

SOUTH AFRICAN POLICE SERVICE

OTHER POSTS

- POST 19/74** : **PERSONAL ASSISTANT REF NO: LS8/2023 (X1 POST)**
Division: Legal Services
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Divisional Commissioner: Legal Services: National Head Office (Pretoria)
: Applicants must display competency in the post-specific functions of the post. Be in possession of a Senior Certificate (Grade 12) / National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4 with at least 2 years relevant secretarial experience and or related administrative experience. Diploma / Degree recorded on the National Learner Record Database on NQF level 6 or higher will be an added advantage. Be a South African Citizen. Be in possession of at least a valid light motor vehicle driver's license will serve as an advantage. Relevant courses in the field of the post may be an advantage. Be proficient in at least two official languages, of which one must be English. Basic literacy, numeracy and communication skills. Be able to read and write. Demonstrate competency in acting independently, professionally, accountable and with credibility. General Computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organising skills. Good people skills. High level of reliability. Written and communication skills. Ability to conduct legal research. Ability to act with discretion. Ability to identify and handle confidential matters, and to keep confidential matters as such. Good grooming, presentation and professionalism. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector. 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 able to work under pressure as well as extended hours.
- DUTIES** : Provide Secretarial, administration support and personal assistance service to the Divisional Commissioner. Monitor the flow of documents to and from the office of the Divisional Commissioner (electronically and manually). Manage the diary of the Divisional Commissioner. Type reports, letters and memorandums. Submit all claims on time, make travel arrangements and secure accommodation bookings. Organize passport and related documents for overseas travel. Consolidate and compile monthly returns. Manage the supply of stationery to the office of the Divisional Commissioner. Distribute post and circulars to the relevant receivers and keep all registers up to date including making copies of document. Handle routine correspondence immediately, send and receive e-mails; answer and make telephone calls on behalf of the Divisional Commissioner and take direct messages professionally. Provide support during meetings of the Divisional Commissioner and take minutes. Facilitate leave management within the office of the Divisional Commissioner. Ensure sufficient data capturing. Ensure safeguarding of documents and information in line with POPIA. Management of brought forward system.
- ENQUIRIES** : Colonel Nonkenyana / Lt Col Mokholoane / Captain Masetlwa Tel No: 012 397 7264 / 7205, Monday to Friday between 07:30 to 16:00
- APPLICATIONS** : Application forms must be posted or hand delivered to the following addresses: Postal Address: Division: Legal Services South African Police Service Private Bag X94, Pretoria, 0001. Hand Delivery: 152 Telkom Towers Johannes Ramokhoase Street Pretoria. No E-mailed Applications will be accepted.
- 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 and all qualifications obtained. 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** : 19 June 2023 at 16:00
- POST 19/75** : **GENERAL WORKER REF NO: NC 1/2023**
Division: Human Resource Development, SAPS Band
- SALARY** : R125 373 per annum (Level 02)
CENTRE : SAPS Provincial Head Office, Norther Cape, Kimberley
REQUIREMENTS : Applicants must display competency in the post-specific core functions of the post. A Grade 10 qualification will serve as an advantage. Be a South African Citizen. Be able to read and write. Basic literacy, numeracy and communication skills. The ability to operate elementary machines and equipment. 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. Willing to work extended hours when necessary.
- DUTIES** : Maintain high level hygiene in and around the SAPS premises where routine tasks are to be performed, which may include inner or outer parameters. Perform routine tasks such as dusting furniture and floors, removing refuse bags. Moping of all tiled flooring. Cleaning bathrooms, kitchenware and utensils. Safekeeping and handling of a variety of cleaning materials.
- ENQUIRIES** : Lt Colonel Diamond/ Warrant Officer Teise/ PPO Syfers Tel No: (053) 839 2510/ 2813/ 2518/ 3724
- APPLICATIONS** : Application forms must be hand delivered to the following addresses: SAPS Provincial Recruitment Office, Northern Cape, Lewende Hawe Building, 19 George Street, Kimberley (applications must be deposited in the silver container at the main entrance).
- 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.

- CLOSING DATE** : 19 June 2023 at 15:30
- POST 19/76** : **GENERAL WORKER REF NO: WC 01/2023**
Division: Human Resource Development, SAPS Band
- SALARY** : R125 373 per annum (Level 02)
- CENTRE** : SAPS Provincial Head Office, Western Cape, Cape Town
- REQUIREMENTS** : Applicants must display competency in the post-specific core functions of the post. A Grade 10 qualification will serve as an advantage. Be a South African Citizen. Be able to read and write. Basic literacy, numeracy and communication skills. The ability to operate elementary machines and equipment. 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. Willing to work extended hours when necessary.
- DUTIES** : Maintain high level hygiene in and around the SAPS premises where routine tasks are to be performed, which may include inner or outer parameters. Perform routine tasks such as dusting furniture and floors, removing refuse bags. Mopping of all tiled flooring. Cleaning bathrooms, kitchenware and utensils. Safekeeping and handling of a variety of cleaning materials.
- ENQUIRIES** : Lt Col Visser/ Captain Van Zyl/ PO Mahloane Tel No: (021) 409 6579/ 6587/ 6588/ 6592/ 6593
- APPLICATIONS** : Application forms must be hand delivered to the following addresses: SAPS Provincial Recruitment Office, Western Cape, 1st Floor, Customs House Building, Lower Heerengracht Street, Cape Town.
- 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.

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