

SOUTH AFRICAN POLICE SERVICE

ERRATUM: Division Human Resource Development: Kindly note that the following post was advertised in Public Service Vacancy Circular 21 dated 4 September 2020. Security Officer with reference no 9/8/2020 HRD. The post has been withdrawn sorry for the inconvenience.

OTHER POSTS

- POST 22/102** : **ADMINISTRATION CLERK REF NO: FMA3/2020**
Division: Financial Management and Administration
Section: Office of the Of the Divisional Commissioner
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) 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** : Type reports, letters, memorandums and monitor flow of documents to the office of the Divisional Commissioner: Financial Management and Administration. Assist with secretarial and administrative support functions. Assist to manage the diary, receive and host visitors of the Divisional Commissioner. Arrange travelling and subsistence allowance for the Divisional Commissioner: Financial Management and Administration.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- 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. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. 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. Application must be mailed timeously. Late applications will not be accepted or considered. 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 data base. 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. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.

- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/103** : **SECRETARY REF NO: FMA4/2020**
Division: Financial Management and Administration
Section: Office of the Section Head: Support Services
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) 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** : To provide secretarial support functions to the Section Head. Type reports, letters, memorandums and monitor flow of documents to the office of the Section Head. Assist to manage the diary, receive and host visitors of the Section Head. Arrange travelling and subsistence allowance for the Section Head. Manage the office inventory.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- 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. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. 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. Application must be mailed timeously. Late applications will not be accepted or considered. 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 data base. 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. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.

- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/104** : **SECRETARY**
Division: Protection and Security Services
- SALARY CENTRE** : R173 703 per annum (Level 05)
: PSS Head office: Pretoria Ref No: PSS HO STATIC 01/20 (X1 Post)
: PSS Provincial Head: Mpumalanga Ref No: PSS PH MP 02/20 (X1 Post)
: PSS Provincial Head: Gauteng Ref No: PSS PH GP 03/20 (X1 Post)
: PSS Provincial Head: North West: Ref No: PSS PH NW 04/20 (X1 Post)
- REQUIREMENTS** : Applicants must display competency in the post-specific functions of the post; be in possession of a Senior Certificate (Grade 12). Be fluent in at least two official languages, of which one must be English. Must be a SA citizen. Appropriate/relevant experience in the field of the post as well as competency in MS Word, Excel and PowerPoint will be an advantage. Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Willing to work irregular/extended hours when necessary.
- DUTIES** : To provide secretarial support functions such as to arrange and prepare meetings, agendas, typing and taking minutes. Answer and screen all incoming calls. Liaise with all other, Components, Sections and Provincial Heads on matters relating to the Division: Protection and Security Services. Maintain good record keeping, filing system and bring forward. Handle confidential documents. Process and submit claims, make travel and accommodation arrangements and manage the diary as well as receive and host visitors at the office. Operate standard equipment (fax, photo copy machine, telephone, computers etc.). Serving of refreshments to visitors during meetings. Manage office inventory.
- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: Due to restriction of movement as a result of COVID-19, application forms must be e-mailed to the e-mail addresses below:
Pretoria (Maupa Naga Building) Ref No: PSS HO STATIC CH 01/2020, Maupa Naga Building, No.3 Park and Troye Street, Sunnyside, Pretoria, 0001, Enquiries: Lt Col Kondilati / Capt Mudau, PPO Kekana, PO Nebodzandala, AC Ramahlodi Tel No: (012) 400 6648, 5468, 5216, 5229, 5612 E-mail addresses: KondilatiT@saps.gov.za, MudauTG@saps.gov.za, KekanaK@saps.gov.za, NebudzandalaT@saps.gov.za, RamahlodiTT@saps.gov.za
Provincial Head: Mpumalanga (Bester Brown Building): Ref No: PSS PH MP 02/2020: Bester Brown Building, 10 Paul Kruger Street, 2nd Floor Office no.3, Nelspruit, 1200, Enquiries: Col Thaver / Lt. Col Maphanga, SPO Hadebe, SPO Mosehla Tel No: (013) 756 0252, 0261, 0258, 0259 E-mail addresses: ThaverS2@saps.gov.za, MaphangaKL@saps.gov.za, HadebeTV@saps.gov.za, MosehlaPL@saps.gov.za,
Provincial Head: Gauteng (Pretoria, Land Affairs Building) Ref No: PSS PH GP 03/2020: Land Affairs Building, 184 Jeff Masemola Street, Pretoria, 0002 Enquiries: Lt. Col Naidoo, Lt. Col Bonga, Capt Pieters, PPO Tebele Tel No: (01 3) 53 6701, 6779, 6739, 6729, E-mail addresses: NaidooT@saps.gov.za, BongaJS@saps.gov.za, PietersJ4@saps.gov.za, TebeleHelen@saps.gov.za,
Provincial Head: North West (Mafikeng Embassy Complex) Ref No: PSS PH NW 04/2020: c/o William Dick and Sarel Eloff Street, Embassy Complex, Mafikeng, 2745, Enquiries: Lt. Col Maleka, W/O Motshabi, SPO Ntsimane Tel

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| <u>NOTE</u> | No: (018) 397 9017, 9016, 9019. E-mail addresses: MalekaO@saps.gov.za , MotshabiKJ@saps.gov.za , 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. Copies of an applicant's ID and all other 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. Appointment 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 mailed timeously. Late applications will not be accepted or considered. |
| <u>CLOSING DATE</u> | 02 October 2020 at 16:00 |
| <u>POST 22/105</u> | <u>PERSONNEL OFFICER REF NO: FMA5/2020</u> Division: Financial Management and Administration Section: Human Resource Management: Personnel Management: Absenteeism Management |
| <u>SALARY CENTRE REQUIREMENTS</u> | R173 703 per annum (Level 05) Pretoria The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) 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. |
| <u>DUTIES</u> | Capturing leave applications on the Persal System; Auditing of leave. Updating of the SAP 28/47 registers; Liaising with various commanders regarding absenteeism management; Dealing with all absenteeism related matters in terms of Temporary Incapacity leave, Family Responsibility, Injury on Duty etc; Compilation of monthly leave reports; To administer the human and physical resources of the sub-section. |
| <u>ENQUIRIES</u> | can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273 |
| <u>APPLICATION</u> | Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za ; MpembeE@saps.gov.za ; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door). |
| <u>NOTE</u> | 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. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, |

service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. 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. Application must be mailed timeously. Late applications will not be accepted or considered. 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 data base. 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. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.

- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/106** : **PROVISIONING ADMINISTRATION CLERK REF NO: FMA6/2020**
Division: Financial Management and Administration
Section: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Pretoria
: The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) 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** : Administer State property; Administer Procurement and Provisioning of physical resources for the Division; Administer Accommodation for the Division; Administer logistics for the Division; Administer Vehicle Fleet for the Division; Administer PAS in terms of completion and filing documents Administration.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATION** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- 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. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. 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. Application must be mailed timeously. Late applications will not be accepted or considered. 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 data base. 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. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.

- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/107** : **SECRETARY REF NO: FMA7/2020**
Division: Financial Management and Administration
Section: Office of the Section Head: Expenditure Administration
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Pretoria
: The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) 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** : To provide secretarial support functions to the Section Head. Type and consolidate reports, letters, memorandums and monitor flow of documents (manually and electronically) to and from the office of the Section Head. Arranging of and keeping and produce minutes of meetings when so required*Assist to manage the diary (manually and electronically) to receive and host visitors of the Section Head. Keeping a bring-forward system (manually and electronically) of all pending matters Arrange travelling and accommodation with subsistence advances and allowance for the Section Head. Manage the office inventory.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).

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. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. 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. Application must be mailed timeously. Late applications will not be accepted or considered. 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 data base. 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. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.

CLOSING DATE

: 2 October 2020 at 16:00

POST 22/108

: **ACCOUNTING CLERK REF NO: FMA8/2020**
Division: Financial Management and Administration
Section: Claims

SALARY
CENTRE
REQUIREMENTS

: R173 703 per annum (Level 05)
: Pretoria
: The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) 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

: To support the Section Commander: SAPOL Claims to render an effective financial support to all members of South African Police Service in regards to expenditure and related administration by administrate, receive and register various SAPOL claims on the Electronic Claims Register. Administrate, and process all travel and subsistence claims and miscellaneous claims. Handling inquiries in regards to SAPOL Claims queries Assist with enquiries from the Auditor General by collecting and consolidating evidence as and when so required.

ENQUIRIES

: can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273

APPLICATIONS

: Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management

and Administration Private Bag X94 Pretoria 0001 Email addresses:
Hdelange@saps.gov.za; MpembeE@saps.gov.za;

MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).

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. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. 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. Application must be mailed timeously. Late applications will not be accepted or considered. 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 data base. 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. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.

CLOSING DATE

: 2 October 2020 at 16:00

POST 22/109

: **SECRETARY REF NO: FMA9/2020**

Division: Financial Management and Administration

Section: Office of the Section Head: Financial Accounting

SALARY

: R173 703 per annum (Level 05)

CENTRE

: Pretoria

REQUIREMENTS

: The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) 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

: To provide secretarial support functions to the Section Head. Type reports, letters, memorandums and monitor flow of documents to the office of the Section Head. Assist to manage the diary, receive and host visitors of the Section Head. Arrange travelling and subsistence allowance for the Section Head. Manage the office inventory.

ENQUIRIES

: can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273

- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- 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. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. 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. Application must be mailed timeously. Late applications will not be accepted or considered. 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 data base. 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. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.
- CLOSING DATE** : 2 October 2020 at 16:00
- POST 22/110** : **ACCOUNTING CLERK REF NO: FMA10/2020**
Division: Financial Management and Administration
Section: Miscellaneous Accounting and Reporting
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Pretoria
: The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post
: Be in possession of a Senior Certificate (Grade 12) 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** : Administer semi-official institutions in accordance with the procedures as stipulated in current instruction. Administer the ledger account of the department. Perform supporting functions to enhance the general administration of the section. Perform a supporting function with regard to all Audit General matters from the National Nodal point.

- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- 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. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. 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. Application must be mailed timeously. Late applications will not be accepted or considered. 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 data base. 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. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.
- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/111** : **ADMINISTRATION CLERK REF NO: FMA11/2020**
Division: Financial Management and Administration
Section: Loss Management
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Pretoria
: The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) 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** : *Administer information (including in-service training tools) for the Section: Loss Management; Administer and evaluate the data integrity on the Loss

- Control System in respect of all users; Conduct evaluation visits to monitor data captured on the LCS.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- 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. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. 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. Application must be mailed timeously. Late applications will not be accepted or considered. 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 data base. 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. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.
- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/112** : **ADMINISTRATION CLERK REF NO: FMA12/2020**
Division: Financial Management and Administration
Section: Loss Management
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) 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** : Administer all new requests to register supplier codes on the POLFIN system; Administer all new requests to register ACB details on the POLFIN system; Administer and render a support to all Provincial Commanders regarding payments for compensation; Control physical resources effectively and efficiently.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- 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. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. 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. Application must be mailed timeously. Late applications will not be accepted or considered. 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 data base. 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. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.
- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/113** : **ACCOUNTING CLERK REF NO: FMA13/2020**
Division: Financial Management and Administration
Section: Pensions, Discharge and Tax
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) 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** : Administration of termination and freezing of salaries of retired employees in SAPS; Administration of calculation and payment of leave credit, service bonus, salaries; Administration of calculation of debt and compiling of debt letters to ex-employees of SAPS; Administration of compiling of proceed letters.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- 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. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. 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. Application must be mailed timeously. Late applications will not be accepted or considered. 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 data base. 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. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.
- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/114** : **ACCOUNTING CLERK REF NO: FMA14/2020**
Division: Financial Management and Administration
Section: Injury on Duty
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post;

- Be in possession of a Senior Certificate (Grade 12) 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** : Process payment of medical and related invoices for the Sub-Section: Injury on Duty. Administer financial and administrative duties for the Sub-Section: Injury on Duty. Administer medical invoices with regard to Sub-Section: Injury on Duty.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- 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. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. 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. Application must be mailed timeously. Late applications will not be accepted or considered. 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 data base. 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. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.
- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/115** : **ACCOUNTING CLERK REF NO: FMA15/2020**
Division: Financial Management and Administration
Section: Salary Management and Maintenance
- SALARY CENTRE** : R173 703 per annum (Level 05)
: Pretoria

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| <u>REQUIREMENTS</u> | : | The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) 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. |
| <u>DUTIES</u> | : | Peruse and determine the salary notches; ranges/scales/rank codes and the nature of appointment (Appointment Act) in respect of all personnel within the SAPS; Maintain SCM, HRM and financial support for personnel at the Section. |
| <u>ENQUIRIES</u> | : | can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273 |
| <u>APPLICATIONS</u> | : | Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za ; MpembeE@saps.gov.za ; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door). |
| <u>NOTE</u> | : | 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. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. 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. Application must be mailed timeously. Late applications will not be accepted or considered. 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. <u>Short-listed candidates</u> 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 31 st 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 data base. 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. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below. |
| <u>CLOSING DATE</u> | : | 02 October 2020 at 16:00 |
| <u>POST 22/116</u> | : | <u>ACCOUNTING CLERK REF NO: FMA16/2020</u> Division: Financial Management and Administration Section: Salary Management and Maintenance |
| <u>SALARY CENTRE</u> | : | R173 703 per annum (Level 05) Pretoria |

- REQUIREMENTS** : The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) 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** : Capture salary transactions on the computer systems; Perform non computerized tasks; Conduct of a support service.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- 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. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. 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. Application must be mailed timeously. Late applications will not be accepted or considered. 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 data base. 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. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.
- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/117** : **REGISTRY CLERK REF NO: FMA17/2020 (X2 POSTS)**
Division: Financial Management and Administration
Section: Document Centre Management, Record Management
- SALARY CENTRE** : R173 703 per annum (Level 05)
: Pretoria

- REQUIREMENTS** : The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) 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** : Assisting with the management and maintenance of records classification. Assisting with the update, amendments and additions to the Records Classification System. Assisting with the administration of the office of the Commander during his/her absence from the office.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- 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. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. 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. Application must be mailed timeously. Late applications will not be accepted or considered. 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 data base. 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. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.
- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/118** : **REGISTRY CLERK REF NO: FMA18/2020**
Division: Financial Management and Administration
Section: Document Centre Management, Archives and Registry
- SALARY** : R173 703 per annum (Level 05)

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| <u>CENTRE REQUIREMENTS</u> | : | Pretoria |
| | : | The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) 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. |
| <u>DUTIES</u> | : | Conduct effective and efficient archive and registration correspondence support. Ensure proper administration and management of files and records. |
| <u>ENQUIRIES</u> | : | can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273 |
| <u>APPLICATIONS</u> | : | Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za ; MpembeE@saps.gov.za ; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door). |
| <u>NOTE</u> | : | 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. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. 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. Application must be mailed timeously. Late applications will not be accepted or considered. 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. <u>Short-listed candidates</u> 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 31 st 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 data base. 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. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below. |
| <u>CLOSING DATE</u> | : | 02 October 2020 at 16:00 |
| <u>POST 22/119</u> | : | <u>REGISTRY CLERK REF NO: FMA 19/2020</u> Division: Financial Management and Administration Section: Document Centre Management, Archives and Registry |
| <u>SALARY CENTRE</u> | : | R173 703 per annum (Level 05) Pretoria |

- REQUIREMENTS** : The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) 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** : To effectively administer archives and registration functions-stamping, opening and sorting of post, dispatch and file documents, disposal of files, opening and registration of files on a computer system and handling of telephone and other enquiries.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- 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. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. 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. Application must be mailed timeously. Late applications will not be accepted or considered. 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 data base. 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. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.
- CLOSING DATE** : 02 October 2020 at 16:00
- POST 22/120** : **ADMINISTRATION CLERK REF NO: FMA20/2020**
Division: Financial Management and Administration
Section: Administration Services
- SALARY** : R173 703 per annum (Level 05)

- CENTRE REQUIREMENTS** : Pretoria
 : The generic minimum requirements applicable to all the posts are as follows: Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) 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** : Rendering of an effective administration service: General Administration; Assist with the SITA Telephone Management system; Control basic functions regarding the rendering of cleaning service for the Division; Issuing of cleaning material at the storeroom. Maintain SCM, HRM and financial support for personnel at the Section.
- ENQUIRIES** : can be directed to Lieutenant Colonel H De Lange and Captain ME Mokholoane Tel No: (012)393 4425/2894/1226/2273
- APPLICATIONS** : Hand delivered applications may only be submitted at: SAPS Head Office, Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be addressed to: Lieutenant Colonel H De Lange Division: Financial Management and Administration Private Bag X94 Pretoria 0001 Email addresses: Hdelange@saps.gov.za; MpembeE@saps.gov.za; MokholoaneM@saps.gov.za Due to the delay in the postal system, posted applications will not be accepted. Applicants are encouraged not to post the applications but to utilise Courier Services (door to door).
- 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. Copies of an applicant's ID, Grade 12 (Senior Certificate) and all educational qualifications obtained, service certificate of previous employers stating the occupation, proof of relevant experience in the field of the post. Due to lockdown restrictions on movement, uncertified documents will be accepted during this period of advert. 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. Application must be mailed timeously. Late applications will not be accepted or considered .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 data base. 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. Completed application forms must be hand-delivered or emailed (by post/ or electronic mail) to the relevant office indicated below: Due to lockdown restrictions on movement, applicants may e-mail applications to only one of the addresses below.
- CLOSING DATE** : 02 October 2020 at 16:00

POST 22/121 : **ADMINISTRATION CLERK REF NO: FMA21/2020**
Division: Financial Management and Administration
Section: Security Management

SALARY : R173 703 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : The generic minimum requirements applicable to all the posts are as follows:
Applicants must display competency in the post-specific functions of the post;
Be in possession of a Senior Certificate (Grade 12) 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 : Administer correspondence and files: Administer logistical matters. Maintain
leave records, registers and files Perform administrative duties.

ENQUIRIES : can be directed to Lieutenant Colonel H De Lange and Captain ME
Mokholoane (012)393 4425/2894/1226/2273

APPLICATIONS : Hand delivered applications may only be submitted at: SAPS Head Office,
Wachthuis Pretorius Street (Thibault Arcade) Pretoria forwarded by post to be
addressed to: Lieutenant Colonel H De Lange Division: Financial Management
and Administration Private Bag X94 Pretoria 0001 Email addresses:
Hdelange@saps.gov.za; MpembeE@saps.gov.za;
MokholoaneM@saps.gov.za Due to the delay in the postal system, posted
applications will not be accepted. Applicants are encouraged not to post the
applications but to utilise Courier Services (door to door).

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. Copies of an applicant's
ID, Grade 12 (Senior Certificate) and all educational qualifications obtained,
service certificate of previous employers stating the occupation, proof of
relevant experience in the field of the post. Due to lockdown restrictions on
movement, uncertified documents will be accepted during this period of advert.
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. Application must be mailed timeously. Late applications will not
be accepted or considered. 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 data base. 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. Completed application forms must be hand-delivered or emailed (by
post/ or electronic mail) to the relevant office indicated below: Due to lockdown
restrictions on movement, applicants may e-mail applications to only one of the
addresses below.

CLOSING DATE : 02 October 2020 at 16:00

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| <u>POST 22/122</u> | <u>GENERAL WORKER</u> |
| <u>SALARY CENTRE</u> | R102 534 per annum (Level 02) Durban Harbour GW1/2020 (X3 Posts) Makgobistad Border Police Ref No: GW2/2020 OR Tambo International Airport Ref No: GW3/2020 (X3 Posts) Port Elizabeth Airwing Ref No: GW4/2020 NPOP Cape Town Ref No: GW5/2020 (X2 Posts) NPOP Durban Ref No: GW6/2020 (X2 Posts) NPOP Mpumalanga (Nelspruit) Ref No: GW7/2020 (X2 Posts) NIU Mthatha Ref No: GW8/2020 STF Operations (Pretoria) Ref No: GW9/2020 STF Pretoria Ref No: GW10/2020 NIU Durban Ref No: GW11/2020 NIU Mthatha Ref No: GW12/2020 NIU Pretoria (Bon Accord) Ref No: GW13/2020 (X2 Posts) |
| <u>REQUIREMENTS</u> | 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. |
| <u>DUTIES</u> | Core Functions: 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. |
| <u>ENQUIRIES</u> | Colonel Mamabolo, Tel No: (012) 400 3708, Captain Mashua Tel No: (012) 400 3787; WO Modiba Tel No: (012)400 3802 |
| <u>APPLICATIONS</u> | may only apply for a maximum of 3 posts. Due to restriction of movement as a result of COVID-19, no hand delivered applications will be accepted. Application forms must be e-mailed to <u>Only One</u> of the following e-mail addresses: MashauTL@saps.gov.za or Modibamf@saps.gov.za No further e-mail correspondence will be entertained after submission of application. |
| <u>NOTE</u> | 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. <u>Short-listed candidates</u> 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 |

CLOSING DATE

post after the advertisement thereof. Applications must be e-mailed timeously.
Late applications will not be accepted or considered.
: 02 October 2020 at 16:00