

SOUTH AFRICAN POLICE SERVICE

OTHER POSTS

- POST 16/104** : **ADMINISTRATION CLERK REF NO: LS1/2023 (X1 POST)**
Division: Legal Services
- SALARY** : R202 233 per annum
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** : Perform administrative duties for the office of the Divisional Commissioner: Legal Services. Administer Absenteeism Management within the office of the Divisional Commissioner: Legal Services. Administer correspondence files within your environment. Administer logistical matters within your environment. Administer absenteeism documents received and maintain leave registers. Render financial administrative support.
- ENQUIRIES** : Colonel Nonkenyana / Lt Col Mokholoane / Captain Masetlwa at 066 486 4393/ 082 773 3890/ 083 779 7886
- APPLICATIONS** : Application forms may be posted or hand delivered to the following addresses: Postal Address: Division: Legal Services South African Police Service, Private Bag X 94, Pretoria, 0001, Hand Delivery: 152 Telkom Towers Johannesburg Ramokhoase Street, Pretoria. Email: NonkenyanaNL@saps.gov.za/ Mokholoanem@saps.gov.za
- NOTE** : Only the official application form (available on the SAPS website 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. Generic Requirements: 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; .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.

- CLOSING DATE** : 26 May 2023 at 16:00
- POST 16/105** : **SECRETARY (X5 POSTS)**
Division: Legal Services
- SALARY CENTRE** : R202 233 per annum (Level 05)
National Head Office (Pretoria)
Section Head: Legal Support: Financial Management and Technology Management: Ref No: LS2/2023
Component Head: Litigation: Ref No: LS 3/2023
Section Head: Arbitration: Ref No: LS4/2023
Section Head: Support Services: Ref No: LS5/2023
Section Head: Legal Support: Human Resource Management and Development Ref No: LS6/2023
- 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** : Keeping the diary accurately and coordinate meetings; Remind the Section Head on meeting schedules; Arrange and book venues for the meetings in accordance with the number of people expected to attend; Arrange refreshments for the attendees of the meeting; Handler outline correspondence; Render general reception service; Type documents, reports, letters, memorandums etc. Effective administration of a bring- forward system; Make travel and accommodation arrangements; Organize passport and related documentation for overseas trips; Submit claims of accommodation and expenditure after trips; Manage human and physical resources attached to the office.
- ENQUIRIES** : Colonel Nonkenyana / Lt Col Mokholoane / Captain Masetlwa at 066 486 4393/ 082 773 3890/ 083 779 7886
- APPLICATIONS** : Application forms may be posted or hand delivered to the following addresses: Postal Address: Division: Legal Services South African Police Service, Private Bag X 94, Pretoria, 0001, Hand Delivery: 152 Telkom Towers Johannesburg Ramokhoase Street, Pretoria. Email: NonkenyanaNL@saps.gov.za/ Mokholoanem@saps.gov.za
- NOTE** : Only the official application form (available on the SAPS website 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. Generic Requirements: 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; 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.

- CLOSING DATE** : 26 May 2023 at 16:00
- POST 16/106** : **SECRETARY REF NO: SCM 1/2023**
 Component: Fleet Management
 Section: Office of the Head: Fleet Management
 Division: Supply Chain Management
- SALARY** : R202 233 per annum (Level 05)
CENTRE : Lynnwood, Perseqour Park, 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 SA Citizen. Must have no previous criminal / departmental convictions or criminal cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprints verification. Degree / Diploma in the field of the post will be an added advantage. Appropriate/relevant experience in the field of the post as well competency in MS Word, Excel and PowerPoint will be an advantage.
- DUTIES** : Core Functions: Type reports, letters, minutes, agendas, memoranda and handle confidential documents. Monitor the work flow of documents to and from the office of the Senior Manager by keeping a register. Manage the diary of the Senior Manager for internal and external engagements. Co-ordinate travel arrangements, including accommodation and subsistence allowances. Maintain good record keeping, filing and bring forward system. Distribute correspondence and circulars to the relevant stakeholders. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Senior Manager and take messages professionally. Receive and host visitors in the office. Assist in serving refreshments to visitors during meetings. Assist in arranging and booking of venues for the meetings in accordance with the number of people expected to attend. Provide support during meetings and workshops involving the office of

- the Senior Manager. Operate standard equipment (fax, emails, photocopy machine, telephone and computers).
- ENQUIRIES** : PPO S Babana / PO FH Mudau / PO I Mphethi Tel No: (012) 841 7123 / 7217 / 7179
- APPLICATIONS** : Applications must be hand delivered or posted to the following addresses:
Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box). Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date.
- FOR ATTENTION NOTE** : PPO S Babana or PO Mudau
: Only the official application form (available on the SAPS website (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. A comprehensive Curriculum Vitae must be submitted together with the application form. Original documentations of short listed candidates must be produced during the selection process as requested. 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. The closing date for applications is 2023-05-26 at 14:00. 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 candidates. 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. No E-mailed applications will be accepted.
- CLOSING DATE** : 26 May 2023 at 14:00
- POST 16/107** : **SECRETARY REF NO: SCM 2/2023**
Component: Fleet Management
Section: Office of the Section Head: Transport Management
Division: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Lynnwood, Perseqour Park, Pretoria
: 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 SA Citizen. Must have no previous criminal / departmental convictions or criminal cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprints verification. Degree / Diploma in the field of the post will be an added advantage. Appropriate/relevant experience in the field of the post as well competency in MS Word, Excel and PowerPoint will be an advantage.
- DUTIES** : Core Functions: Type reports, letters, minutes, agendas, memoranda and handle confidential documents. Monitor the work flow of documents to and from the office of the Senior Manager by keeping a register. Manage the diary of the Senior Manager for internal and external engagements. Co-ordinate travel arrangements, including accommodation and subsistence allowances. Maintain good record keeping, filing and bring forward system. Distribute

correspondence and circulars to the relevant stakeholders. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Senior Manager and take messages professionally. Receive and host visitors in the office. Assist in serving refreshments to visitors during meetings. Assist in arranging and booking of venues for the meetings in accordance with the number of people expected to attend. Provide support during meetings and workshops involving the office of the Senior Manager. Operate standard equipment (fax, emails, photocopy machine, telephone and computers).

ENQUIRIES : PPO S Babana / PO FH Mudau / PO I Mphethi Tel No: (012) 841 7123 / 7217 / 7179

APPLICATIONS : Applications must be hand delivered or posted to the following addresses:
Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box). Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date.

FOR ATTENTION NOTE : PPO S Babana or PO Mudau
: Only the official application form (available on the SAPS website (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. A comprehensive Curriculum Vitae must be submitted together with the application form. Original documentations of short listed candidates must be produced during the selection process as requested. 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. The closing date for applications is 2023-05-26 at 14:00. 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 candidates. 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. No E-mailed applications will be accepted.

CLOSING DATE : 26 May 2023 at 14:00

POST 16/108 : **SECRETARY REF NO: SCM 3/2023**
Component: Facility Management
Section: Office of the Section Head: Programme and Project Management
Division: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R202 233 per annum
: Lynnwood, Perseqour Park, Pretoria
: 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 SA Citizen. Must have no previous criminal / departmental convictions or criminal cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprints verification. Degree / Diploma in the field of the post will be an added advantage.

- Appropriate/relevant experience in the field of the post as well competency in MS Word, Excel and PowerPoint will be an advantage.
- DUTIES** : Core Functions: Type reports, letters, minutes, agendas, memoranda and handle confidential documents. Monitor the work flow of documents to and from the office of the Senior Manager by keeping a register. Manage the diary of the Senior Manager for internal and external engagements. Co-ordinate travel arrangements, including accommodation and subsistence allowances. Maintain good record keeping, filing and bring forward system. Distribute correspondence and circulars to the relevant stakeholders. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Senior Manager and take messages professionally. Receive and host visitors in the office. Assist in serving refreshments to visitors during meetings. Assist in arranging and booking of venues for the meetings in accordance with the number of people expected to attend. Provide support during meetings and workshops involving the office of the Senior Manager. Operate standard equipment (fax, emails, photocopy machine, telephone and computers).
- ENQUIRIES** : PPO S Babana / PO FH Mudau / PO I Mphethi Tel No:(012) 841 7123 / 7217 / 7179
- APPLICATIONS** : Applications must be hand delivered or posted to the following addresses:
Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box). Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date.
- FOR ATTENTION NOTE** : PPO S Babana or PO Mudau
: Only the official application form (available on the SAPS website (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. A comprehensive Curriculum Vitae must be submitted together with the application form. Original documentations of short listed candidates must be produced during the selection process as requested. 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. The closing date for applications is 2023-05-26 at 14:00. 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 candidates. 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. No E-mailed applications will be accepted.
- CLOSING DATE** : 26 May 2023 at 14:00
- POST 16/109** : **SECRETARY REF NO: SCM 4/2023**
Component: Movable Government Property
Section: Office of the Section Head: Firearms and Ammunition Management
Division: Supply Chain Management
- SALARY CENTRE** : R202 233 per annum (Level 05)
: Cresswell Road, Silverton, 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 SA Citizen. Must have no previous criminal / departmental convictions or criminal cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprints verification. Degree / Diploma in the field of the post will be an added advantage. Appropriate/relevant experience in the field of the post as well competency in MS Word, Excel and PowerPoint will be an advantage.
- DUTIES** : Type reports, letters, minutes, agendas, memoranda and handle confidential documents. Monitor the work flow of documents to and from the office of the Senior Manager by keeping a register. Manage the diary of the Senior Manager for internal and external engagements. Co-ordinate travel arrangements, including accommodation and subsistence allowances. Maintain good record keeping, filing and bring forward system. Distribute correspondence and circulars to the relevant stakeholders. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Senior Manager and take messages professionally. Receive and host visitors in the office. Assist in serving refreshments to visitors during meetings. Assist in arranging and booking of venues for the meetings in accordance with the number of people expected to attend. Provide support during meetings and workshops involving the office of the Senior Manager. Operate standard equipment (fax, emails, photocopy machine, telephone and computers).
- ENQUIRIES** : PPO S Babana / PO FH Mudau / PO I Mphethi Tel No: (012) 841 7123 / 7217 / 7179
- APPLICATIONS** : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box). Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date
- FOR ATTENTION NOTE** : PPO S Babana or PO Mudau
: Only the official application form (available on the SAPS website (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. A comprehensive Curriculum Vitae must be submitted together with the application form. Original documentations of short listed candidates must be produced during the selection process as requested. 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. The closing date for applications is 2023-05-26 at 14:00. 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 candidates. 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. No E-Mailed Applications Will Be Accepted.
- CLOSING DATE** : 26 May 2023 at 14:00

POST 16/110 : **SECRETARY REF NO: SCM 5/2023**
Component: Movable Government Property
Section: Office of the Section Head: Clothing and Distribution Management
Division: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Cresswell Road, Silverton, Pretoria
: 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 SA Citizen. Must have no previous criminal / departmental convictions or criminal cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprints verification. Degree / Diploma in the field of the post will be an added advantage. Appropriate/relevant experience in the field of the post as well competency in MS Word, Excel and PowerPoint will be an advantage.

DUTIES : Type reports, letters, minutes, agendas, memoranda and handle confidential documents. Monitor the work flow of documents to and from the office of the Senior Manager by keeping a register. Manage the diary of the Senior Manager for internal and external engagements. Co-ordinate travel arrangements, including accommodation and subsistence allowances. Maintain good record keeping, filing and bring forward system. Distribute correspondence and circulars to the relevant stakeholders. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Senior Manager and take messages professionally. Receive and host visitors in the office. Assist in serving refreshments to visitors during meetings. Assist in arranging and booking of venues for the meetings in accordance with the number of people expected to attend. Provide support during meetings and workshops involving the office of the Senior Manager. Operate standard equipment (fax, emails, photocopy machine, telephone and computers).

ENQUIRIES : PPO S Babana / PO FH Mudau / PO I Mphethi Tel No: (012) 841 7123 / 7217 / 7179

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FOR ATTENTION NOTE : PPO S Babana or PO Mudau
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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. No E-mailed applications will be accepted.

CLOSING DATE

: 26 May 2023 at 14:00

POST 16/111

: **SECRETARY REF NO: SCM 6/2023**

Component: Corporate Support Service

Section: Office of the Section Head: Support Services

Division: Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R202 233 per annum (Level 05)

: Cresswell Road, Silverton, Pretoria

: 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 SA Citizen. Must have no previous criminal / departmental convictions or criminal cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprints verification. Degree / Diploma in the field of the post will be an added advantage. Appropriate/relevant experience in the field of the post as well competency in MS Word, Excel and PowerPoint will be an advantage.

DUTIES

: Type reports, letters, minutes, agendas, memoranda and handle confidential documents. Monitor the work flow of documents to and from the office of the Senior Manager by keeping a register. Manage the diary of the Senior Manager for internal and external engagements. Co-ordinate travel arrangements, including accommodation and subsistence allowances. Maintain good record keeping, filing and bring forward system. Distribute correspondence and circulars to the relevant stakeholders. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Senior Manager and take messages professionally. Receive and host visitors in the office. Assist in serving refreshments to visitors during meetings. Assist in arranging and booking of venues for the meetings in accordance with the number of people expected to attend. Provide support during meetings and workshops involving the office of the Senior Manager. Operate standard equipment (fax, emails, photocopy machine, telephone and computers).

**ENQUIRIES
APPLICATIONS**

: PPO S Babana / PO FH Mudau / PO I Mphethi (012) 841 7123 / 7217 / 7179

: Applications must be hand delivered or posted to the following addresses:
Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box). Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date.

**FOR ATTENTION
NOTE**

: PPO S Babana or PO Mudau

: Only the official application form (available on the SAPS website (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. A comprehensive Curriculum Vitae must be submitted together with the application form. Original documentations of short listed candidates must be produced during the selection process as requested. 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. The closing date for applications is 2023-05-26 at 14:00. 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 candidates. 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. No E-mailed applications will be accepted.

CLOSING DATE

: 26 May 2023 at 14:00

POST 16/112

: **SECRETARY REF NO: SCM 7/2023**
Component: Corporate Support Service
Section: Office the Section Head: Performance Management
Division: Supply Chain Management

SALARY
CENTRE
REQUIREMENTS

: R202 233 per annum
: Cresswell Road, Silverton, Pretoria
: 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 SA Citizen. Must have no previous criminal / departmental convictions or criminal cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprints verification. Degree / Diploma in the field of the post will be an added advantage. Appropriate/relevant experience in the field of the post as well competency in MS Word, Excel and PowerPoint will be an advantage.

DUTIES

: Type reports, letters, minutes, agendas, memoranda and handle confidential documents. Monitor the work flow of documents to and from the office of the Senior Manager by keeping a register. Manage the diary of the Senior Manager for internal and external engagements. Co-ordinate travel arrangements, including accommodation and subsistence allowances. Maintain good record keeping, filing and bring forward system. Distribute correspondence and circulars to the relevant stakeholders. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Senior Manager and take messages professionally. Receive and host visitors in the office. Assist in serving refreshments to visitors during meetings. Assist in arranging and booking of venues for the meetings in accordance with the number of people expected to attend. Provide support during meetings and workshops involving the office of the Senior Manager. Operate standard equipment (fax, emails, photocopy machine, telephone and computers).

ENQUIRIES

: PPO S Babana / PO FH Mudau / PO I Mphethi Tel No: (012) 841 7123 / 7217 / 7179

APPLICATIONS

: Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box). Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date.

FOR ATTENTION
NOTE

: PPO S Babana or PO Mudau
: Only the official application form (available on the SAPS website (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. A comprehensive Curriculum Vitae must be submitted together with the application form. Original documentations of short listed candidates must be produced during the selection process as requested. 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. The closing date for applications is 2023-05-26 at 14:00. 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 candidates. 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. No E-mailed applications will be accepted.

- CLOSING DATE** : 26 May 2023 at 14:00
- POST 16/113** : **SECRETARY**
- SALARY CENTRE** : R202 233 per annum (Level 05)
 : Component/ Section: Component Head: Employee Health and Wellness Ref No: HRM 1/2023
 : Component Head: Labour Relations and Transformation Ref No: HRM 2/2023
 : Section Head: Recruitment and Staffing Ref No: HRM 3/2023
 : Section Head: Human Resource Planning Ref No: HRM 4/2023
 : Section Head: Labour Management Ref No: HRM 5/2023
 : Section Head: Employee Relations Ref No: HRM 6/2023
 : Section Head: Diversity Management Ref No: HRM 7/2023
- 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. Computer Literacy. Interpersonal, communication and Organizational Skills. Analytical, Self-Management and Problem Solving Skills. Report Writing, Client Orientation and Customer Focus. Service Delivery Innovation. Ability to work under pressure as well as extended hours. Core Functions: Core Functions: To perform secretarial support and coordinate office activities to the Component / Section Head Perform professional secretarial assignments to the Component / Section Head Plan and organize meetings/ workshops for the Component / Section Head Perform administrative support duties for the Component / Section Head.
- ENQUIRIES** : can be directed to Lt Col Motsepa /Capt Mabasa/ PO Makondo/ PO BP Mabena Tel No: (012) 393 5076 / 5062/ 5060)
- APPLICATIONS** : Hand delivered applications may only be submitted at Koedoe Building, 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Streets, Koedoe Arcade, Pretoria. Application must be deposited into the box available at the reception area. Applications can be submitted by post to be addressed to: The Section Head: Support Services, South African Police Service, Private Bag X 94, Pretoria, 0001.
- FOR ATTENTION** : Lt Col TR Motsepa /Capt LV Mabasa/ PO M Makondo/ PO BP Mabena), Division: Human Resource Management
- NOTE** : General: Only the official application form (available on the SAPS website www.saps.gov.za/careers 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. Only 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 required to submit originals of all educational qualifications, proof of Academic Record of qualifications from recognized institutions (SAQA Accredited), drivers' license (not a pre-requisite) and identity

document during the interview process. 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. Applications must be posted / submitted timeously. Late applications will not be accepted or considered. The closing date for applications is 2023-05-26 at 16:00. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview. All short-listed candidates will be subjected to fingerprint screening and reference checking. 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. 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. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. Late applications will not be accepted or considered.

CLOSING DATE

: 26 May 2023

POST 16/114

: **MESSANGER REF NO: SCM 8/2023**
 Division: Supply Chain Management
 Office the Divisional Commissioner: Supply Chain Management

SALARY
CENTRE
REQUIREMENTS

: R125 373 per annum (Level 02)
 : Cresswell Road Silverton, Pretoria
 : Applicants must display competency in the post-specific functions of the post. A Grade 10 qualification as well as valid light vehicle driver's license. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Be proficient in at least two official languages, of which one must be English. Must be a South African citizen. Must have no criminal convictions or criminal cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

DUTIES

: Core Functions: 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. Maintain confidentiality of all documents. Keep record of circulars received and posted. Maintain the administration of human, financial and logistical resources allocated to the post.

ENQUIRIES

: PPO S Babana / PO FH Mudau / PO I Mphethi Tel No: (012) 841 7123 / 7217 / 7179

APPLICATIONS

: Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box). Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date.

FOR ATTENTION
NOTE

: PPO S Babana or PO Mudau
 : Only the official application form (available on the SAPS website (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. A comprehensive Curriculum Vitae must be submitted together with the application form. Original documentations of short listed candidates must be produced during the selection process as requested. 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. The closing date for applications is 2023-05-26 at 14:00. 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 candidates. 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. No E-mailed applications will be accepted.

CLOSING DATE

:

26 May 2023 at 14:00