07/2020
Rietfontein SAPS – Ref No: NC15/07/2020
Springbok SAPS – Ref No: NC16/07/2020
Tsineng SAPS – Ref No: NC17/07/2020

117
Upington SAPS – Ref No: NC18/07/2020
Van Wyksvlei SAPS – Ref No: NC19/07/2020
Vioolsdrift SAPS – Ref No: NC20/07/2020
Vosburg SAPS – Ref No: NC21/07/2020
Warrenton SAPS – Ref No: NC22/07/2020
Provincial Finance and Administration – Ref No: NC23/07/2020
Pixley ka Seme Cluster – Ref No: NC24/07/2020
ZF Mgcawu Cluster – Ref No: NC25/07/2020
JTG Cluster – Ref No NC27/07/2020

REQUIREMENTS:
Applicants must display competency in the post-specific functions of the post; Be a South African Citizen A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English. Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Be willing to work irregular hours.

DUTIES:
Maintaining a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dust working the environment, Polish furniture and floors, Vacuum carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of Aids in the cleaning of the premises. Loading and unloading of goods. Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES:
Lieutenant Colonel Shivuri/Warrant Officer Botha/CAC Stonga/Personnel Officers Syfers/Moorcroft Tel No: (053) 839 3776/3724/2813/2511/2510