

SOUTH AFRICAN POLICE SERVICE

OTHER POSTS

- POST 23/61** : **SECRETARY REF NO: RIM 01/09/2020 (X1 POST)**
Component: Risk and Integrity Management
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Head Office, Pretoria
REQUIREMENTS : applicable to the post 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** : Core Functions: To provide secretarial support functions to the Component Head. Arrange, prepare meetings, agendas, typing and taking minutes. Answer and screen all incoming calls to the office of the Component Head. Liaise with other Components and Sections on matters relating to the Component Head's office. Maintain good recordkeeping, filing and bring forward system. Handle confidential documents. Process and submit claims, make travelling and accommodation arrangement. Manage the diary as well as receive and host visitors of the office. Operate standard equipment (fax, photocopy machine, telephone, computer etc.). Serving refreshment to visitors and during meetings. Manage office inventory.
- ENQUIRIES** : can be directed to Lt Col JL Shandu/ Capt SJ Matlopela/ W/O TB Tshabalala/ SPO KK Mashiloane at Tel No: (012) 393 4273/ 4501 3461.
- APPLICATIONS** : Hand delivered applications may only be submitted at Opera Plaza, Annex Building, Cnr Pretorius & Banklane Street, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to: The Section Head: Corporate Support, (Attention: Lt Col JL Shandu/ Capt SJ Matlopela), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001.
- NOTE** : General: Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation and proof of relevant experience in the field of the post. The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.
- CLOSING DATE** : 16 October 2020 at 16h00.
- POST 23/62** : **GENERAL WORKERS**
Division: Technology Management Services
- SALARY** : R102 534 per annum (Level 02)

- CENTRE** : Ref No: TMS 33/2020: Head Office – Pretoria (X3 Posts)
Ref No: TMS 34/2020: Eastern Cape - East London (X1 Post)
Ref No: TMS 35/2020: Free State - Welkom (X1 Post)
- REQUIREMENTS** : Applicants must display competency in the post-specific functions of the post; be a South African Citizen; A minimum of Grade 10/ Std 8 qualification will serve as an advantage; Basic literacy, numeracy and communication skills Be able to read and write. The ability to operate elementary machines and equipment Willing to work extended hours, when necessary; Fluency in at least two official languages, of which one must be English; Must have no previous convictions or cases pending. Applicant will be subjected to a vetting process which include security screening and fingerprint verification willing to work irregular hours.
- DUTIES** : Maintaining of a high level of hygiene in and around the workplace with the cleaning of the TMS/Radio Technical Workshops premises assigned to, which may include either or both inner and outer parameters, Performing tasks of a routine nature, such as dusting the environment, Polish furniture and floors, Vacuum carpets and moping of floors, Remove refuse Perform maintenance tasks in and around the assigned premises, Clean bathrooms and kitchens, Loading and unloading of goods, Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.
- ENQUIRIES** : **Head Office – Pretoria posts:** Capt G Xoko and W/O PS Ramalepe Tel No: (012) 432 7709/7206.
Eastern Cape – East London posts: Lt Col Pretorius/ Capt Mtiya Tel No: (040) 608 8466/8663
Free State: Welkom posts: Lt Col AA Van der Westhuizen/Capt V Molatseli Tel No: (051) 406 5847/5810.
- APPLICATIONS** : **Head Office (Pretoria) Hand delivery:** 1234 Corner Stanza Bopape and Jan Shoba Streets, Tulbagh Park Building, Hatfield. Applications may also be submitted electronically via email: XokoG@saps.gov.za; RamalepeP@saps.gov.za (for TMS-Head Office, Pretoria posts only).
Eastern Cape (Eastern London): Old Griffiths Mxenge Building, Buffalo Street, King Williams Town. Applications may also be submitted electronically via email: lieslPretorius@saps.gov.za; MtiyaT@saps.gov.za (for TMS-Eastern Cape posts only)
Free State (Welkom) 9 Fedsure Building, 46 Charlotte Maxeke Street, Fedsure Building, Bloemfontein. Applications may also be submitted electronically via email: MolatseliV@saps.gov.za; VanderWesthuizenAA2@saps.gov.za (for TMS-Free State posts only). Postal Address: P/Bag X 20501, Bloemfontein, 9300
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

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19 October 2020 at 16:00