

SOUTH AFRICAN POLICE SERVICE

- 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. Strictly Drop Application And Go, No Gathering And Completing Of Application Forms Will Be Allowed On Site. 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.
- CLOSING DATE** : 16 August 2021 at 16h00
- 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. Copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license (if applicable). Such copies need not be certified when applying for a post. Qualifications and driver's licences 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. Appointment 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. The generic minimum requirements applicable to the posts are as follows: Applicant must display competency in the post-specific 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 South African citizen; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

OTHER POSTS

- POST 26/109** : **CHIEF ADMINISTRATION CLERK REF NO: MOD19/07/2021 (X1 POST)**
Section: Modus Operandi Strategic Analysis
- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : Candidates must have at least two years' experience in the field of the post, of which experience within support environment will be given preference; Computer literacy, interpersonal communication (verbal and written), and organizing skills; Report writing skills, communication and coordination skills will be given preference; Appropriate/relevant experience in the field of the post as well as competency in MS Word, Excel and PowerPoint; Applicant must also be able to work under pressure.

- DUTIES** : Core Functions: Assist in rendering effective and efficient human capital management and development service; Assist in rendering effective and efficient financial and administration service; Assist in rendering effective and efficient supply chain management service; Assist in ensuring that Minimum Information Security Standard (MISS) is adhered to within the environment; Assist in the compilation of Annual Operational Plan for MOSAC in line with Public Finance Management Act (PFMA); Assist in monitoring the implementation of the AOP as agreed upon deliverables; Assist in organizing MOSAC's strategic and planning sessions; Assist in organizing MOSAC's quarterly and annual performance review sessions.
- ENQUIRIES** : Lt Col JL Shandu/ Capt SJ Matlopele/ W/O TB Tshabalala/ SPO KK Mashiloane at telephone Tel No: (012) 393 3058/ 4273/ 4501/ 3461
- POST 26/110** : **CHIEF ADMINISTRATION CLERK REF NO: NCC14/07/2021 (X1 POST)**
Section: Head: National Cold Case Unit
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Head office pretoria
REQUIREMENTS : Candidates must have at least two years' experience in the field of the post, of which experience within support environment will be given preference; Computer literacy, interpersonal communication (verbal and written), and organizing skills; Report writing skills, communication and coordination skills will be given preference; Appropriate/relevant experience in the field of the post as well as competency in MS Word, Excel and PowerPoint; Applicant must also be able to work under pressure.
- DUTIES** : Core Functions: Assist in rendering effective and efficient human capital management and development service; Assist in rendering effective and efficient financial and administration service; Assist in rendering effective and efficient supply chain management service; Assist in ensuring that Minimum Information Security Standard (MISS) is adhered to within the environment; Assist in the compilation of Annual Operational Plan for National Cold Case Unit in line with Public Finance Management Act (PFMA); Assist in monitoring the implementation of the AOP as agreed upon deliverables; Assist in organizing National Cold Case Unit's strategic and planning sessions; Assist in organizing National Cold case Unit's quarterly and annual performance review sessions.
- ENQUIRIES** : Lt Col JL Shandu/ Capt SJ Matlopele/ W/O TB Tshabalala/ SPO KK Mashiloane at telephone Tel No: (012) 393 3058/ 4273/ 4501/ 3461
- POST 26/111** : **ADMINISTRATION CLERK REF NO: MOD20/07/2021 (X5 POSTS)**
Section: Modus Operandi Strategic Analysis
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Appropriate/relevant experience in the field of the post as well as competency in MS Word, Excel and PowerPoint, interpersonal communication (verbal and written) and organizing skills may be an advantage.
- DUTIES** : Core Functions: Perform day-to-day administration of the office, that will include arranging and preparing for meetings, taking and typing minutes, sending invitations, arrange for refreshments, keep record of in and outgoing posts, keep brought forward registers, arrange for travelling, secure accommodation, update and manage phone calls, emails and faxes, maintain filing system.
- ENQUIRIES** : Lt Col JL Shandu/ Capt SJ Matlopele/ W/O TB Tshabalala/ SPO KK Mashiloane at telephone Tel No: (012) 393 3058/ 4273/ 4501/ 3461
- POST 26/112** : **ADMINISTRATION CLERK REF NO: NCC15/07/2021 (X1 POST)**
Section: Head: National Cold Case Unit
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Head Office Pretoria
REQUIREMENTS : Appropriate/relevant experience in the field of the post as well as competency in MS Word, Excel and PowerPoint, interpersonal communication (verbal and written) and organizing skills may be an advantage.
- DUTIES** : Core Functions: Perform day-to-day administration of the office, that will include arranging and preparing for meetings, taking and typing minutes, sending invitations, arrange for refreshments, keep record of in and outgoing

- posts, keep brought forward registers, arrange for travelling, secure accommodation, update and manage phone calls, emails and faxes, maintain filing system;
- ENQUIRIES** : Lt Col JL Shandu/ Capt SJ Matlopela/ W/O TB Tshabalala/ SPO KK Mashiloane at telephone Tel No: (012) 393 3058/ 4273/ 4501/ 3461
- POST 26/113** : **SECRETARY REF NO: NCC16/07/2021 (X1 POST)**
Section: Head: National Cold Case Unit
- SALARY** : R173 703 per annum (Level 05)
REQUIREMENTS : Appropriate/relevant experience in the field of the post as well as competency in MS Word, Excel and PowerPoint, interpersonal communication (verbal and written) and organizing skills may be an advantage.
- DUTIES** : Core Functions: To provide secretarial support functions to the Section Head. Arrange, prepare meetings, agendas, typing and taking minutes. Answer and screen all incoming calls to the office of the Section Head. Liaise with other Components and Sections on matters relating to the Section 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** : Lt Col JL Shandu/ Capt SJ Matlopela/ W/O TB Tshabalala/ SPO KK Mashiloane at telephone Tel No: (012) 393 3058/ 4273/ 4501/ 3461
- POST 26/114** : **GENERAL WORKER REF NO: MOD21/07/2021 (X1 POST)**
Section: Modus Operandi Strategic Analysis
- SALARY** : R102 534 per annum
CENTRE : Pretoria
REQUIREMENTS : Candidate with Grade 10/ Standard 8 or equivalent certificate and previous experience in cleaning may receive preference; Good communication, organizational, interpersonal skills and problem-solving abilities; be responsible, reliable and ability to work as part of a team.
- DUTIES** : Core Functions: Cleans entire office space, including dust mopping, damp mopping, sweeping, vacuuming, dusting, picking up larger objects off the floor, cleaning glass and windows; Vacuums, empties trash, and replaces liners, Prepare tea and refreshments during meetings and washes dishes for members within the Centre; Order stock and maintains cleaning equipment and supplies.
- ENQUIRIES** : Lt Col JL Shandu/ Capt SJ Matlopela/ W/O TB Tshabalala/ SPO KK Mashiloane at telephone Tel No: (012) 393 3058/ 4273/ 4501/ 3461