

SOUTH AFRICAN POLICE SERVICE



- APPLICATIONS** : Application forms may also be e-mailed to ONLY ONE of the e-mail addresses below: WilliamsMarcia@saps.gov.za; MabasaLovey@saps.gov.za; MakondoM@saps.gov.za. No further e-mail correspondence will be entertained after submission of application. Hand delivered applications may only be submitted at Koedoe Building, 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade, Pretoria. Applications must be deposited into the box available at the reception area. Applications can also be forwarded by post to be addressed to; The Section Head: Support Services.(Attention: Lt Col M Williams/Captain LV Mabasa and PO M Makondo), Division: Human Resource Management, South African Police Service, Private Bag X 94, Pretoria, 0001
- CLOSING DATE** : 03 May 2021 at 16:00.
- NOTE** : Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Due to current lockdown restrictions, uncertified copies will be accepted of an applicant's ID, Senior Certificate and all educational qualifications obtained together with academic record thereof and, service certificates of previous employers stating the occupation period must be submitted and attached to the application form. Certified copies of documentation will be obtained during the course of the selection process. Qualifications and drivers licenses submitted will be subjected to verification checking with the relevant institutions. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be mailed timeously. Late application will not be 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 the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination index of the National Forensic DNA database. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Applications must be mailed timeously. Late applications will not be accepted or considered.

OTHER POST

- POST 13/115** : **SECRETARY REF NO: HRM 01/02/2021**
Section: Psychological Service
Component: Employee Health and Wellness
Division: Human Resource Management
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Pretoria

- REQUIREMENTS** : Applicants must display competency in the post-specific core functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational Be proficient in at least two official languages, of which one must be English; Must be a SA citizen. Must have no previous convictions or cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprints verification, Appropriate/relevant experience in the field of the post as well competency in MS Word, Excel and PowerPoint will be an advantage.
- DUTIES** : To perform secretarial and coordinated office activities to the Section Head: Psychological Services; Perform professional secretarial functions to support the Section Head: Psychological Services; Plan and organise meetings/ workshops for the Section head: Psychological Services; Perform administrative support duties for the Section Head: Psychological Services.
- ENQUIRIES** : can be directed to Lieutenant Colonel M Williams /Captain LV Mabasa and PO M Makondo Tel No: 012 393 5070/ 5062/5076