

**SOUTH AFRICAN POLICE SERVICE**

- APPLICATIONS** : can be posted or hand delivered at the following address: Shorburg Building 6th Floor (HRM), 429 Helen Joseph Street, Pretoria, 0001
- CLOSING DATE** : 26 April 2022 at 16:00. Applications must be mailed timeously. Late applications will not be accepted or considered.
- 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, 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. 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. 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. 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.

**OTHER POSTS**

- POST 13/74** : **SECRETARY REF NO: HAM1/3/22 (X1 POST)**  
Division: Human Resource Development
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
: SAPS Academy, Hammanskraal  
: The generic minimum requirements applicable to the posts are as follows: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Additional Requirements: In possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Computer literacy in MS Office, Excel and Power Point may serve as an advantage.
- DUTIES** : Provide secretarial support to the Academy Commander; Manage correspondences of the Office of the Academy Commander; Manage the diary of the Academy Commander for internal and external engagements; Co-ordinate travel arrangements, including accommodation, subsistence allowances and claims. Manage emails and telephones in the Office of the Academy Commander; Manage the brought forward system in the Office of the Academy Commander.
- ENQUIRIES** : may be directed to: Lt Colonel Masemola Tel No: (012 334 3893) / Captain Hagen Tel No: (012 334 3796) / PPO Mahlangu Tel No: (012 334 2112) / PO Moreme Tel No: (012 334 3894) / PO Kekana Tel No: (012 334 3513)

- POST 13/75** : **PERSONNEL OFFICER REF NO: HAM2/3/22 (X1 POST)**  
Division: Human Resource Development
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
: SAPS Academy, Hammanskraal  
: The generic minimum requirements applicable to the posts are as follows: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Additional Requirements: In possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Computer literacy in MS Office, Excel and Power Point may serve as an advantage.
- DUTIES** : Administer general personnel related matters; Administer organisational structure and establishment matters; Administer personnel structuring and other conditions of service; Administer staff utilisation, personnel development, labour relations matters.
- ENQUIRIES** : may be directed to: Lt Colonel Masemola Tel No: (012 334 3893) / Captain Hagen Tel No: (012 334 3796) / PPO Mahlangu Tel No: (012 334 2112) / PO Moreme Tel No: (012 334 3894) / PO Kekana Tel No: (012 334 3513)
- POST 13/76** : **PERSONNEL OFFICER REF NO: HAM3/3/22 (X1 POST)**  
Division: Human Resource Development
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
: SAPS Academy, Hammanskraal  
: The generic minimum requirements applicable to the posts are as follows: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Additional Requirements: In possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Computer literacy in MS Office, Excel and Power Point may serve as an advantage.
- DUTIES** : Administer disciplinary related matters; Administer the Discipline register; Administer suspension of cases; Compile information notes; Administer Sexual Harassment cases; Administer IPID cases; Administer the appointment of functionaries.
- ENQUIRIES** : may be directed to: Lt Colonel Masemola Tel No: (012 334 3893) / Captain Hagen Tel No: (012 334 3796) / PPO Mahlangu Tel No: (012 334 2112) / PO Moreme Tel No: (012 334 3894) / PO Kekana Tel No: (012 334 3513)
- POST 13/77** : **CHEF REF NO: HAM4/3/22 (X4 POSTS)**  
Division: Human Resource Development
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
: SAPS Academy, Hammanskraal  
: The generic minimum requirements applicable to the posts are as follows: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Additional Requirements: In possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; Certificate in food preparation and/or catering will serve as an advantage; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.
- DUTIES** : Administer general mess matters; Administer mess purchases; Control Mess stock; Set up the kitchen for meal preparations with cooking utensils and equipment; Plan, pre preparation/cook of food as per healthy menu; Ensure well cooked food and appealing plate presentation; Serve meals and provide

- waiter service; Compliance in terms of hygiene and safety regulations in the kitchen.
- ENQUIRIES** : may be directed to: Lt Colonel Masemola Tel No: (012 334 3893) / Captain Hagen Tel No: (012 334 3796) / PPO Mahlangu Tel No: (012 334 2112) / PO Moreme Tel No: (012 334 3894) / PO Kekana Tel No: (012 334 3513)
- POST 13/78** : **DRIVER REF NO: HAM5/3/22 (X2 POSTS)**  
Division: Human Resource Development
- SALARY CENTRE REQUIREMENTS** : R104 073 per annum (Level 02)  
: SAPS Academy, Hammanskraal  
: The generic minimum requirements applicable to the posts are as follows: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Additional Requirements: A grade 10 qualification will serve as an advantage; Must be in possession of at least a valid light vehicle driver's licence; Willing to work extended hours when necessary; Appropriate / relevant experience in the field of the post as well as PDP (Public Driver Permit) will be an advantage; Code 14 will be to applicant's advantage.
- DUTIES** : Provide driving and transport services; Transporting passengers; Rendering of messenger services; Delivery of confidential post; Conduct vehicle inspection and inspection of log books (SAPS 132 B); Conduct administration pertaining to core functions of the post.
- ENQUIRIES** : may be directed to: Lt Colonel Masemola Tel No: (012 334 3893) / Captain Hagen Tel No: (012 334 3796) / PPO Mahlangu Tel No: (012 334 2112) / PO Moreme Tel No: (012 334 3894) / PO Kekana Tel No: (012 334 3513)
- POST 13/79** : **FOOD SERVICE AID REF NO: HAM6/3/22 (X5 POSTS)**  
Division: Human Resource Development
- SALARY CENTRE REQUIREMENTS** : R104 073 per annum (Level 02)  
: SAPS Academy, Hammanskraal  
: The generic minimum requirements applicable to the posts are as follows: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Additional Requirements: A Grade 10 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.
- DUTIES** : Prepare and serve refreshments; Render food service support functions; Prepare meals and clean equipment; Prepare dining halls; Ensure a clean and hygienic working environment; Perform general administrative functions within catering.
- ENQUIRIES** : may be directed to: Lt Colonel Masemola Tel No: (012 334 3893) / Captain Hagen Tel No: (012 334 3796) / PPO Mahlangu Tel No: (012 334 2112) / PO Moreme Tel No: (012 334 3894) / PO Kekana Tel No: (012 334 3513)
- POST 13/80** : **GENERAL WORKER REF NO: HAM7/3/22 (X4 POSTS)**  
Division: Human Resource Development
- SALARY CENTRE REQUIREMENTS** : R104 073 per annum (Level 02)  
: SAPS Academy, Hammanskraal  
: The generic minimum requirements applicable to the posts are as follows: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Additional Requirements: A Grade 10 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.
- DUTIES** : 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; Reporting of losses and damages during execution of cleaning duties.
- ENQUIRIES** : may be directed to: Lt Colonel Masemola Tel No: (012 334 3893) / Captain Hagen Tel No: (012 334 3796) / PPO Mahlangu Tel No: (012 334 2112) / PO Moreme Tel No: (012 334 3894) / PO Kekana Tel No: (012 334 3513)
- POST 13/81** : **TRADESMAN REF NO: HAM8/3/22 (X3 POSTS)**  
Division: Human Resource Development
- SALARY CENTRE REQUIREMENTS** : R104 073 per annum (Level 02)  
: SAPS Academy, Hammanskraal  
: The generic minimum requirements applicable to the posts are as follows: Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Additional Requirements: A Grade 10 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.
- DUTIES** : Maintain store related functions with the Academy; Maintain and update registers, Ensure inspection of registers; Receipt of resources, packing and sorting items neatly in the store; Issue items to the members; Maintain general neatness in the store.
- ENQUIRIES** : may be directed to: Lt Colonel Masemola Tel No: (012 334 3893) / Captain Hagen Tel No: (012 334 3796) / PPO Mahlangu Tel No: (012 334 2112) / PO Moreme Tel No: (012 334 3894) / PO Kekana Tel No: (012 334 3513)