

## SOUTH AFRICAN POLICE SERVICE

## OTHER POSTS

- POST 10/131** : **ADMINISTRATION CLERK REF NO: TMS 52/2023 (X1 POST)**  
Office of the Divisional Commissioner: Technology Management Services  
Division: Technology Management Services  
Appointment Act: Public Service Act, 1994 (Act 103 of 1994)
- SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : National Head Office (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) recorded on the National Learner Record Database (NLRD) on NQF level 4. A three (3) Diploma / Degree recorded on the National Learner Record Database (NLRD) on NQF level 6 or higher in the field of post will serve as an added advantage. 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. Be willing to work under pressure and extended hours.
- DUTIES** : Type reports, letters, memorandums and monitor flow of documents to the office of the Divisional Commissioner. Assist with secretarial and administrative support functions. Assist to manage the diary, receive and host visitors of the Divisional Commissioner. Arrange travelling and subsistence allowance for the Divisional Commissioner.
- ENQUIRIES** : Lt Colonel Xoko / Warrant Officer Mashike / Personnel Officer Nkadimeng Tel No: 012 432 7709/ 7438/ 7964.
- APPLICATIONS** : Application forms may be posted or hand delivered to the following addresses: Postal Address: Division: Technology Management Services, South African Police Service, Private Bag X22, Hatfield, 0028. Hand Delivery: Office No. PPS 138/143, Tulbach Park Building, Cnr. Stanza Bopape (Church) and Jan Shoba, (Duncan) Streets, Hatfield, Pretoria.
- NOTE** : Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS 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. Short-listed applicants will be required to produce original documentation. 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 (Act No 103 of 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. 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 the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires 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. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. 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 South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

- CLOSING DATE** : 03 April 2023 at 15:30
- POST 10/132** : **DRIVER / MESSENGER REF NO: MIN 2/2023 (X2 POSTS)**  
Appointment Act: Public Service Act, 1994 (Act 103 of 1994)
- SALARY** : R128 166 per annum (Level 03)  
**CENTRE** : Office of the Ministry of Police  
**REQUIREMENTS** : Applicants must display competency in the post-specific functions of the post; Be in possession of a Grade 12 qualification or National Certificate (Vocational) recorded on the National Learners' Records Database (NLRD) on NQF Level 4; Must have basic literacy, numeracy and communication skills; Be proficient in at least two official languages, of which one must be English; Not declared unfit to possess a fire-arm. Be in possession of at least a valid light motor vehicle drivers' license; Be a South African Citizen; Must not have a criminal record or pending criminal /departmental cases; Applicants will be subjected to a vetting process, which will include security screening and fingerprint verification; Relevant courses in the field of the post may be an advantage; \*Be able to work under pressure as well as extended hours.
- DUTIES** : Perform driver duties in the Ministry of Police; Maintain and ensure cleanliness of vehicles; Detect and report defects on vehicles; Render messenger services to the Ministry of Police; General administration duties allocated to the post, including making of photocopies and shredding of documents; Complete vehicle logbook and submit monthly returns; Deliver/collect mail, documents and parcels, and ensure acknowledgement of receipt.
- ENQUIRIES** : can be directed to Lt Col JL Shandu / Capt SJ Matlopela / W/O TB Tshabalala /SPO KK Mashiloane Tel No: (012) 397 7256 / 7240
- APPLICATIONS** : Hand delivered applications may only be submitted at 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Applications must be deposited into the box available at the reception area. Applications submitted by post must be addressed to: The Section Head: Corporate Support, South African Police Service, Private Bag X94, Pretoria, 0001
- FOR ATTENTION NOTE** : Lt Col JL Shandu / Capt SJ Matlopela)  
: Only the official application form (Levels1-12) (available on the SAPS website ([www.saps.gov.za](http://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. Only a comprehensive Curriculum Vitae must be submitted together with the application form. Applicants are not required to submit copies of qualifications and other relevant documents. Only shortlisted candidates will be requested to submit certified copies of all educational qualifications, drivers' licence, identity document and proof of relevant experience in the field of the post during the interview process. Qualifications and drivers' licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants. Appointments will be made in terms of the Public Service Act, 1994. Applications must be submitted / posted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him/her to undergo a personal interview. Reference checking and fingerprint screening will be conducted on all shortlisted candidates. Correspondence will be conducted with successful candidates only. If an applicant has not been contacted within 3 months after the closing date of this advertisement, it should be accepted that his/her 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, free of charge, from any SAPS Recruitment Office within the South African Police Service. No emailed applications will be accepted.
- CLOSING DATE** : 03 April 2023 at 16:00

**POST 10/133** : **MESSENGER REF NO: TMS 53/2023 (X1 POST)**  
Office of the Divisional Commissioner: Technology Management Services  
Division: Technology Management Services  
Appointment Act: Public Service Act, 1994 (Act 103 of 1994)

**SALARY** : R107 196 per annum (Level 02)  
**CENTRE** : National Head Office (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) recorded on the National Learner Record Database on NQF level 4. 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. Degree / Diploma in the field of post will serve as an added advantage. Competency in MS Word, Excel and PowerPoint will serve as an advantage. Be willing to work under pressure and extended hours.

**DUTIES** : Keep register of documentations received and delivered properly on a daily basis. Make photocopies of documents collected and delivered on a daily basis. Fetch and deliver post. Keep record of circulars received and posted. Maintain confidentiality when dealing with all types of information.

**ENQUIRIES** : Lt Colonel Xoko / Warrant Officer Mashike / Personnel Officer Nkadimeng Tel No: 012 432 7709/ 7438/ 7964.

**APPLICATIONS** : Application forms may be posted or hand delivered to the following addresses: Postal Address: Division: Technology Management Services, South African Police Service, Private Bag X22, Hatfield, 0028. Hand Delivery: Office No. PPS 138/143, Tulbach Park Building, Cnr. Stanza Bopape (Church) and Jan Shoba, (Duncan) Streets, Hatfield, Pretoria.

**NOTE** : Only the official application form (available on the SAPS website [www.saps.gov.za/careers](http://www.saps.gov.za/careers) and at SAPS 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. Short-listed applicants will be required to produce original documentation. 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 (Act No 103 of 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. 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 the process. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires 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. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. 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 South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.

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