ANNEXURE I

SOUTH AFRICAN POLICE SERVICE

OTHER POSTS

POST 20/60: ADMINISTRATION CLERK REF NO: CS02/08/2020 (X1 POST)
Component: Organisational Development

SALARY: R173 703 per annum (Level 05)
CENTRE: Head Office (Pretoria)

REQUIREMENTS:
Applicants must display competency in the post-specific functions of the post: Be in possession of a Senior Certificate (Grade 12) (General Worker excluded), Be a SA Citizen, Be fluent 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.

DUTIES:
Core Functions: Render administrative support functions, Administer logistical matters, Maintain leave records, registers and files. Answer and screen all incoming calls to the office of the Component Head. Type reports, letters, minutes, agendas, handle confidential documents, keeping record of the minutes and monitor flow of documents to the office of the Component Head. Liaise with other components and Sections on matters relating to the Component Head. Receive and hosts visitors in the office. Serving refreshments to visitors during meetings. Arrange and book venues for the meetings in accordance with the number of people expected to attend. Maintain good record keeping, filing and bring forward system. Operate standard equipment (fax, photocopy machine, telephone, computers, etc).

ENQUIRIES:
can be directed to Lt Col JL Shandu/ Capt SJ Matlopele/ W/O TB Tshabalala/ SPO KK Mashiloane at Tel No: (012) 393 4273/ 4501 3461.

APPLICATIONS:
Hand delivered applications may only be submitted at Opera Plaza, Annex Building, Cnr Pretorius & Banklane Street, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to: The Section Head: Corporate Support, (Attention: Lt Col JL Shandu/ Capt SJ Matlopele), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001.

NOTE:
Only the official application form (available on the SAPS website and at SAPS recruitment offices) 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. Certified copies of an applicant’s ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation and proof of relevant experience in the field of the post. The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be mailed timeously. Late applications will not be accepted or considered. The 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. 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. The SAPS application forms can be
obtained from any SAPS Recruitment Office within the South African Police Service. We welcome applications from persons with disabilities.

**CLOSING DATE**: 04 September 2020 at 16h00

**POST 20/61**

**SECRETARY (X2 POSTS)**

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Head Office (Pretoria)

Component: Organisational Development Ref No: CS03/08/2020
Component: Programme & Project Management Ref No: CS04/08/2020

**REQUIREMENTS**

Applicants must display competency in the post-specific functions of the post:

- Be in possession of a Senior Certificate (Grade 12) (General Worker excluded), Be a SA Citizen, Be fluent 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.

**DUTIES**

Core Functions: To provide secretarial support functions to the Component Head. Arrange, prepare meetings, agendas, typing and taking minutes. Answer and screen all incoming calls to the office of the Component Head. Liaise with other Components and Sections on matters relating to the Component Head’s office. Maintain good recordkeeping, filling and bring forward system. Handle confidential documents. Process and submit claims, make travelling and accommodation arrangement. Manage the diary as well as receive and host visitors of the office. Operate standard equipment (fax, photocopy machine, telephone, computer etc.). Serving refreshment to visitors and during meetings. Manage office inventory.

**ENQUIRIES**

can be directed to Lt Col JL Shandu/ Capt SJ Matlopeela/ W/O TB Tshabalala/ SPO KK Mashiloane at Tel No: (012) 393 4273/ 4501 3461.

**APPLICATIONS**

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**NOTE**

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**CLOSING DATE**: 04 September 2020 at 16h00
**POST 20/62**

<table>
<thead>
<tr>
<th><strong>GENERAL WORKERS</strong></th>
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<td>Directorate for Priority Crime Investigation</td>
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**SALARY**

R102 534 per annum (Level 02)

**CENTRE**

Directorate for Priority Crime Investigation (DPCI)

- Ref No: DPCI/HO/38/2020: Head Office, Pretoria (X11 Posts)
- Ref No: DPCI/E/40/2020: SOCI: Port Elizabeth
- Ref No: DPCI/E/41/2020: SOCI: Queenstown
- Ref No: DPCI/FS/42/2020: SOCI: Bethlehem, Phuthaditjhaba
- Ref No: DPCI/FS/43/2020: SOCI: Bloemfontein
- Ref No: DPCI/FS/44/2020: SCI: Bloemfontein
- Ref No: DPCI/GP/45/2020: Pretoria, Gauteng (02 Posts)
- Ref No: DPCI/GP/46/2020: Vaal Rand, Gauteng
- Ref No: DPCI/GP/47/2020: SCI: Johannesburg, Gauteng
- Ref No: DPCI/KZN/48/2020: Provincial Office, Kwa-Zulu Natal
- Ref No: DPCI/KZN/49/2020: SOCI: Pietermaritzburg, Kwa-Zulu Natal
- Ref No: DPCI/KZN/50/2020: SCI: Durban, Kwa-Zulu Natal
- Ref No: DPCI/LIM/51/2020: SCI: Polokwane, Limpopo
- Ref No: DPCI/LIM/52/2020: SCI: Polokwane, Limpopo
- Ref No: DPCI/LIM/53/2020: SCI: Polokwane, Limpopo
- Ref No: DPCI/MP/54/2020: SCI: Middelburg, Mpumalanga
- Ref No: DPCI/MP/55/2020: SCI: Nelspruit, Mpumalanga
- Ref No: DPCI/MP/56/2020: SCI: Secunda, Mpumalanga
- Ref No: DPCI/INC/57/2020: Provincial Office, Northern Cape
- Ref No: DPCI/INC/58/2020: SCI: Kimberley, Northern Cape
- Ref No: DPCI/INC/59/2020: SCI: Kimberley, Northern Cape
- Ref No: DPCI/IWC/60/2020: George, Western Cape
- Ref No: DPCI/IWC/61/2020: Bellville, Western Cape (X2 Posts)

**REQUIREMENTS**

- Applicants must display competency in the post-specific functions of the post;
- Be a South African Citizen;
- A minimum of Grade 10/ Std 8 qualification will serve as an advantage;
- Basic literacy, numeracy and communication skills
- Be able to read and write.
- The ability to operate elementary machines and equipment
- 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.

**DUTIES**

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

**APPLICATIONS**

- Applications form must be hand delivered to (Please ensure that your application forms reach the correct Recruitment Centre which the ref. number are allocated to):
  - Head Office (DPCI/SMS/38/2020 X11 posts) 1 Cresswell Avenue, Promat Building Silverton Enquiries Colonel MB Monyela and Lt Colonel JH Klopper Tel: (012) 846 4211/4067. Applications may also be submitted electronically via email: MonyelaM@saps.gov.za (for DPCI-Head Office posts only).
  - Eastern Cape (DPCI/SMS/39/2020 to DPCI/SMS/41/2020) Cnr Buxton and Oxford Street, Old Allied Building, East London Enquiries Lt Col Zenzile/Capt Shuping Tel No: (043) 709 0524/0527/0525. Applications may also be submitted electronically via email: ShupingN@saps.gov.za (for DPCI-Eastern Cape posts only).
  - Free State (DPCI/SMS/42/2020 to DPCI/SMS/44/2020) 46 Charlotte Maxeke Street, Ground floor, Absa building [DPCI HRM personnel] Bloemfontein Enquiries Lt Col Zenzile/Capt Shuping Tel No: (051) 503 2753. Applications may also be submitted electronically via email: dpci.staff.officer@saps.gov.za (for DPCI-Free State posts only).
  - Gauteng (DPCI/SMS/45/2020 to DPCI/SMS/47/2020) 165 Meyer Street, Benmare Building, Germiston Enquiries Lt Col V Mashakane/Capt Maswabi Tel No: (011) 776 5527/5305/5542. Applications may also be submitted
electronically via email: MakhobaXLZ@saps.gov.za (for DPCI-Gauteng posts only).

Kwa-Zulu Natal (DPCI/SMS/48/2020 to DPCI/SMS/50/2020) 15 Bram Fischer Road Servamus Building Durban Enquiries Lieutenant Colonel Sonnekus/ Capt Moodley Tel No: (031) 325 6105/6120. Applications may also be submitted electronically via email: Sonnekusa@saps.gov.za (for Kwa-Zulu Natal posts only).

Limpopo (DPCI/SMS/51/2020 to DPCI/SMS/53/2020) Hans van Rensburg Street 106 Empire Place, Suite 02 Polokwane Enquiries Lieutenant Colonel Seabi/ Capt Seabi Tel: (015) 283 8117 & (015) 293 7235 / 7236. Applications may also be submitted electronically via email: SeabiMJ2@saps.gov.za (for DPCI-Limpopo posts only).

Mpumalanga (DPCI/SMS/54/2020 to DPCI/SMS/56/2020) 17 Henshall Street, Stats House Nelspruit Enquiries Lt Colonel Mapyane/ PPO NS Kanya Tel: (013) 759 1366/1376. Applications may also be submitted electronically via email: MapyaneN@saps.gov.za (for DPCI-Mpumalanga posts only).

Northern Cape (DPCI/SMS/57/2020 to DPCI/SMS/59/2020) 27 Stockdale, De-Beers Building (Cheapside) Kimberley Enquiries Lieutenant Colonel Bosman/ Capt Damons Tel No: (053) 836 7015/7005/7004. Applications may also be submitted electronically via email: nccdpcibosman@saps.gov.za (for DPCI-Northern Cape posts only).

Western Cape (DPCI/SMS/60/2020 to DPCI/SMS/61/2020) 4th Floor AJ West Street Old SARS Building Bellville Enquiries Lt Col Mnqanqeni/Capt A Xhego Tel No: (021) 918 3486/3308. Applications may also be submitted electronically via email: wcpcibupporthead@saps.gov.za (for DPCI-Western Cape posts)

NOTE: Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS 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 as well as copies of an applicant’s ID and all educational qualifications. It is not necessary for certification and commissioning of applications at this stage due to COVID-19 restrictions. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. 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. 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. Applications must be e-mailed timeously. Late applications will not be accepted or considered.

CLOSING DATE: 04 September 2020 at 16:00 (Applications received after the closing date and faxed or e-mailed copies will not be considered.)

POST 20/63: GENERAL WORKERS
Division Visible Policing

SALARY: R102 534 per annum (Level 02)
CENTRE: Ref No: VP E2/2020: Rapid Rail: Gauteng North Kempton Park Corridor (X2 Posts)
          Ref No: VP E3/2020 Rapid Rail: Gauteng South: Krugersdorp Corridor (X1 Posts)
          Ref No: VP E4/2020 Rapid Rail: Gauteng South: Mainline Cross Border and Freight (X1 Post)
Ref No: VP E5/2020 Rapid Rail: KwaZulu-Natal: Kwa-Mashu Corridor and Mainline Corridor (X1 Post)
Ref No: VP E6/2020 Rapid Rail: Western Cape: Cape Town Corridor and Mainline Corridor (X2 Posts)
Ref No: VP E7/2020 Rapid Rail: Western Cape: Bellville Corridor and Cross Border Freight (X2 Posts)
Ref No: VP E8/2020M Rapid Rail: Western Cape: Cape Town Corridor and Cross Border Freight (X2 Posts)
Ref No: VP E9/2020 Veterinarian Services: Roodeplaat (X2 Posts)
Ref No: VP E10/2020 K9 Deployments: Roodeplaat (X1 Post)
Ref No: VP E11/2020 K9 Deployments: Atteridgeville (X1 Post)
Ref No: VP E12/2020 Firearms, Liquor and Second Hands Goods: Pretoria (X4 Posts)

**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 of 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 dusting 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 Additional requirements applicable for the posts of K9 Units must not be allergic to dust/animals/grass.

**APPLICATIONS**

Please forward your application, quoting the relevant reference number to:

**Gauteng (Silverton)** Ref No: VP E1/2020, Rapid Rail Police Gauteng North, Yankee Base3 Leeubekkie Street, Silverton, 0184. Enquiries: Lt Col Swarts / Capt Vos, Tel No: 012 844 8428, E-mail addresses: SwartsEssie@saps.gov.za and VosC@saps.gov.za

**Gauteng (Kempton Park)**: Ref No: VP E2/2020: Railway Station Kempton Park, 114 Pretoria Road, Kempton Park, Enquiries: Lt Col Swarts / Capt Vos, Tel No: (012) 844 8428, E-mail addresses: SwartsEssie@saps.gov.za and VosC@saps.gov.za

**Gauteng (Johannesburg)** Ref No: VP E3/2020 and Ref No: VP E4/2020: Tippet Building, 96 Risissik Street, Johannesburg, Enquiries: Sgt Shipalana, Tel No: (011) 220 5677, E-mail addresses: MakoJ@saps.gov.za and ShangeE@saps.gov.za

**KwaZulu-Natal (Durban)** Ref No: VP E5/2020: Rapid Rail Police:KwaZulu-Natal: Suite 220 Durban Railway Station 65 Masabalala Yengwa Ave, Durban, Enquiries: SPO NC Mthembu, Tel No: (031)319 5200/ 082 778 2810. E-mail addresses:MadondaNC@saps.gov.za and GumedeRalph@saps.gov.za

**Western Cape (Cape Town)** Ref No: VP E6/2020, Ref No: VP E7/2020 and Ref: VP E8/2020: Pinelands SAPS Barracks1 Wattlegrove Road Pinelands, Enquiries: Lt Col Groenewald/Capt Mahlombe, Tel No: (021) 506 8313/021 506 8331, E-mail addresses: GroenewaldC2@saps.gov.za and rp.wc.hrm.ssechade@saps.gov.za

**Gauteng (Roodeplaat)** Ref No: VP E9/2020, Ref No: VP E10/2020 and Ref: VP E11/2020, 540 Pretorius Street, Arcadia, Enquiries: Lt Col Rafapa/ Capt Ntshangase, Tel No: (012) 808 8657/ 012 808 8684, E-mail address: RafapaMP@saps.gov.za and NtshangaseC2@saps.gov.za

**Gauteng ( Pretoria)** Ref No: VP E12/2020, 275 Volk Stem Avenue, Veritas building, Pretoria, Enquiries: Col Erasmus/ Capt Schoeman Tel No: (012) 353 6109/012 353 6033, E-mail address: Erasmus@saps.gov.za and SchoemanMichelle@saps.gov.za only)

**NOTE**

Applications are hereby invited from suitably and qualified person to apply for the following post. Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously will no longer be accepted. All instructions on the application forms be adhered to, failure to do so may result in the rejection of the application. Clear indication of the post and reference number that is being applied for must be indicated
on your Z83. A recent comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: 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 the advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after advertisement thereof. The South African Police Service is an equal opportunity affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications. We welcome applications from persons with disabilities.

CLOSING DATE : 04 September 2020 at 16:00

POST 20/64 : GENERAL WORKER REF NO: CS05/08/2020 (X1 POST)
Component: Office of the Deputy National Commissioner: Corporate Services

SALARY : R102 534 per annum (Level 02)
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Additional post requirements A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.

DUTIES : Core Functions: Maintaining of high level of hygiene in and around the SAPS premises where routine tasks are to be performed, which may include either inner or outer parameters. Performing routine tasks such as dusting, polishing furniture and floors, removing refuse bags. Mopping of all tiled flooring. Cleaning bathrooms and kitchenware and utensils. Safekeeping and handling of a variety of cleaning materials. Wearing of stipulated work wear. Making tea for meetings, catering for meetings. Delivering and picking up documents.

ENQUIRIES : can be directed to Lt Col JL Shandu/ Capt SJ Matlope/ W/O TB Tshabalala/ SPO KK Mashiloane at Tel No: (012) 393 4273/ 4501 3461.

APPLICATIONS : Hand delivered applications may only be submitted at Opera Plaza, Annex Building, Cnr Pretorius & Banklane Street, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to: The Section Head: Corporate Support, (Attention: Lt Col JL Shandu/ Capt SJ Matlope), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001.

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