

SOUTH AFRICAN POLICE SERVICE

OTHER POSTS

<u>POST 44/109</u>	:	<u>ADMINISTRATION CLERK REF NO: FS 02/2025 (X15 POSTS)</u> Sub-Section: Case Management
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Mayville: Forensic Science Laboratory: KwaZulu-Natal
<u>REQUIREMENTS</u>	:	Be 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, interpersonal communication (verbal and written) and organizational skills.
<u>DUTIES</u>	:	Core Functions: Perform case reception and registration duties; Perform case allocation to analysts according to the quality standards, Receive exhibits/ dockets from analysts, perform all relevant functions thereafter, client service, including communication, attend to case enquires and scanning of reports; Perform Dispatch functions according to the standards; Receive samples at sample storage areas; preparation of cases offsite archiving; Dispatch of analysed exhibits to Investigating Officers; Ensure compliance to Quality Management and Health and Safety standards.
<u>ENQUIRIES</u>	:	Lt Colonel G Moonsamy / Warrant Officer VW Chauke Tel No: (012) 421-0501 Tel No: (012) 421-0193
<u>APPLICATIONS</u>	:	Applications must be posted / hand delivered or emailed to the following addresses: Postal Address: Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street, Strelitzia Building, Arcadia, 0083. E-Mail address: MohlalaM2@saps.gov.za Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).
<u>NOTE</u>	:	Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp . 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 licenses 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 if applicable to the post environment. 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 appointment to that post. Candidates are expected to disclose if he / she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment to that post. 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 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. Appointments will be made in terms of the Public Service Act, 1994 (Act no 103 of 1994) as applicable to the post environment. 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 : 12 December 2025 at 16:00

POST 44/110 : **SECURITY OFFICERS REF NO: HRD1/11/2025 (X16 POSTS)**

SALARY : R163 680 per annum (Level 03)

CENTRE : SAPS Academy, Philippi

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; Must have successfully completed Grade 10 (Standard 8) / Basic Education and Training (NQF level 3), for which documentary proof can be produced when required; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate or higher; Not declared unfit to possess a fire-arm; Be willing to undergo firearm competency training; Be willing to maintain firearm competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security services will be an added advantage; relevant courses in the field of the post and a valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.

DUTIES : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – Only from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES : Lieutenant Colonel Sereko Tel No: (021) 370 2665/02

APPLICATIONS : Direct your application to the following addresses: Postal Address: SAPS Academy Philippi, Private Bag X3, Parrow, Cape Town, 7499 OR Physical Address: SAPS Academy Philippi, New Eisleben Road, Philippi OR E-Mail address: Phillipisupport@saps.gov.za / Phillipihrm@saps.gov.za

NOTE : Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post must be correctly specified on the application form. Short-listed applicants will be required to produce originals of their ID, Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided below (Please note that applications that are submitted to an incorrect physical address will not be considered). Late applications will not be accepted or considered. Short-listed candidates will be subjected to fingerprint screening, reference checking and verification of address, where necessary. Short-listed candidates for appointments 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

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CLOSING DATE : 12 December 2025 at 16:00

POST 44/111 : **SECURITY OFFICERS (X29 POSTS)**
Division: Supply Chain Management

SALARY CENTRE : R163 680 per annum (Level 03)
: Corporate Support Services: Financial Services (Auxiliary Services): Silverton, Pretoria Ref No: SCM 1/2025 (X5 Posts)
SC Performance Management & Services: SCM Head Office: Pretoria West Auction Centre, Pretoria Ref No: SCM 2/2025 (X7 Posts)
SC Performance Management & Services: SCM Head Office: Silverton Auction Centre, Pretoria Ref No: SCM 3/2025 (X7 Posts)
SC Performance Management & Services: Transport Management: New Vehicle Store Benoni: Gauteng Province Ref No: SCM 4/2025 (X2 Posts)
Movable Government Property & Services: Clothing and Distribution Management: Limpopo Uniform Shop (Lebowakgomo): Limpopo Province Ref No: SCM 5/2025
Movable Government Property & Services: Clothing and Distribution Management: Eastern Cape Uniform Shop (Bisho): Eastern Cape Province Ref No: SCM 6/2025 (X2 Posts)
Movable Government Property & Services: Clothing and Distribution Management: Free State Uniform Shop (Thaba-Nchu): Free State Province Ref No: SCM 7/2025
Movable Government Property & Services: Clothing and Distribution Management: Northern Cape Uniform Shop (Kimberley): Northern Cape Province Ref No: SCM 8/2025
Movable Government Property & Services: Clothing and Distribution Management: Provisioning Warehouse (Pinetown) KwaZulu Natal Province Ref No: SCM 9/2025 (X2 Posts)
Movable Government Property & Services: Clothing and Distribution Management: Provisioning Warehouse (Epping) Western Cape Province Ref No: SCM 10/2025

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; Must have successfully completed Grade 10 (Standard 8) / Basic Education and Training (NQF level 3), for which documentary proof can be produced when required; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate or higher; Not declared unfit to possess a fire-arm; Be willing to undergo firearm competency training; Be willing to maintain firearm

competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security services will be an added advantage; relevant courses in the field of the post and a valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.

DUTIES

: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contractors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – ONLY from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES

: Lt Col MPP Moleko/ PPO S Babana/ PO FH Mudau/ PO B Thulare/ AC LT Rammego Tel No: (012) 841 7118 / 7123 / 7217/ 7392 / 7322

APPLICATIONS

: Direct your application to the following addresses: Postal Address: The Divisional Commissioner: Supply Chain Management, Human Resource Management, Private Bag X254, Pretoria, 0001 (For attention: Lt Col MPP Moleko) (please note that posted applications must reach the indicated office on or before the closing date and time specified in the advertisement i.e. 2025-12-12) OR Physical Address: No 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) OR E-Mail address: BabanaS@saps.gov.za / MudauF@saps.gov.za/ThulareBusi@saps.gov.za/ ammegoLT@saps.gov.za

NOTE

: Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post must be correctly specified on the application form. Short-listed applicants will be required to produce originals of their ID, and academic qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided below (Please note that applications that are submitted to an incorrect physical address will not be considered). Late applications will not be accepted or considered. Short-listed candidates will be subjected to fingerprint screening, reference checking and verification of address, where necessary. Short-listed candidates for appointments 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. Candidates are expected to disclose if he / she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment to that post. 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 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. If a candidate is short-listed, it can be expected of him / her to undergo a personal interview as well as practical assessment, where necessary. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 OF 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. 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

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