

SOUTH AFRICAN POLICE SERVICE

The South African Police Service is an equal opportunity affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion /appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications

- APPLICATIONS** : Please forward your application, quoting the relevant reference number to: Ref: VP E 1/2021 and Ref: VP E 2/2021 and VP E 3/2021, Hand delivered applications may only be submitted to: The Divisional Commissioner: Visible Policing and Operations, 540 Pretorius Street, Arcadia, 0007. Applications must be deposited into the box available at the reception area or emailed to SwartsEssie@saps.gov.za or SitholeS2@saps.gov.za Application forwarded by post to be addressed to: The Divisional Commissioner: Visible Policing and Operations (Attention: Capt Maswanganye) Private Bag X12, Arcadia, 0007.
- CLOSING DATE** : 20 December 2021
- NOTE** : Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. All instructions on the application forms be adhered to. Failure to do so may result in the rejection of the application. The Z83 previously utilized will no longer be accepted. 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 Records thereof and, service certificates of previous employers stating the occupation period must also be submitted and attached to the application form. Certified copies will be obtained during the course of the selection process. Qualifications will be subjected to verification checking with relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. All short-listed candidates will be subjected to fingerprint screening. Person who retired from the Public Service by taking a severance package, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. Persons who retired due to medical reasons, may however be considered if they can provide recent and conclusive proof of recovery. Applications must be mailed timeously. Late application will not be accepted or considered. If a candidate is shortlisted, it can be expected of him/her to undergo a personal interview. Short-listed candidates will be subjected to security clearance. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Appointment will be made in terms of Public Service Act (Act 103 of 1994) as stipulated. The South African Police Service is under no obligation to fill a post after advertisement thereof. Shortlisted 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 require that all new appointments in the South African Police Service as from 31 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.

OTHER POST

- POST 43/61** : **PROVISIONING ADMINISTRATION CLERK**
Division Visible Policing and Operations
- SALARY CENTRE** : R176 310.per annum (Level 5)
: Roodeplaat Veterinary Hospital, Pretoria Ref No: VP E 1/2021 (1 Post)
: Durban Veterinary Clinic Ref No: VP E 2/2021 (1 Post)
: Potchefstroom Veterinary Clinic Ref No: VP E 3/2021 (1 Post)
- REQUIREMENTS** : Applicants 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 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 administrative support functions to the Supply Chain Management Sections. Assist with Procurement Administration and Vehicle Fleet Administration Conduct Moveable Government Property inspections and administration.

ENQUIRIES

: Lt Col Swarts, PPO Sithole, Sgt Mahlangu Tel No: 012 808 8657/012 808 8673 /012 808 8619 E-mail address: SwartsEssie@saps.gov.za or SitholeS2@saps.gov.za