SOUTH AFRICAN POLICE SERVICE

CLOSING DATE : 10 July 2026 at 16:00

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 you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (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. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct).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. 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. 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. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, 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 filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 22/109 : **FINANCIAL CLERK SUPERVISOR REF NR: FMS 03/2026 (1 POST)**
Division: Financial Management Services
Expenditure Management

SALARY : R338 106. per annum (Level 7)

CENTRE : Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable

to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Receiving and checking of interdepartmental invoices received via SharePoint in SAPS. Creating a bundle on the Polfin System and ensure the claims are captured and balance before rerouting of the claims. Review all captured interdepartmental claims / invoices and create the payment schedules. Perform the electronic archiving of all processed claims and payments made by the section Expenditure Management. Facilitate the archiving of all interdepartmental claims / invoices paid. Assist and obtain all related source documents on request from the Auditor General, questions in Parliament, Internal Audit and SAPS Officials. Respond to all enquiries received from internal and external stakeholders.

ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122

APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/110 : **FINANCIAL CLERK SUPERVISOR REF NR: FMS 04/2026 (1 POST)**
Division: Financial Management Services
Expenditure Management

SALARY : R338 106. per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Verification of all registered claims on the electronic claim register. Verification of all payment schedule for miscellaneous claims and foreign journey claims. Verification of all rejected payment for miscellaneous claims and foreign journey claims. Weekly reporting on all claims paid in cash by Division and the Province exceeded R2000 with approval by the Section Head. Assisting with all weekly, monthly, quarterly, and annual report to Management. Assist and obtain all related source documents on request from the Auditor General, questions in Parliament, Internal Audit and SAPS Officials. Populate the SharePoint library with all approved designations per Province per Division. Perform the electronic archiving of all processed claims and payments made by the Sub - Section Claims Section.

ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at Tel No: (012) 393 1224/ 4425/ 4122

APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/111 : **FINANCIAL CLERK SUPERVISOR REF NR: FMS 05/2026 (1 POST)**
Division: Financial Management Services
Financial Accounting

SALARY : R338 106.per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training

courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Maintain fruitless & wasteful and loss registers daily. Perform the proper finalization of financial losses as received i.e. state money, fruitless and wasteful expenditure and face value forms and ensure adherence to the norms and standards stipulated in line with the loss management process. Manage the Human, Physical and Financial resources.

ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at Tel No: (012) 393 1224/ 4425/ 4122

APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/112 : **FINANCIAL CLERK SUPERVISOR REF NR: FMS 06/2026 (1 POST)**
Division: Financial Management Services
Financial Accounting

SALARY : R338 106.per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle, will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Ensures daily bank reconciliation is performed on the financial system for all commercial banks and Pay Master General account, all revenue received is paid over to the national revenue fund monthly, process foreign payments on Safety Web System and refunds. Manage the Human, Physical and Financial resources.

ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at Tel No: (012) 393 1224/ 4425/ 4122

APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/113 : **FINANCIAL CLERK SUPERVISOR REF NR: FMS 07/2026 (1 POST)**
Division: Financial Management Services
Financial Auxiliary Management

SALARY : R338 106 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong

interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Assist with the recovery of liquid debt from serving employees, former employees, civilians and other government departments.

ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at Tel No: (012) 393 1224/ 4425/ 4122.

APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/114 : **FINANCIAL CLERK SUPERVISOR REF NO: FMS 08/2026 (1 POST)**
Division: Financial Management Services
Salary Management and Maintenance

SALARY : R338 106. per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle, will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Supervision and verification of Maintenance Orders, Knowledge of ledgers and journals. Supervision and administration of Union membership and Insurance cancelations on the system. Knowledge of third-party processing and cost statements.

ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122.

APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/115 : **FINANCIAL CLERK SUPERVISOR REF NR: FMS 09/2026 (1 POST)**
Division: Financial Management Services
Salary Management and Maintenance

SALARY : R338 106 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Supervision and perusal of payments for Arbitration Awards, public holidays, salary adjustments, leave without pay and un-used leave. Knowledge of reinstatement and suspensions.

ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122

APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/116 : **FINANCIAL CLERK SUPERVISOR (REF NO: AUX/01/2026) (1 POST)**
SAPS Auxiliary Services: Support Services: FMS
Component Auxiliary Services

SALARY : R338 106. per annum (Level 7)
CENTRE : Head Office
REQUIREMENTS : Minimum Requirements: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 12 / Senior Certificate / NCV Level 4, or equivalent qualification (NQF Level 4 as recognized by SAQA). With at least four years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills, and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Strong interpersonal skills. Report writing. Presentation skills, problem solving, sound planning, Organizing and administration skills, strong administration skills, strong analytical skills and Facilitation skills. Be willing to work under pressure and extended hours.
DUTIES : To administer and maintain all financial functions expenditure, budget, payroll, telephone and MMS, SMS claims for Auxiliary Services. To effectively monitor expenditure versus allocation within the component budget. Administer and monitor all financial claims and supplier payments. Budget reports. Shifting of funds. Compiling EWS. Creating of financial authorities. Vehicle claims. Administration of telephone and cell phones account. Capturing of overtime. Payroll certificate. Changing of banking details. Ensure personnel conform to the general discipline and adherence to the Code of Conduct.
ENQUIRIES : Captain MN Maswanganyi Tel No (012) 393 1023 / 4967 / 1453
APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria, 0001 OR Physical Address: 231 Pretorius Street, Wachthuis Building, Pretoria, 0001 OR E-Mail address: MadavhaA@saps.gov.za

POST 22/117 : **FINANCIAL CLERK SUPERVISOR REF NO: CS 03/06/2026 (X1 POST)**
Section Corporate Support: Finance and Administration

SALARY : R338 106 per annum (level 7)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Supervise budget management for Corporate Services. Supervise the creation of financial authorisations. Provide Early Warning Reports on monthly basis. Ensure correct vesting of expenditure. Supervise the missions accounts. Forward requests concerning Parliamentary matters for Corporate Services. Provide weekly budget reports. Manage human and physical resources. Ensure compliance with the Public Financial Management Act (PFMA), Treasury Regulations, Acts & Policies.
ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372
APPLICATIONS : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O

Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to TshabalalaBeauty@saps.gov.za

POST 22/118 : **FINANCIAL CLERK SUPERVISOR (REF NO: VP E4/2026)**
Support Services: Financial and Administration Services
Division Visible Policing

SALARY : R338 106.per annum (Level 7)
CENTRE : Midcity Building, 540 Pretorius Street, Arcadia
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Administer processes pertaining to standing advances. Administer and capturing of domestic and foreign claims on the Polfin system. Administer processes pertaining to memorandums and itineraries. Administer and capturing of advance requests on the Polfin system.
ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/119 : **FINANCIAL CLERK SUPERVISOR (REF NO: VP E5/2026)**
Support Services: Financial and Administration Services
Division Visible Policing

SALARY : R338 106.per annum (Level 7)
CENTRE : Midcity Building, 540 Pretorius Street, Arcadia
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Administer telecommunication for the Division. Supervise and administer the distribution of cellular phones and 3G accounts from the converged portal. Supervise and administer the payment of accounts. Supervise and administer certification of cell phone accounts. Supervise and administer the payments and certification of 3G accounts.
ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/120 : **FINANCE CLERK SUPERVISOR**
Directorate for Priority Crime Investigation: Provincial level
Component: Corporate Support Services
Section: Finance and Administration Services

SALARY	:	R338 106 per annum (Level 7)
CENTRE	:	Ref No: DPCI/EC/26/2026: East London Ref No: DPCI/KZN/27/2026: Port Shepstone
REQUIREMENTS	:	Applicant must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Leaner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.
DUTIES	:	Administer all telephone and cell phone accounts and register new users on TMS and issue pin codes; Administer all financial claims, payments and advances; Administer payroll; Administer applications for allowances (housing, overtime, nightshift and public holidays); Administer incoming and outgoing correspondences; Administer IRP5 related enquiries; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.
ENQUIRES	**:**	**DPCI: Eastern Cape:** Enquiries can be directed to: Lieutenant Colonel Batyi and Captain Poswa Telephone number: (043) 709 0524 / 0525 / 0527 **DPCI: Kwazulu Natal:** Enquiries can be directed to: Colonel Zikhali and Lieutenant Colonel Phungula Telephone number: (031) 325 4913
APPLICATIONS	:	Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): **DPCI: Eastern Cape:** Hand delivered or couriered to: Cnr Buxton and Oxford Street, Old Allied Building, EAST LONDON Email address: PoswaN@saps.gov.za and SobutyuN@saps.gov.za **DPCI: Kwazulu Natal:** Hand delivered or couriered to: 15 Bram Fischer Road, Servamus Building, DURBAN Email address: MoodleyP4@saps.gov.za
POST 22/121	:	**SUPPLY CHAIN CLERK SUPERVISOR (REF NO: VP E3/2026)** Support Services: Supply Chain Management: Procurement Management Division Visible Policing
SALARY	:	R338 106. per annum (Level 7)
CENTRE	:	Midcity Building, 540 Pretorius Street, Arcadia
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES	:	Render an effective Supply Chain Management in terms of procurement. Provide acquisition authorization for procurement applications according to the delegation. Prepare files for presentation at the Resource Committee meetings. Compile, register and conduct determination test. Update the Irregular Expenditure register. Manage the analysis of the demand and planning of the provisioning and non-provisioning stores. Co-ordinate the supplier database and nodal point. Co-ordinate the rotation of suppliers from the CSD.
ENQUIRIES	:	Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
APPLICATIONS	:	Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/122	:	**SUPPLY CHAIN CLERK SUPERVISOR REF NO: FMS 02/2026 (1 POST)** Division: Financial Management Services Support Services
SALARY	:	R338 106.per annum (Level 7)
CENTRE	:	Pretoria
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES	:	Facilitate all acquisition related issues and monitor that it is done in a cost-effective manner. Facilitate all demand related issues and monitor that all is done in a cost-effective manner. Facilitate performance management functions within SCM. Facilitate all resources allocated to the section in an effective and efficient manner. Facilitate the implementation and maintenance of all National Policies regarding Supply Chain Management. Facilitate inspections and evaluations (internally and SCM Performance Management). Facilitate vehicle fleet management. Facilitate SHE management within the Division. Facilitate movable government property inspections and stocktaking processes.
ENQUIRIES	:	Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122
APPLICATIONS	:	Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za
POST 22/123	:	**SUPPLY CHAIN CLERK SUPERVISOR REF NO: CS 02/06/2026 (X1 POST)** Section Corporate Support: Supply Chain Management
SALARY	:	R338 106. per annum (Level 7)
CENTRE	:	Pretoria
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES	:	Administer and coordinate stock taking, asset inspection and certification of assets on the Provisioning Administration System (PAS). Administer and coordinate the closing of vouchers on PAS. Administer and perform transfers on PAS from one accounting store to another and between chief users. Administer and coordinate disposals/complete the necessary source documents and print reports on PAS. Administer and perform PAS functions when collecting provisioning store items. Administer and complete source documents when performing PAS transaction on the system.
ENQUIRIES	:	Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372
APPLICATIONS	:	Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O

Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to TshabalalaBeauty@saps.gov.za

POST 22/124 : **SUPPLY CHAIN CLERK SUPERVISOR (CR14/06/2026) (1 POST)**
Component: Crime Registrar
Crime Registrar: Support Services Section

SALARY : R338 106 per annum (Level 7)
CENTRE : Head Office: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills, and Competencies Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be
DUTIES : Administer and process procurement requisitions, including the recording, capturing, monitoring, and tracking of procurement applications in accordance with Supply Chain Management procedures. Coordinate the acquisition, receipt, inspection, distribution, and control of equipment and stock, ensuring compliance with organizational policies and inventory management requirements. Maintain adequate stock levels through needs assessments, stock monitoring, inventory control, and the accurate allocation of equipment and consumables to end users. Process and monitor invoices, supplier payments, and procurement related enquiries, ensuring timely and accurate financial administration. Maintain and update procurement systems, supplier databases, procurement records, contract information, inventory registers, and asset management records. Compile, maintain, and submit procurement, inventory, supplier, and asset-related reports and documentation. Administer effective record management, accountability of assets and stock, and ensure compliance with procurement and supply chain management policies and procedures.
ENQUIRIES : Col DB Mathebe / Lt Col B Sookraj / Captain TP Baloyi / W/O N Mahwai Tel No (012) 360 1502 / 1524 / 1544
APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria,0001 OR Physical Address: No 463 Prieska Street, Erasmuskloof, Pretoria,0001 OR E-Mail address: SookrajB@saps.gov.za/BaloyiPT@saps.gov.za and MahwaiN@saps.gov.za

POST 22/125 : **SUPPLY CHAIN CLERK SUPERVISOR**
Directorate for Priority Crime Investigation: Provincial level
Component: Corporate Support Services
Section: Supply Chain Management

SALARY : R338 106 per annum (Level 7)
CENTRE : Ref No: DPCI/EC/19/2026: East London
Ref No: DPCI/FS/20/2026: Bloemfontein
Ref No: DPCI/GP/21/2026: Germiston
Ref No: DPCI/KZN/22/2026: Durban
Ref No: DPCI/NW/23/2026: Klerksdorp
REQUIREMENTS : Applicant must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Leaner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.
DUTIES : Monitor processes in relation to Supply Chain Management; Conduct a provisioning logistical needs analysis to identify needs shortages on moveable / immoveable property; Monitor and control the distribution of physical resources

and administer inventories; Coordinate vehicle fleet administration and inspections; Manage day-to-day maintenance of buildings premises; Implement SHE standards; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.

ENQUIRIES : **DPCI: Eastern Cape:** can be directed to: Lieutenant Colonel Batyi and Captain Poswa Telephone number: (043) 709 0524 / 0525 / 0527
DPCI: Free State: Enquiries can be directed to: Lieutenant Colonel Vethezo and Captain Mkumla Telephone number: 071 481 2510
DPCI: Gauteng: Enquiries can be directed to: Lieutenant Colonel Macinga and Warrant Officer Kone Telephone number: (082) 778 3578 and (082) 449 2282
DPCI: Kwazulu Natal: Enquiries can be directed to: Colonel Zikhali and Lieutenant Colonel Phungula Telephone number: (031) 325 4913
DPCI North West: Enquiries can be directed to: Lieutenant Colonel Mbulawa and Captain Mokoena Telephone number: (018) 464 5316 / 5332

APPLICATIONS : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you):
DPCI: Eastern Cape: Hand delivered or couriered to: Cnr Buxton and Oxford Street, Old Allied Building, East London Email address: PoswaN@saps.gov.za and SobutyuN@saps.gov.za
DPCI: Free State: Hand delivered or couriered to: Charlotte Maxeke Street/ Maitland Street, 46 ABSA Building, BLOEMFONTEIN Email address: VethezoX@saps.gov.za and MkumlaU@saps.gov.za
DPCI: Gauteng: Hand delivered or couriered to: 165 Meyer Street, Benmare Building, GERMISTON Email address: MacingaL@saps.gov.za
DPCI: Kwazulu Natal: Hand delivered or couriered to: 15 Bram Fischer Road, Servamus Building, DURBAN Email address: MoodleyP4@saps.gov.za
DPCI North West: Hand delivered or couriered to: 51 Leask Street, 3rd floor, Westend Building, KLERKSDORP Email address: MbulawaL@saps.gov.za

POST 22/126 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: DPCI/FS/24/2026**
Directorate for Priority Crime Investigation: Provincial level
Component: Corporate Support Services: Limpopo
Section: Supply Chain Management: Procurement & Inventory Management

SALARY : R338 106 per annum (Level 7)
CENTRE : Polokwane
REQUIREMENTS : Applicant must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Leaner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.

DUTIES : Administer the procurement and logistical support with the sub-section; Administer the payment process of the services and or expendable items; Facilitate the effective and efficient logistical provisioning and management of all types of vehicles; Provide and facilitate the occupational safety and environmental matter; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.

ENQUIRIES : can be directed to: Colonel Seabi and Captain Machete Telephone number: (071) 481 3316 / (082) 580 4681

APPLICATIONS : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you):
DPCI: LIMPOPO: Hand delivered or couriered to: 106 Hans van Rensburg Street, Suite 02, 106 Empire Place, POLOKWANE Email address: MacheteP@saps.gov.za

POST 22/127 : **SUPPLY CHAIN CLERK SUPERVISOR: REF NO: RIM 01/06/2026 (X1 POST)**
Risk & Integrity Management: Management Information & Support

SALARY : R338 106.per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the

interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Administer procuring goods and services, processing orders, managing inventory, maintaining accurate records, and reconciling invoices to ensure efficient business operations, compile and consolidate the Demand Management Plan (DMP) and Procurement Plan. Categorizing commodities and ensuring the availability of funds. Conduct variance, market, and industry analysis. Review Demand Management and Procurement Plan. Draft specifications/terms of reference for goods and services. Track all movements of specifications and terms of reference submissions. Assist in maintaining and coordinating effective and efficient state asset and inventory control management. Maintain, control and coordinate the acquisition management services within the Component. Maintain and control distribution and utilization of physical resources.

ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372

APPLICATIONS : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to PretoriusK@saps.gov.za

POST 22/128 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: DPCI/FS/25/2026**
Directorate for Priority Crime Investigation: Provincial level
Component: Corporate Support Services: Northern Cape
Section: Supply Chain Management: Fleet Management

SALARY : R338 106 per annum (Level 7)
CENTRE : Kimberley
REQUIREMENTS : Applicant must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Leaner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.

DUTIES : Facilitate the effective and efficient logistical provisioning and management of all types of vehicles; Perform random vehicle inspections and maintenance of the register; Transportation of equipment vehicle to the garage for services or pairs; Ensure certification of fuel transactions, Manage registration and renewal of vehicle licenses; Register and de-register vehicles; Manage and ensure that SAPS 132B are completed and filled correctly; Manage and update vehicle asset register; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.

ENQUIRIES : can be directed to: Lieutenant Colonel Ntho and Captain Damons Telephone number: (082) 779 8553 and (071) 481 3000

APPLICATIONS : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): DPCI: NORTHERN CAPE: Hand delivered or couriered to: 36 Stockdale Street, De-Beers Building (Cheapside) KIMBERLEY Email address: DamonsM@saps.gov.za

POST 22/129 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: CS 01/06/2026 (X1 POST)**
Section Corporate Support: Human Resource Management

SALARY	:	R338 106 per annum (Level 7)
	:	Pretoria
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES	:	Capture all leave transactions on Persal. Monitor the average acceptable rate of unscheduled absence. Conduct SAP 26 and Z8 inspections. Conduct Leave Audits. Monitor 8 days consecutive leave. Administer and capture ill-health retirement applications, Injury on Duty documents as well as temporary incapacity leave. Monitor the reintegration of employees absent from work for 30 consecutive days. Compile monthly and quarterly returns. Compile and submit PMR for the Sub-Section: HRM.
ENQUIRIES	:	Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372
APPLICATIONS	:	Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to TshabalalaBeauty@saps.gov.za
POST 22/130	:	**HUMAN RESOURCE CLERK SUPERVISOR (REF NO: VP E1/2026)** Support Services: Personnel Management. Division Visible Policing
SALARY	:	R338 106 per annum (Level 7)
CENTRE	:	Midcity Building, 540 Pretorius Street, Arcadia
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES	:	Administer the applications for transfers and service arrangements; Administer long-term acting allowances; Administer occupational translations; Administration of Data Integrity and update personnel placement and records; Administration of external and internal appointments, post promotions and grade progression. Administration of Recognition of Improved Qualifications.
ENQUIRIES	:	Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
APPLICATIONS	:	Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
POST 22/131	:	**HUMAN RESOURCE CLERK SUPERVISOR (REF NO: VP E2/2026)** Support Services: Personnel Management Division Visible Policing
SALARY	:	R338 106 per annum (Level 7)
CENTRE	:	Midcity Building, 540 Pretorius Street, Arcadia

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Administration of general leave and Leave audits. Administration of Temporary Incapacity Leave, Full functional assessment applications, ill health retirement and Injury on Duty. Administration of Service Termination.

ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977

APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/132 : **HUMAN RESOURCE CLERK SUPERVISOR (POST NUMBER: PPS02/2026) (1x Post)**
Human Resource Management
Component: Presidential Protection Service

SALARY : R338 106 per annum (Level 7)
CENTRE : Western Cape: Cape Town
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills. Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Core Functions: Monitor and administrate all life Cycle Management functions. Monitor and administrate all HRU functions. Monitor and administrate all HRPA functions. Monitor and administrate all Employee Relations. Manage and exercise control over human, physical and financial resources allocated to the post.

ENQUIRIES : Lieutenant Colonel Kamana / Captain Teyise / AC Sofika/AC Sylvester on Tel No: 021 467 6485/6499

APPLICATIONS : Western Cape (Cape Town): Applications must be posted / hand delivered to the following address:121 Garmour House Plein Street Cape Town 8001 and e-mailed to: KamanaEN@saps.gov.za / TeyiseS@saps.gov.za / cpt-ppu@saps.gov.za

POST 22/133 : **HUMAN RESOURCES CLERK SUPERVISOR REFNO: IA26/06/2026 (1 POST)**
Component Internal Audit
Human Resource Management: Internal Audit

SALARY : R338 106 per annum (Level 7)
CENTRE : Pretoria: Head Office
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma /

Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Administer and manage employee leave, transfers, promotions, service terminations, discharges, retirements, and pension-related matters. Process and coordinate applications relating to medical, disability, stress, depression, alcohol, and death boards in accordance with organisational policies and procedures. Maintain, update, and manage personnel records and databases, including the capturing, verification, and submission of employee information on relevant HR systems. Compile, maintain, and submit HR statistics, personnel reports, employment equity reports, performance management reports, and other required administrative reports. Administer and monitor employee performance management processes, including Performance Enhancement Process (PEP) compliance, progress reporting, and performance-related documentation. Process and administer employee incentives, rewards, pay progression, and salary-related enquiries. Register, coordinate, process, and finalise employee grievance and disciplinary matters in accordance with applicable policies and procedures. Ensure effective personnel administration, record management, regulatory compliance, and the implementation of Human Resource Policies and Practice.

ENQUIRIES : Lieutenant Colonel Mukhesi / Captain A Dhlamini / Warrant Officer Selele on 063 697 2598/ 063 697 3155 / 082 569 8523.

APPLICATIONS : Direct your application to the following address: Physical Address: Reception: SAPS National Head Office: 231 Pretorius Street, Watchuis Building.Email: RatshiedanaS@saps.gov.za and DhlaminiA@saps.gov.za

POST 22/134 : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: DPCI/HO/16/2026**
Directorate for Priority Crime Investigation: Head Office
Component: Governance and Corporate Services
Section: Service Termination & Absenteeism Management

SALARY : R338 106 per annum (Level 7)
CENTRE : Head Office
REQUIREMENTS : Applicant must display competency in the post-specific functions of the post; *Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Leaner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.

DUTIES : Facilitate service absence and terminations within the DPCI; Ensure compliance with applicable National Instructions on service termination and absenteeism management; Monitor applications for temporary incapacity leave, IOD's and other related administration functions; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.

ENQUIRIES : can be directed to: Brigadier Mogoma Monyela and Lieutenant Colonel BK Mhlahlo: Tel number: (012) 846 4067/4110

APPLICATIONS : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Head Office Level: Hand delivery: Main Security gate at 1 Cresswell Road, Promat Building, SILVERTON, Email address: dpcivacancies@saps.gov.za

POST 22/135 : **HUMAN RESOURCE CLERK SUPERVISOR DPCI/HO/17/2026**
Directorate for Priority Crime Investigation
Component: Governance and Corporate Services
Section: Human Resource Development

SALARY : R338 106 per annum (Level 7)
CENTRE : Head Office

REQUIREMENTS : Applicant must display competency in the post-specific functions of the post; *Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Leaner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.

DUTIES : Assist in administering the implementation of capacity development initiatives i.t.o annual performance plan and the annual operational plan of the DPCI; Assist in administering and coordinating SAPS bursary programme, internship programme and data training statistics and reports quarterly; Capturing of training related results on TAS; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.

ENQUIRIES : can be directed to: Brigadier Mogoma Monyela and Lieutenant Colonel BK Mhlahlo: Tel number: (012) 846 4067/4110

APPLICATIONS : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Head Office Level: Hand delivery: Main Security gate at 1 Cresswell Road, Promat Building, SILVERTON, Email address: dpcivacancies@saps.gov.za

POST 22/136 : **HUMAN RESOURCE CLERK SUPERVISOR**
Directorate for Priority Crime Investigation: Provincial level
Component: Corporate Support Services
Section: Human Resource Management

SALARY : R338 106 per annum (Level 7)

CENTRE : Ref No: DPCI/GP/29/2026: Germiston
Ref No: DPCI/LIM/30/2026: Musina
Ref No: DPCI/MP/31/2026: Nelspruit
Ref No: DPCI/NC/32/2026: Kimberley
Ref No: DPCI/NW/33/2026: Klerksdorp
Ref No: DPCI/WC/34/2026: Bellville

REQUIREMENTS : Applicant must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Leaner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.

DUTIES : Facilitate service absence and terminations within the province; Ensure compliance with regard to National Instructions on service termination and absenteeism management; Monitor applications for temporary incapacity leave; Coordinate all recruitment related matters, the appointment of employees, transfers & related matters; Administer medical board and injuries on duty. Coordinate all the medals awards related matters; Facilitate Training and related matters; Facilitate discipline management and grievance related matters; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.

ENQUIRIES : **DPCI: Gauteng:** Enquiries can be directed to: Lieutenant Colonel Macinga and Warrant Officer Kone Telephone number: (082) 778 3578 and (082) 449 2282
DPCI: Limpopo: Enquiries can be directed to: Colonel Seabi and Captain Machete Telephone number: (071) 481 3316 / (082) 580 4681
DPCI: Mpumalanga: Enquiries can be directed to: Lieutenant Colonel Shongwe and Captain Maseko Telephone number: (013) 759 1366 / 1365 / 1377
DPCI: Northern Cape: Enquiries can be directed to: Lieutenant Colonel Ntho and Captain Damons Telephone number: (082) 779 8553 and (071) 481 3000
DPCI North West: Enquiries can be directed to: Lieutenant Colonel Mbulawa and Captain Mokoena Telephone number: (018) 464 5316 / 5332
DPCI: Western Cape: Enquiries can be directed to: Captain Xhego and Warrant Officer Matlou Telephone number: (071) 481 3252 and (071) 481

APPLICATIONS : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you):
DPCI: Gauteng: Hand delivered or couriered to: 165 Meyer Street, Benmare Building, GERMISTON Email address: MacingaL@saps.gov.za
DPCI: Limpopo: Hand delivered or couriered to:106 Hans van Rensburg Street, Suite 02, 106 Empire Place, POLOKWANE MacheteP@saps.gov.za
DPCI: Mpumalanga: Hand delivered or couriered to: 17 Henshall Street, Stats House, NELSPRUIT Email address: ShongweS@saps.gov.za
DPCI: Northern Cape: Hand delivered or couriered to: 36 Stockdale Street, De-Beers Building (Cheapside) KIMBERLEY Email address: DamonsM@saps.gov.za
DPCI North West: Hand delivered or couriered to:51 Leask Street, 3rd floor, Westend Building, KLERKSDORP Email address: MbulawaL@saps.gov.za
DPCI: Western Cape: Hand delivered or couriered to: 3 AJ West Street, Old SARS Building, BELLVILLE Email address: Sibelekwanas@saps.gov.za

POST 22/137 : **ADMINISTRATION CLERK SUPERVISOR (REF NO: VP E6/2026)**
Flash: Firearm Compliance and Enforcement: MIC
Division Visible Policing

SALARY : R338 106.per annum (Level 7)
CENTRE : Veritas Building, Pretoria Central
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Compile, verify and consolidate weekly, monthly, quarterly and annual performance reports for the Section in terms of the Annual Operational Plan and Annual Performance Plan. Compile and ensure the timely submission of performance report to the Component: MIC. Monitor AGSA reports, Internal Audit findings and Parliamentary questions. Liaise will all Provincial Offices regarding performance reporting. Compile information and create presentations for the section.
ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/138 : **ADMINISTRATION CLERK SUPERVISOR (REF NO: VP E7/2026)**
Flash: Second-Hand Goods: Liquor and Second-Hand Goods Service
Division Visible Policing

SALARY : R338 106 per annum (Level 7)
CENTRE : MIC Veritas Building, Pretoria Central
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Compile, verify and consolidate weekly, monthly, quarterly and annual performance reports for the Section in terms of the Annual Operational Plan and Annual Performance Plan. Compile and ensure the timely submission of performance report to the Component: MIC. Monitor AGSA reports, Internal Audit findings and Parliamentary questions. Liaise will all Provincial Offices regarding performance reporting. Compile information and create presentations for the section

ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977

APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/139 : **ADMINISTRATION CLERK SUPERVISOR (REF NO: VP E8/2026)**
Rapid Rail Police: Mabopane Corridor
Division Visible Policing

SALARY : R338 106 per annum (Level 7)
CENTRE : Mabopane
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Render administrative duties pertaining to Human Resource related functions. Render administrative duties pertaining to Human Resource Utilisation related functions. Comply with service standards.

ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977

APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/140 : **ADMINISTRATIVE CLERK SUPERVISOR (POST NUMBER: PPS01/2026)**
Component: Presidential Protection Service
Office of the Component Head

SALARY : R338 106 per annum (Level 7)
CENTRE : HQ: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. *General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Core Functions: Render Administrative Support Functions. Administer correspondence and files of the Component Head: PPS. Uphold the confidentiality of all classified documents as per the MISS. Supervise the coordination of all

internal and external meetings for the Component Head. Exercise control over human, physical and financial resources allocated to the post.

ENQUIRIES : Lieutenant Colonel Kganyago Tel No: 012 400 5310/ Warrant Officer Sithebe on 012 400 5186/ Warrant Officer Mnyalatyho 012 400 5105/ AC Sekwape 012 400 5137/ AC Modiha/ HRC Sibande 012 400 5147.

APPLICATIONS : HQ: Pretoria: Applications can be posted / hand delivered to the following address: Private Bag x 272 Pretoria 0002 or 3 Troye and Park Street, Protection Service, Maupa Naga Building Sunnyside 0002 or e-mailed to: Kganyagonn@saps.gov.za / SithebeS@saps.gov.za / MnyalatyhoLL@saps.gov.za / SekwapeND@saps.gov.za / SibandeK@saps.gov.za / ModihaI@saps.gov.za

POST 22/141 : **ADMINISTRATION CLERK SUPERVISOR REF NR: FMS 01/2026 (1 POST)**
Division: Financial Management Services
Management Information and Strategic Planning:)

SALARY : R338 106.per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Supervise the strategic planning and performance reporting process for the Division. Facilitate the service delivery improvement plan. Facilitate performance assessments for SMS. Facilitate service complaints within the Division. Supervise information support of the Division. Supervision of human, financial and physical resources of the Sub-Section: MISP.

ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122

APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/142 : **ADMINISTRATION CLERK SUPERVISOR REF NO: ESIR 01/06/2026**
Interpol NCB Liaison Officers Desk

SALARY : R338 106 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Supervise, ensure, monitor and render effective and efficient HR, administrative and financial support and services to SAPS Liaison Officers (LO) posted abroad and members at Interpol NCB Pretoria, both internally and externally. Ensure, administer and monitor the compilation and effective implementation of all HR, Administrative and Financial tasks and duties concerning the LO's. Administer, ensure and certify fixed telephone/cell phone lines accounts and processing of claims. Supervise and monitor human, physical and financial resources allocated. Perform standby / Ad hoc duties when necessary.

ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372

APPLICATIONS : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to MashiloaneK@saps.gov.za

POST 22/143 : **ADMINISTRATION CLERK SUPERVISOR REF NO: ESIR 02/06/2026**
Interpol NCB, SARPCCO/AFRIPOL/SADC Desk

SALARY : R338 106 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Supervise, ensure, monitor and render effective and efficient administrative support and services to African Regional Countries and Interpol NCB Pretoria, both internally and externally. Assist, administer and ensure administrative support to all SARPCCO/AFRIPOL/SADC Countries, including visits to and from these countries. Render administrative support with the organising, participating and during conferences and meetings. Supervise and monitor human, physical and financial resources allocated. Perform standby / Ad hoc duties when necessary.

ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372

APPLICATIONS : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to MashiloaneK@saps.gov.za

POST 22/144 : **ADMINISTRATION CLERK SUPERVISOR POST NUMBER: TMS 5/2026**
Section: Data Centre Management and Hosting Services
Division: Technology Management Services

SALARY : R338 106 per annum (Level 7)
CENTRE : Head Office
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) in IT, Computer Science or Informatics. as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. 3-4 years' Previous experience in Data Centre environments, Server Virtualization, Network Management, Backup and Disaster Recovery testing experience is highly beneficial. Program Management experience. Certifications in ITIL, Microsoft Products, Oracle Technology, IBM Mainframe Exposure, IP networking, system administration, Disaster Recovery including backup & Restores, Replication & Archiving procedures, or cloud computing (e.g., AWS, Azure) are highly advantageous. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning,

Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Server Administration. Oversee high availability, disaster recovery (DR), and business continuity (BC) planning for mission-critical systems. Govern Capacity Planning, performance management, and resource optimisation across hosting platforms. Oversee the evolution towards modern hosting environments (e.g., cloud, containerisation, software-defined infrastructure)

ENQUIRIES : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964

APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets;Hatfield, PRETORIA

POST 22/145 : **ADMINISTRATION CLERK SUPERVISOR POST NUMBER: TMS 6/2026**
Section: Converged Communications
Division: Technology Management Services

SALARY : R338 106 per annum (Level 7)
CENTRE : Head Office
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Provide administrative support to ensure the effective and efficient delivery of Converged Communication Services. Assist with the consolidation and coordination of user requirements. Compile, maintain, and monitor the Demand Plan including associated equipment, to support Planning and resource allocation within the Converged Communication Services environment. Administer and monitor the integrity, accuracy, and completeness of assets as per in accordance with the organisational standards and systems data within Converged Communication Services Manage utilization of all resources allocated to the immediate post environment. Perform requisition and distribution of stock from provisioning stores. Receive equipment/stock and process allocation administration. Issue and exercise consumable equipment/stock control.

ENQUIRIES : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964

APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets;Hatfield, PRETORIA

POST 22/146 : **ADMINISTRATION CLERK SUPERVISOR POST NUMBER: TMS 7/2026**
Section: Supply Chain Management – Fleet Management
Division: Technology Management Services

SALARY : R338 106 per annum (Level 7)
CENTRE : Head Office
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent Applicants must display competency in the core functions of the post. qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for

at least a light motor vehicle will serve as an added advantage. Tertiary qualification and developmental courses i.e. SCM learning programme Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Administration of vehicle management in compliance to prescripts. Administer the procurement of vehicles from demand management till disposal management. Administration of registration, licencing, maintenance and deregistration of vehicle fleet management. Administration of SAPS 132(B) and SAPS 132(G), ensuring filling of documents is properly maintained. Conduct weekly inspection of vehicles, administer that VRC meetings are held monthly and returns are submitted timeously.

ENQUIRIES : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964

APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets;Hatfield, PRETORIA

POST 22/147 : **ADMINISTRATION CLERK SUPERVISOR POST NUMBER: TMS 8/2026**
Section: Supply Chain Management – Demand Management
Division: Technology Management Services

SALARY : R338 106 per annum (Level 7)
CENTRE : Head Office
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Be proficient in at least two official languages, of which one must be English. Tertiary qualification and developmental courses i.e. SCM learning programme (NQF 5) may serve as an advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Administer the needs analysis and assessment of the Division and other costs Centers administer the demand planning and forecasting by compiling the demand plans , conduct market and industry research and identify risks. Linking the needs to the budget by budgeting and cost estimations Assisting with drafting of specifications in line with SCM policies Compile and updating of procurement plan sourcing of quotations. Administer stakeholder coordination by educating clients and manage projects expectations

ENQUIRIES : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964

APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets;Hatfield, PRETORIA

POST 22/148 : **ADMINISTRATION CLERK SUPERVISOR POST NUMBER: TMS 9/2026**
Section: Resources and Administration Systems Management
Division: Technology Management Services

SALARY : R338 106 per annum (Level 7)
CENTRE : Head Office

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Provide user system support and information requests for Cooperate Management system. Explore, analyse and recommend solutions according to the latest available technology trends. Perform and assist with first line user support for respective Divisions and Components in terms of IS/ICT. Conduct user training/workshop on enhanced functionality on Cooperate Management systems. Compile weekly, monthly and quarterly reports for the Sub-section. Assist in general administration in the subsection for all resources.

ENQUIRIES : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964

APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets; Hatfield, PRETORIA

POST 22/149 : **ADMINISTRATION CLERK SUPERVISOR REF NO: DET 01/2026 (1 POST)**
Division Detective Services
Human Resource Management and Utilization

SALARY : R338 106.per annum (Level 7)
CENTRE : Head Office: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : To facilitate and coordinate all Human Resource Utilization functions within the Division Facilitate and coordinate Human Resource Planning, Performance Management Systems within the Division, Diversity and Transformation Management prescripts, Labour Relations related functions within the Division and coordinate all administrative functions within the section.

ENQUIRIES : Lieutenant Colonel WB Chauke / Captain S Ntuli / PPO Kgwedi at (012) 393 1633/ 4478 / 1277.

APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag x 302 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 237 Pretorius Street, Watchuis Building. Email: Detectiverecruitment@saps.gov.za

POST 22/150 : **ADMINISTRATION CLERK SUPERVISOR REF NO: DET 02/2026 (1 POST)**
Division Detective Services
Management Information and Strategic Planning.

SALARY : R338 106.per annum (Level 7)
CENTRE : Head Office: Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Coordinate feedback on the Performance Assessment for the National Commissioner, Divisional Commissioner, Provincial Commissioners and Deputy Provincial Commissioners: Crime Detection Administer recommendations and requests by the Portfolio Committee on Police (PCoP) and Budget Review and Recommendation Report (BRRR) Administer all Questions in Parliament and Media enquiries Administer Auditor General of South Africa and Internal Audit reports.

ENQUIRIES : Lieutenant Colonel WB Chauke / Captain S Ntuli / PPO Kgwedi at (012) 393 1633/ 4478 / 1277.

APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag x 302 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 237 Pretorius Street, Watchuis Building.Email: Detectiverecruitment@saps.gov.za

POST 22/151 : **ADMINISTRATION CLERK SUPERVISOR REF NO: DET 03/2026 (1 POST**)
Division Detective Services
Management Information and Support: Component: FCS

SALARY : R338 106.per annum (Level 7)
CENTRE : Head Office: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Facilitate strategic planning documents for the Component. Facilitate Annual Report for the Component. Facilitate of Auditor General of South Africa (AGSA) Audit and Internal Audit functions. Facilitate the Performance Assessments for the Component Head and Section Heads. Facilitate the support to Parliamentary matters. Rendering generic administrative related functions of the Component.

ENQUIRIES : Lieutenant Colonel WB Chauke / Captain S Ntuli / PPO Kgwedi at (012) 393 1633/ 4478 / 1277.

APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag x 302 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 237 Pretorius Street, Watchuis Building. Email: Detectiverecruitment@saps.gov.za

POST 22/152 : **ADMINISTRATION CLERK SUPERVISOR REF NO: DET 04/2026 (1 POST)**
Division Detective Services
Management Information and Support: Component: SVC

SALARY : R338 106.per annum (Level 7)
CENTRE : Head Office: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or

equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Co-ordination and execution of the SVC Investigation and co-ordination: Crime Information Analysis Compile and consolidate returns on the performance of the Provinces within SVC component Monitor and ensure data integrity of all mainframe systems at the Detective units on station level nationally Co-ordinate re-registration of other officers on Crime Administration System and Global Access Control System for the SVC Component, Interventions, Compile and consolidate responses to question in parliament

ENQUIRIES : Lieutenant Colonel WB Chauke / Captain S Ntuli / PPO Kgwedi at Tel No: (012) 393 1633/ 4478 / 1277.

APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag x 302 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 237 Pretorius Street, Watchuis Building. Email: Detectiverecruitment@saps.gov.za

POST 22/153 : **ADMINISTRATIVE CLERK SUPERVISOR (POST NUMBER: SM01/06/2026)**
Component: Strategic Management
Monitoring Reporting Systems

SALARY : R338 106 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Core Functions: Develop, review and maintain Learning Material related to Organisational Performance Management Systems. Facilitate the process for request for services or system enhancement. Develop Business Request for Services upon request from stakeholders. Perform testing on request for services or system enhancements. Coordinate maintenance on the Organisational Performance Management Systems. Develop and maintain a database containing User Profile. Facilitate all administration related tasks in respect of Organisation Performance System Work Session. Prepare meeting agendas, attendance registers and minute-taking documentation. Coordinate logistical arrangements for meetings, preparation sessions and other related engagements. Monitor incoming and outgoing correspondence and emails on managed systems. Implement a reminder system to track email requests for enquiries, services or enhancements. Provide coordination support for personnel-related administrative matters. Perform general administrative duties to support the effective functioning of the Subsection.

ENQUIRIES : Col GJ Tebe / Capt TL Legora / CAC BR Tiya / AC CH Waldeck at telephone: (012) 397 7250 / 7021 / 7025 / 7023.

APPLICATIONS : Hand delivered applications: Tulbagh Park, Drakenstein building, 101 Douglas Street: Colbyn, Pretoria 0083. (Application must be deposited into the box available at the reception area). Emailed applications: LegoraT@saps.gov.za / TiyaBR@saps.gov.za / and waldeckc@saps.gov.za

POST 22/154 : **ADMINISTRATIVE CLERK SUPERVISOR (POST NUMBER: SM02/06/2026)**
Component: Strategic Management
Organization Performance Monitoring

SALARY : R338 106 per annum (Level 7)
CENTRE : Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Core Functions: Maintain an efficient filing system by ensuring systematic classification, storage, retrieval and safeguarding of documents in accordance with the approved records management policies. Ensure that performance-related submissions and supporting evidence are accurately filed and easily accessible. Implement a reminder system to track reporting deadlines and submissions. Maintain an effective overall record management system for performance information-related correspondence. Manage incoming and outgoing correspondence. Coordinate the distribution of reporting templates, guidelines, reporting schedules and related documentation. Maintain records of reporting compliance. Compile administrative-related statistics relating to reporting compliance and submission trends. Coordinate logistical arrangements for meetings, preparation sessions and other related engagements. Prepare meeting agendas, attendance registers and minute-taking documentation. Draft routine correspondence. Perform general administrative duties to support the effective functioning of the Organisational Performance Monitoring Subsection. Coordinate the distribution of Annual Report copies to internal and external stakeholders. Develop and maintain a performance information-related database. Provide coordination support for personnel-related administrative matters.

ENQUIRIES : Col GJ Tebe / Capt TL Legora / CAC BR Tiya / AC CH Waldeck at telephone: (012) 397 7250 / 7021 / 7025 / 7023.

APPLICATIONS : Hand delivered applications: Tulbagh Park, Drakenstein building, 101 Douglas Street: Colbyn, Pretoria 0083. (Application must be deposited into the box available at the reception area). Emailed applications: LegoraT@saps.gov.za / TiyaBR@saps.gov.za / and waldeckc@saps.gov.za

POST 22/155 : **ADMINISTRATION CLERK SUPERVISOR REF NO: DET 05/2026 (1 POST)**
Division Detective Services
Management Information and Support: Component: CIS

SALARY : R338 106.per annum (Level 7)
CENTRE : Head Office: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Co-ordination and execution of the CIS Investigation and co-ordination: Crime Information Analysis Compile and consolidate returns on the performance of the Provinces within CIS component Monitor and ensure data integrity of all mainframe systems at the Detective units on station level nationally Co-ordinate re-registration of other officers on Crime Administration System and Global Access Control System for the CIS Component Interventions: Compile and consolidate responses to question in parliament.

ENQUIRIES : Lieutenant Colonel WB Chauke / Captain S Ntuli / PPO Kgwedi at (012) 393 1633/ 4478 / 1277.

APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag x 302 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 237 Pretorius Street, Watchuis Building. Email: Detectiverecruitment@saps.gov.za

POST 22/156 : **ADMINISTRATION CLERK SUPERVISOR (x11 POSTS)**
Directorate for Priority Crime Investigation

SALARY : R338 106 per annum (Level 7)

CENTRE : Head Office
Component: Executive Support Services:
Section: Office of the Component Head Post Number & location: DPCI/HO/02/2026: Head Office
Component: Governance and Corporate Services:
Section: Office of the Component Head Post Number & location: DPCI/HO/03/2026: Head Office
Component: Executive Support Services:
Section: Executive Secretariat and Information Management: Post Number & location: DPCI/HO/04/2026: Head Office
Component: Forensic Accounting Investigation:
Section: Investigative Accounting Post Number & location: DPCI/HO/05/2026: Head Office
Component: Divisional Commissioner: National Priority Offences Operations:
Section: Tactical Operations: Post Number & location: DPCI/HO/06/2026: Head Office
Component: Serious Corruption Investigation:
Section: Serious Corruption Offences Post Number & location: DPCI/HO/07/2026: Head Office
Component: Serious Commercial Crime Investigation:
Section: Statutory and Common Law Offences Post Number & location: DPCI/HO/08/2026: Head Office
Component: Serious Commercial Crime Investigation:
Section: Government Fraud Post Number & location: DPCI/HO/09/2026: Head Office
Component: Serious Organised Crime Investigation:
Section: Crime Against the State Post Number & location: DPCI/HO/10/2026: Head Office
Component: Serious Organised Crime Investigation:
Section: Economic Protected Resources Post Number & location: DPCI/HO/11/2026: Head Office
Component: Priority Crime Specialised Investigation:
Section: Asset Forfeiture Investigation: Post number & location: DPCI/HO/12/2026: Head Office

REQUIREMENTS : Applicant must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Leaner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.

DUTIES : Provide administrative functions and services in the relevant office; Ensure the maintenance of good organisational systems on management and document management movement is aligned with the registry and archives systems; Receive and consolidate applicable monthly returns and verify information against source documents; Maintain and updating of registries in the relevant office; Ensure that documents are recorded and distributed to the relevant offices and that record of receipt and distribution is recorded in the relevant registers and database; Maintain and update of the Brought Forward system; Maintain a database of all administration matters; Verifying files against applicable SAPS systems; Draft and type letters; Assist with compiling of presentations; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.

ENQUIRIES : can be directed to: Brigadier Mogoma Monyela and Lieutenant Colonel BK Mhlahlo: Tel number: (012) 846 4067/4110

APPLICATIONS : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Head Office Level: Hand delivery: Main Security gate at 1 Cresswell Road, Promat Building, SILVERTON, Email address: dpcivacancies@saps.gov.za

POST 22/157	:	**ADMINISTRATION CLERK SUPERVISOR REF NO: DPCI/HO/13/2026** Directorate for Priority Crime Investigation Component: Priority Crime Management Centre Section: Threat Analysis and Assessment: Multi-Dimensional Analysis Post Number & location:
SALARY	:	R338 106 per annum (Level 7)
CENTRE	:	Head Office
REQUIREMENTS	:	Applicant must display competency in the post-specific functions of the post; *Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Leaner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.
DUTIES	:	Receive and process all profiling requests from internal and external stakeholders; Maintain databases / spreadsheets for monthly, quarterly and annual reporting; Identify potential / emerging threats / trends and linkages; Maintain control measures within the office. Liaise with stakeholders; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.
ENQUIRIES	:	can be directed to: Brigadier Mogoma Monyela and Lieutenant Colonel BK Mhlahlo: Tel number: (012) 846 4067/4110
APPLICATIONS	:	Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Head Office Level: Hand delivery: Main Security gate at 1 Cresswell Road, Promat Building, SILVERTON, Email address: dpcivacancies@saps.gov.za
POST 22/158	:	**ADMINISTRATION CLERK SUPERVISOR REF NO: DPCI/HO/14/2026** Directorate for Priority Crime Investigation: Component: Priority Crime Management Centre Section: Threat Analysis and Assessment: Multi-Dimensional Analysis Post Number & location
SALARY	:	R338 106 per annum (Level 7)
CENTRE	:	Head Office
REQUIREMENTS	:	Applicant must display competency in the post-specific functions of the post; *Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Leaner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.
DUTIES	:	Co-ordinate, capture and process all received Section 205 applications; Receive requests for evidential communication analysis from the Components/ Provincial Heads/Units and other government departments; Apply knowledge to ensure the effective management, administration of all received applications of project driven investigations; Ensure the monitoring of approved project driven investigations on the Organised Crime Threat Analysis System (OCTMS) in terms of the Minimum Information Security Standards and Protection of Information Act; Provide Secretariat duties to the project governance structure (National Project Committee) during the evaluation of approved project driven investigations; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.
ENQUIRIES	:	can be directed to: Brigadier Mogoma Monyela and Lieutenant Colonel BK Mhlahlo: Tel number: (012) 846 4067/4110
APPLICATIONS	:	Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you):

Head Office Level: Hand delivery: Main Security gate at 1 Cresswell Road, Promat Building, SILVERTON, Email address: dpcivacancies@saps.gov.za

POST 22/159 : **ADMINISTRATION CLERK SUPERVISOR REF NO: DPCI/FS/18/2026**
Directorate for Priority Crime Investigation: Provincial level
Component: Corporate Support Services: Free State
Section: Management Information and Strategic Planning

SALARY : R338 106 per annum (Level 7)
CENTRE : Bloemfontein
REQUIREMENTS : Applicant must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Leaner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.
DUTIES : Assist with the implementation and maintaining of national policies with regards to management information and strategic planning; Assist in maintaining management information database concerning resources, skill, human development and other work related information; Assist in facilitating the strategic management for the DPCI; The facilitation of the planning process within office of the Provincial Head; The compilation of monitoring/evaluation reports when requested; Implementation of national strategies; Preparation of presentations for internal and external utilization; Evaluate and consolidate of general management information; Coordinate of specific issues such as AGSA, Internal Audit processes etc; Preparation of responses to official enquiries such as questions in parliament that are being dealt with by a particular line functionary or issues that are transversal in nature; Consolidation of management information for specific purposes such as the briefing of Parliamentary Portfolio Committee; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.
ENQUIRIES : can be directed to: Lieutenant Colonel Vethezo and Captain Mkumla Telephone number: 071 481 2510
APPLICATIONS : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): DPCI: FREE STATE: Hand delivered or couriered to: Charlotte Maxeke Street/ Maitland Street, 46 ABSA Building, BLOEMFONTEIN Email address: VethezoX@saps.gov.za and MkumlaU@saps.gov.za

POST 22/160 : **ADMINISTRATION CLERK SUPERVISOR (REF NO: CR15/06/2026) (1 POST)**
Component: Crime Registrar
Crime Registrar: Statistics and Research Section

SALARY : R338 106 per annum (Level 7)
CENTRE : Western Cape
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills, and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be
DUTIES : Render effective quality assurance checks on the crime data of the stations within the province. Process and compile Crime Statistics reports for the province. Maintain an efficient filing system by ensuring systematic classification, storage, retrieval and safeguarding of documents in accordance with the approved records

management policies. Ensure that performance-related submissions and supporting evidence are accurately filed and easily accessible. Implement a reminder system to track reporting deadlines and submissions. Maintain an effective overall record management system for performance information-related correspondence. Manage incoming and outgoing correspondence. Coordinate the distribution of reporting templates, guidelines, reporting schedules and related documentation. Maintain records of reporting compliance. Compile administrative-related statistics relating to reporting compliance and submission trends. Coordinate logistical arrangements for meetings, preparation sessions and other related engagements. Prepare meeting agendas, attendance registers and minute-taking documentation. Draft routine correspondence. Perform general administrative duties to support the effective functioning of the province. Develop and maintain a performance information-related database. Provide coordination support for personnel-related administrative matters.

ENQUIRIES : Col DB Mathebe / Lt Col B Sookraj / Captain TP Baloyi / W/O N Mahwai Tel No (012) 360 1502 / 1524 / 1544

APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria,0001 OR Physical Address: No 463 Prieska Street, Erasmuskloof, Pretoria,0001 OR E-Mail address: SookrajB@saps.gov.za/BaloyiPT@saps.gov.za and MahwaiN@saps.gov.za

POST 22/161 : **ADMINISTRATION CLERK SUPERVISOR (REF NO:CR16/06/2026) (1 POST)**
Component: Crime Registrar
Crime Registrar: Office of the Component Head

SALARY : R338 106 per annum (Level 7)
CENTRE : Head Office: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills, and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be

DUTIES : Draft letters and/or documents related to Crime Registrar products. E.g. Pre-Release Calendar. Quality check / proofread all incoming and outgoing correspondences prior to submission to the Component Head. Maintain an efficient filing system by ensuring the systematic classification, storage, retrieval and safeguarding of documents in accordance with the approved records management policies. Ensure that performance-related submissions and supporting evidence are accurately filed and easily accessible. Implement a reminder system to track reporting deadlines and submissions. Maintain an effective overall record management system for performance information-related correspondence. Manage incoming and outgoing correspondence. Coordinate the distribution of reporting templates, guidelines, reporting schedules and related documentation. Maintain records of reporting compliance. Compile administrative-related statistics relating to reporting compliance and submission trends. Coordinate logistical arrangements for traveling, meetings, preparation sessions and other related engagements for the Component Head. Prepare meeting agendas, attendance registers and minute-taking documentation. Draft routine correspondence. Perform general administrative duties to support the effective functioning for the office of the Component Head. Develop and maintain a performance information-related database. Provide coordination support for personnel-related administrative matters.

ENQUIRIES : Col DB Mathebe / Lt Col B Sookraj / Captain TP Baloyi / W/O N Mahwai Tel No (012) 360 1502 / 1524 / 1544

APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria,0001 OR Physical Address: No 463 Prieska Street, Erasmuskloof, Pretoria,0001 OR E-Mail address: SookrajB@saps.gov.za/BaloyiPT@saps.gov.za and MahwaiN@saps.gov.za

POST 22/162 : **ADMINISTRATION CLERK SUPERVISOR (REF NO: CR17/06/2026) (1 POST)**
Component: Crime Registrar
Crime Registrar: Crime Statistics and Research

SALARY : R338 106.per annum (Level 7)
CENTRE : Head Office: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills, and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be
DUTIES : Collect, process and analyse crime statistics. Create and manage crime information databases for analysis purposes. Conduct quality checks on the statistical datasets and compile presentations and infographics. Assist the research team with sampling and templates. Assist the component in maintaining an efficient filing system /database by ensuring the systematic classification, storage, retrieval and safeguarding of documents in accordance with the approved records management policies. Implement a reminder system to track reporting deadlines and submissions. Maintain an effective overall record management system for performance information-related correspondence. Assist in the distribution of reporting templates, guidelines, reporting schedules and related documentation. Perform general administrative duties to support the effective functioning of the section.
ENQUIRIES : Col DB Mathebe / Lt Col B Sookraj / Captain TP Baloyi / W/O N Mahwai Tel No (012) 360 1502 / 1524 / 1544
APPLICATIONS : Direct your application to the following addresses:
Postal Address: Private Bag X94, Pretoria,0001 OR Physical Address: No 463 Prieska Street, Erasmuskloof, Pretoria,0001 OR E-Mail address: SookrajB@saps.gov.za/BaloyiPT@saps.gov.za and MahwaiN@saps.gov.za

POST 22/163 : **ADMINISTRATION CLERK SUPERVISOR REF NO: LS05/2026 (1X POST)**
Division: Legal Services: Legal Support: Policing and Detection

SALARY : R338 106 per annum (Level 7)
CENTRE : Head Office/Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills And Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended
DUTIES : Ensure that administrative support functions are rendered in the Component; Ensure that accurate record keeping and database is maintained for efficient administration in the component; Maintain and coordinate efficient office administrations within the component; Maintain and update the inventory of the component; Perform support duties and coordinate the components office activities.
ENQUIRIES : Colonel NL Nonkenyana / Lt Colonel ME Mokholoane / Captain KM Sereetsi at Tel: 0664864393 / 0827733890 / 0827789176.
APPLICATIONS : Application forms may be posted or hand delivered to: 231 Pretorius Street, Wachthuis Building, South African Police Services: National Head Office, Pretoria 0001 for attention: Colonel NL Nonkenyana / Lieutenant Colonel ME Mokholoane / Captain KM Sereetsi. Via Email: NonkenyanaNL@saps.gov.za, MokholoaneM@saps.gov.za, SereetsiK@saps.gov.za.

POST 22/164 : **ADMINISTRATION CLERK SUPERVISOR REF NO: LS06/2026 (3X POSTS)**
Division: Legal Services: Litigation: Civil Litigation

SALARY : R338 106.per annum (Level 7)
CENTRE : Head Office/Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Administer and register all new claims received and render administrative support; Retrieve and obtain computerized and system information as requested. Ensure compliance with the Civil Claims Litigation Assessment Tool.
ENQUIRIES : Colonel NL Nonkenyana / Lt Colonel ME Mokholoane / Captain KM Sereetsi at Tel: 0664864393 / 0827733890 / 0827789176.
APPLICATIONS : Application forms may be posted or hand delivered to: 231 Pretorius Street, Wachthuis Building, South African Police Services: National Head Office, Pretoria 0001 for attention: Colonel NL Nonkenyana / Lieutenant Colonel ME Mokholoane / Captain KM Sereetsi. Via Email: NonkenyanaNL@saps.gov.za, MokholoaneM@saps.gov.za, SereetsiK@saps.gov.za.

POST 22/165 : **ADMINISTRATION CLERK SUPERVISOR: REF NO: RIM 02/06/2026 (X1 POST)**
Risk & Integrity Management: Office of the Chief Risk Officer

SALARY : R338 106.per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Ensure effective implementation of an administration system at the office of the Component Head: Risk and Integrity Management; Execute administrative tasks which support and assist the Component Head: Risk and Integrity Management; ensure data integrity for asset register with regard to moveable government property, transport, services and special projects. Assist in monitoring losses occurred during special projects. Ensure determination in respect of Diverse and Stationary items. Execute functions related to planning of life cycle of items in respect of Diverse and Stationery in Supply Chain Management (SCM) Process. Ensure office inventory and equipment for the Section. Handle fuel consumption returns for the Section's fleet. Handle Asset Register for SAPS. Manage inspection of member's equipment (SAPS 108). Register and record vehicle incidents, damages, losses and thefts. Report new incidents to Corporate Support Loss Management. Administer correspondence of incidents of information required of vehicles, accidents, damages and losses or thefts.
ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372
APPLICATIONS : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to

The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to PretoriusK@saps.gov.za

POST 22/166 : **REGISTRY CLERK SUPERVISOR REF NO: DPCI/MP/28/2026**
Directorate for Priority Crime Investigation
Component: Serious organised Crime Investigation: Middelburg
Section: Serious organised Crime Investigation

SALARY : R338 106 per annum (Level 7)
CENTRE : Mpumalanga Middelburg
REQUIREMENTS : Applicant must display competency in the post-specific functions of the post; *Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Leaner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.
DUTIES : Administrate an effective filing system and record management services; Handling of incoming and outgoing post within the Unit; Administrate the processing and process documents for archiving and/disposal; Deal with Promotion of Access to Information; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.
ENQUIRIES : can be directed to: Lieutenant Colonel Shongwe and Captain Maseko Telephone number: (013) 759 1366 / 1365 / 1377
APPLICATIONS : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): DPCI: Mpumalanga: Hand delivered or couriered to: 17 Henshall Street, Stats House, NELSPRUIT Email address: ShongweS@saps.gov.za

POST 22/167 : **REGISTRY CLERK SUPERVISOR (REF NO: AUX/03/2026) (1 POST)**
SAPS Auxiliary Services: Records Management and Sundry Services
Component Auxiliary Services

SALARY : R338 106.per annum
CENTRE : Head Office
REQUIREMENTS : Minimum Requirements: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 12 / Senior Certificate / NCV Level 4, or equivalent qualification (NQF Level 4 as recognized by SAQA). With at least four years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills, and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Strong interpersonal skills. Report writing. Presentation skills, problem solving, sound planning, organizing and administration skills, strong administration skills, strong analytical skills and facilitation skills. Be willing to work under pressure and extended hours.
DUTIES : To effectively coordinate and control Archives and Registry functions. Supervise and control over correspondence/files/records. Supervise and control over human, physical and financial resources. Supervise the opening and registering, receiving and dispatching of files. Supervise incoming and outgoing correspondence. Supervise the drawing of Brought Forward files. Supervise the filing of files and finalized post on files. Supervise telephone and other enquiries. Supervise the track/trace/search of files that are urgently needed. Supervise the weekly auditing of files, the replacing of worn/torn covers of existing files. Protect integrity and invade unauthorized access of files/records. Plan task and duties and delegate responsibilities. Control the completion and processing of leave applications (SAPS 26A). Ensure high level of discipline is maintained and adhered to SAPS Code of Conduct, Standing Order and Regulations.
ENQUIRIES : Captain MN Maswanganyi Tel No (012) 393 1023 / 4967 / 1453

APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria, 0001 OR Physical Address: 231 Pretorius Street, Wachthuis Building, Pretoria, 0001 OR E-Mail address: MadavhaA@saps.gov.za

POST 22/168 : **ADMINISTRATION CLERK SUPERVISOR (REF NO: AUX/02/2026) (1 POST)**
SAPS Auxiliary Services
Component Auxiliary Services

SALARY : R338 106.per annum (Level 7)
CENTRE : Head Office (POPIA)
REQUIREMENTS : Minimum Requirements: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 12 / Senior Certificate / NCV Level 4, or equivalent qualification (NQF Level 4 as recognized by SAQA). With at least four years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills, and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Strong interpersonal skills. Report writing. Presentation skills, problem solving, sound planning, Organizing and administration skills, strong administration skills, strong analytical skills and Facilitation skills. Be willing to work under pressure and extended hours.
DUTIES : To give effect to the constitutional rights to privacy by protecting personal data from misuse, theft and unauthorised processing (POPIA). Coordinate the implementation of Protection of Personal Information Act, 2013 (Act No. 4 of 2013). Render an administrative support function to the sub-section. Handling the investigations and complaints received from the Information Regulator and Public in regard to POPIA. Visit identified Provincial, Divisional, Component, Head Office and station DIO's and manage interventions one-on-one training and/or information/training session to solve identified problems. Assist in coordinating awareness campaigns. Register all POPIA DIO's on the Information Regulator Portal. Assist in the developing policies and circulars with relations to POPIA. Assist in conducting Personal Information Assessment. Coordinate and monitor performance plan for the members and conduct performance assessment on a quarterly basis and per semester. Coordinate Mainframe and Crime Administration System enquiry. Coordinate the administering of leave and Z8 Register of employees of the sub-section and the signing on and off of non-commissioned officials in the Z8. Ensure personnel conform to the general discipline and adherence to the Code of Conduct.
ENQUIRIES : Captain MN Maswanganyi Tel No (012) 393 1023 / 4967 / 1453
APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria, 0001 OR Physical Address: 231 Pretorius Street, Wachthuis Building, Pretoria, 0001 OR E-Mail address: MadavhaA@saps.gov.za

POST 22/169 : **REGISTRY CLERK SUPERVISOR REF NO: IA27/06/2026 (1 POST)**
Component Internal Audit

SALARY : R338 106. per annum (Level 7)
CENTRE : Pretoria: Head Office: Support Services: Internal Audit
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES : Maintain an efficient filing system by ensuring the systematic classification, storage, retrieval and safeguarding of documents in accordance with the approved records management policies. Ensure that performance-related submissions and

supporting evidence are accurately filed and easily accessible. Implement a reminder system to track reporting deadlines and submissions. Maintain an effective overall record management system for performance information-related correspondence. Manage incoming and outgoing correspondence. Coordinate the distribution of reporting templates, guidelines, reporting schedules and related documentation. Maintain records of reporting compliance. Compile administrative-related statistics relating to reporting compliance and submission trends. Coordinate logistical arrangements for meetings, preparation sessions and other related engagements. Prepare meeting agendas, attendance registers and minute-taking documentation. Draft routine correspondence. Perform general administrative duties to support the effective functioning of the Organisational Performance Monitoring Subsection. Coordinate the distribution of Annual Report copies to internal and external stakeholders. Develop and maintain a performance information-related database. Provide coordination support for personnel-related administrative matters.

ENQUIRIES : Lieutenant Colonel Mukhesi / Captain A Dhlamini / Warrant Officer Selele on 063 697 2598/ 063 697 3155 / 082 569 8523.

APPLICATIONS : Direct your application to the following address: Physical Address: Reception: SAPS National Head Office: 231 Pretorius Street, Watchuis Building. Email: RatshiedanaS@saps.gov.za and DhlaminiA@saps.gov.za

POST 22/170 : **REGISTRY CLERK SUPERVISOR REF NO: DPCI/HO/15/2026**
Directorate for Priority Crime Investigation
Component: Governance and Corporate Services
Section: Financial & Administration Services: Auxiliary Services

SALARY : R338 106 per annum (Level 7)
CENTRE : Head Office
REQUIREMENTS : Applicant must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Leaner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.

DUTIES : Ensure an effective filing system and record management services; Handling of incoming and outgoing post within DPCI; Ensure the processing of documents for archiving and/disposal; Deal with Promotion of Access to Information; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.

ENQUIRIES : can be directed to: Brigadier Mogoma Monyela and Lieutenant Colonel BK Mhlahlo: Tel number: (012) 846 4067/4110

APPLICATIONS : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Head Office Level: Hand delivery: Main Security gate at 1 Cresswell Road, Promat Building, SILVERTON, Email address: dpcivacancies@saps.gov.za

POST 22/171 : **DATA TYPIST SUPERVISOR REF NO: DPCI/WC/35/2026**
Directorate for Priority Crime Investigation: Provincial level
Component: Serious Commercial Crime Investigation: Bellville
Section: Serious Commercial Crime Investigation

SALARY : R338 106 per annum (Level 7)
CENTRE : Bellville
REQUIREMENTS : Applicant must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Leaner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.

DUTIES : Receive and consolidate monthly crime returns; Verify information against source documents and relevant CAS data in terms of Technical Indicator Description; Compile and calculate Serious Commercial Crime Performance indicator targets; Query discrepancies and obtain restatement reports from units and rectify submitted statistical data; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.

ENQUIRIES : can be directed to: Captain Xhego and Warrant Officer Matlou Telephone number: (071) 481 3252 and (071) 481

APPLICATIONS : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): DPCI: Western Cape: Hand delivered or couriered to: 3 AJ West Street, Old SARS Building, BELLVILLE Email address: Sibelekwanas@saps.gov.za

POST 22/172 : **ACCOUNTING CLERK SUPERVISOR REF NO: LS07/2026 (1X POST)**
Division: Legal Services: Support Services: Financial Management Services

SALARY R338 106 per annum (Level 7)
CENTRE Head Office/Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Supervise Financial Service activities within the Division; Administer and report all financial losses; Supervise and control all financial accounting and expenditure administration related matters; Ensure administrative of auxiliary services (messenger, access to information, telephone accounts etc); Supervise and control the human, physical and financial resources of the environment.

ENQUIRIES : Colonel NL Nonkenyana / Lt Colonel ME Mokholoane / Captain KM Sereetsi at Tel: 0664864393 / 0827733890 / 0827789176.

APPLICATIONS : Application forms may be posted or hand delivered to: 231 Pretorius Street, Wachthuis Building, South African Police Services: National Head Office, Pretoria 0001 for attention: Colonel NL Nonkenyana / Lieutenant Colonel ME Mokholoane / Captain KM Sereetsi. Via Email: NonkenyanaNL@saps.gov.za, MokholoaneM@saps.gov.za, SereetsiK@saps.gov.za.

POST 22/173 : **PERSONAL ASSISTANT REF NO: DPCI/HO/01/2026**
Directorate for Priority Crime Investigation
Component: Office of the National Head: DPCI
Section: Office of the National Head: DPCI
Post Number & location

SALARY : R338 106 per annum (Level 7)
CENTRE : Head Office
REQUIREMENTS : Applicant must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Leaner Record Database on NQF Level 4. Must have four (4) years' appropriate/relevant experience in the field of the post. Be proficient in at least two (2) official languages, of which one (1) must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview; Must have no previous criminal/departmental convictions or criminal or departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Computer literacy, interpersonal communication (verbal and written) and organisational skills; Relevant tertiary qualifications and developmental courses may service as an advantage.

DUTIES : To perform secretarial support and coordinate office activities; Perform professional secretarial assignment to the Executive; Plan and organise meetings or workshops as directed; Ensure that documents are recorded and distributed to the relevant offices and that record of receipt and distribution is recorded in the

relevant registers and database; Maintain and update of the Brought Forward system; Maintain a database of all administration matters; Verifying files against applicable SAPS systems; Draft and type letters; Assist with compiling of presentations; Overseeing conformation to- and applying standards for information security, as prescribed by the Minimum Information Security Standards (MISS) and Protection of Information Act; Supervise and exercise control over human, physical and financial resources allocated to the environment.

ENQUIRIES : can be directed to: Brigadier Mogoma Monyela and Lieutenant Colonel BK Mhlahlo: Tel number: (012) 846 4067/4110

APPLICATIONS : Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Head Office Level: Hand delivery: Main Security gate at 1 Cresswell Road, Promat Building, SILVERTON, Email address: dpcivacancies@saps.gov.za

POST 22/174 : **SECURITY GUARD SUPERVISOR POST NUMBER: TMS 22/2026 (X2 POSTS)**
Section: Auxiliary Services
Division: Technology Management Services

SALARY : R237 453 per annum (Level 5)
CENTRE : Head Office
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview 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. NQF level 5 qualification in Security (risk) Management, Policing, criminology or related field of study or higher will serve as an advantage. Registration with the Private Security Industry Regulatory Authority (PSIRA) with a minimum of at least Grade B security certificate. Minimum of 3 years' experience in security. Not declared unfit to possess a firearm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. 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. Degree / Diploma in the field of security will be an added advantage. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures. Client service skills. Be able to operate security related technology and devices (handheld metal detectors, handheld radio communication, etc). Telephone etiquettes. Be able to take initiative steps to address issues of discipline. Be computer literate. Have an understanding and be able to apply rules, regulations and legislation relevant to the security environment. Be willing to work a 12-hour shift and extended hours as and when required. Sound knowledge and application of the Minimum Information Security Standards, Minimum Physical Security Standards, Control Public Premises and Vehicles Act, 53 of 1985. Be familiar with emergency evacuation procedures.

DUTIES : Ensure an effective and efficient security function within different Head Office buildings. Exercise control over security personnel and safeguarding of the premises. Ensure proper control of access at all ingress/egress points within the facility in compliance with relevant legislative framework. Ensure total compliance to all relevant registers in use within the security environment. Exercise control over patrol duties at Head Office buildings/premises. Administer and exercise control over the control room activities. Identify and exercise control over report security related breaches. Administer effective control over the security technology aids. Enforce discipline with the post specific environment. Ensure effective and efficient human, financial, physical and information resources.

ENQUIRIES : can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964

APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets;Hatfield, PRETORIA

POST 22/175 : **ADMINISTRATION CLERK (PAIA) (REF NO: AUX/05/2026) (1 POST)**
SAPS Auxiliary Services: Administration Services
Component Auxiliary Services

SALARY : R237 453.per annum (Level 5)
CENTRE : Head Office
REQUIREMENTS : Minimum Requirements: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Deal with request for access to records and assist with interventions in Internal Appeals lodged to the Minister in terms of Promotion of Access to Information Act, 2000 (Act 2 of 2000), (PAIA). Administer general administration by preparing training materials, organizing meetings with refreshments and drafting correspondences. Record accurate minutes and coordinate travel arrangements when requested.
ENQUIRIES : Captain MN Maswanganyi Tel No (012) 393 1023 / 4967 / 1453
APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria, 0001 OR Physical Address: 231 Pretorius Street, Wachthuis Building, Pretoria, 0001 OR E-Mail address: MadavhaA@saps.gov.za

POST 22/176 : **ADMINISTRATION CLERK (REF NO: AUX/06/2026) (1 POST)**
SAPS Auxiliary Services: Records Management and Sundy Services
Component Auxiliary Services

SALARY : R237 453 per annum (Level 5)
CENTRE : Head Office
REQUIREMENTS : Minimum Requirements: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : To administer the provisioning of sundry services, administer SCM, HRM and financial support for personnel. Type written documents according to instructions. Supervise and control the basic functions regarding the rendering of Cleaning Services for the Division: Financial Management Services and Component: Auxiliary Services. Update the South African Service Telephone Directory. Administer Z8 register, SAP26 and SAPS 26A, Occurrence Book. Collect invoices of telephone accounts and submit to miscellaneous Services. Administer all personnel files, circular for the Sub-Section. Type documents from manuscripts. Supervise and control over cleaners reporting to the Component. Conduct offices, bathrooms and passages inspections.
ENQUIRIES : Captain MN Maswanganyi Tel No (012) 393 1023 / 4967 / 1453
APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria, 0001 OR Physical Address: 231 Pretorius Street, Wachthuis Building, Pretoria, 0001 OR E-Mail address: MadavhaA@saps.gov.za

POST 22/177 : **REGISTRY CLERK (POST NUMBER: PPS04/2026) (1X POST)**
Finance and Administration Services
Component: Presidential Protection Service

SALARY : R237 453 per annum (Level 5)
CENTRE : Head Office: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate

competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Core Functions: Provide quality clerical support at archives and registration office. Conduct effective and efficient archive and registration correspondence support. Ensure proper administration and management of personnel files / records. Uphold the confidentiality of all classified documents as per the MISS.

ENQUIRIES : Lieutenant Colonel Kganyago Tel No: 012 400 5310/ Warrant Officer Sithebe on 012 400 5186/ Warrant Officer Mnyalatyho 012 400 5105/ AC Sekwape 012 400 5137/ AC Modiha/ HRC Sibande 012 400 5147

APPLICATIONS : HQ: Pretoria: Applications can be posted / hand delivered to the following address: Private Bag x 272 Pretoria 0002 or 3 Troye and Park Street, Protection Service, Maupa Naga Building Sunnyside 0002 or e-mailed to: Kganyagonn@saps.gov.za / SithebeS@saps.gov.za / MnyalatyhoLL@saps.gov.za / SekwapeND@saps.gov.za / SibandeK@saps.gov.za / ModihaI@saps.gov.za

POST 22/178 : **REGISTRY CLERK (REF NO: AUX/07/2026) (2 POSTS)**
SAPS Auxiliary Services: Records Management and Sundry Services
Component Auxiliary Services

SALARY : R237 453 per annum (Level 5)
CENTRE : Head Office
REQUIREMENTS : Minimum Requirements: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : To open, dispatch and/or file correspondence numerically on personal files and other records according to the established procedures to maintain the filing system. Conduct effective and efficient Archives and Registry correspondence support. Receive, withdraw and dispatch files. Handle/deal with incoming and outgoing correspondence. Drawing and dispatching of Brought Forwards. Numerical filing of files and finalised post. Deliver a professional service to the stakeholders. Attend and deal with other related enquiries. Tracking/tracing/seeking of files. Auditing of files. Protect integrity and invade unauthorised access of files/records.

ENQUIRIES : Captain MN Maswanganyi Tel No (012) 393 1023 / 4967 / 1453
APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria, 0001 OR Physical Address: 231 Pretorius Street, Wachthuis Building, Pretoria, 0001 OR E-Mail address: MadavhaA@saps.gov.za

POST 22/179 : **SECURITY GUARD SUPERVISOR (REF NO: AUX/08/2026) (2 POSTS)**
SAPS Auxiliary Services: Security Services
Component Auxiliary Services

SALARY : R237 453. per annum (Level 5)
CENTRE : Head Office
REQUIREMENTS : Minimum requirements: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 12 / Senior Certificate / NCV level 4 certificate recorded on the National Learner Record Database on (NQF level 4 as recognized by SAQA). NQF level 5 qualification in Security (Risk) Management, Policing, Criminology or related field of study or higher will serve as an advantage. Minimum of three (3) years' experience in the field of the post. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade B Security Certificate or higher. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training and to maintain firearm competency. A valid driver's license for at least a light motor vehicle will also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills and Competencies: Knowledge of the access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.

DUTIES	:	Ensure an effective and efficient security function at the different Head Office buildings. Exercise control over security personnel and safeguarding of premises. Ensure proper control of access at all ingress/egress points within the facility in compliance with the Control Public Premises and Vehicles Act, 53 of 1985 and relevant legislative framework. Ensure total compliance to all relevant registers in use within the security environment. Exercise control over patrol duties at Head Office buildings/premises. administer and exercise control over the control room activities. Identify and exercise control over report security related breaches. Administer effective control over the security technology aids. Enforce discipline within the post specific environment. Ensure effective and efficient human, financial, physical and information resources.
ENQUIRIES	:	Captain MN Maswanganyi Tel No (012) 393 1023 / 4967 / 1453
APPLICATIONS	:	Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria, 0001 OR Physical Address: 231 Pretorius Street, Wachthuis Building, Pretoria, 0001 OR E-Mail address: MadavhaA@saps.gov.za
POST 22/180	:	**ADMINISTRATION CLERK REF NO: ESIR 03/06/2026 (X1 POST)** Interpol NCB, Generic Support Desk
SALARY	:	R237 453. per annum (Level 5)
CENTRE	:	Pretoria
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES	:	Ensure, administer and render effective and efficient financial and administrative support and services to Interpol NCB Pretoria, both internally and externally. Administer, compile and ensure financial and administrative support and recordkeeping of the budget and procurement processes concerning logistical and financial matters at Interpol NCB Pretoria. Administer, ensure and maintain effective and efficient stock taking process and updating of records and registers. Administer, compile and assist with claims for journeys abroad, verification and facilitation thereof. Attend meetings and perform standby / Ad hoc duties when necessary.
ENQUIRIES	:	Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372
APPLICATIONS	:	Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to MashiloaneK@saps.gov.za
POST 22/181	:	**ADMINISTRATION CLERK REF NO: ESIR 04/06/2026 (X1 POST)** Interpol NCB. Operational Crime Desk: MLA/Extradition
SALARY	:	R237 453.per annum (Level 5)
CENTRE	:	Pretoria
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound

Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Ensure, administer and render effective and efficient administrative support and services to Interpol NCB Pretoria, both internally and externally. Compile, ensure, administer and maintain administrative support including reports, letters, info notes and other documents and systems. Make copies and ensure the protection of integrity and unauthorised access to files of all cases. Assist and render support at meetings with national or international role players when necessary. Perform standby / Ad hoc duties when necessary.

ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372

APPLICATIONS : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to MashiloaneK@saps.gov.za

POST 22/182 : **SUPPLY CHAIN CLERK (REF NO: AUX/09/2026) (1 POST)**
SAPS Auxiliary Services: Support Services (SCM)
Component Auxiliary Services

SALARY : R237 453.per annum (Level 5)

CENTRE : Head Office

REQUIREMENT : Minimum Requirements: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : To effectively and efficiently render logistical support to the Component. Administer PAS in terms of completion and filing of documents. Keep, control and administer payments of suppliers. Perform procurement related tasks. Perform requisition and acquisition of stock/service orders from provisioning stores. Receive equipment/stock/service and process invoice administration. Maintain supplier and procurement database. Date, record and submit original invoices to payment section. Compile demand plan.

ENQUIRIES : Captain MN Maswanganyi Tel No (012) 393 1023 / 4967 / 1453

APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria, 0001 OR Physical Address: 231 Pretorius Street, Wachthuis Building, Pretoria, 0001 OR E-Mail address: MadavhaA@saps.gov.za

POST 22/183 : **SUPPLY CHAIN CLERK (REF NO: VP E10/2026)**
Support Services: Supply Chain Management: Fleet Management
Division Visible Policing

SALARY : R237 453.per annum (Level 5)

CENTRE : Midcity Building, 540 Pretorius Street, Arcadia

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : To render an effective Supply Chain Management in terms of Fleet Management. Ensure optimal availability of the fleet. Administer the disposal regarding Board of Surveys. Render a supportive service in maintaining the vehicle fleet. Management of fuel card administration. Ensure system integrity at all times of all the vehicles on all systems in the logistical environment. Attend vehicle risk committee meetings.

ENQUIRIES Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977

APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/184 : **SUPPLY CHAIN CLERK (POST NUMBER: PPS 05/2026) (1X POST)**
Component: Presidential Protection Service
Supply Chain Management

SALARY : R237 453 per annum (Level 5)
CENTRE : KwaZulu-Natal: Durban
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Core Functions: Administration of all Fleet Management duties for the province. Administration of all Procurement Management duties for the province. Administration of all Facility Management duties for the province. Administration of all Moveable Government Property duties for the province. Uphold the confidentiality of all classified documents as per the MISS.
ENQUIRIES : Lieutenant Colonel Mkhize / Lieutenant Colonel Malinga/ AC Msani / AC Zondo / Secretary Sithole on 031 203 7328
APPLICATIONS : Kwazulu-Natal (Durban): Applications can be posted / hand delivered to the following address: 446 Vusi Mzimela Road Cato Manor 4058 and e-mailed to: MkhizeSiyabonga@saps.gov.za / MalingaZ@saps.gov.za / MsaniLL@saps.gov.za / ZondoN1@saps.gov.za / SitholeNL2@saps.gov.za

POST 22/185 : **SUPPLY CHAIN CLERK (POST NUMBER: PPS 06/2026) (1X POST)**
Component: Presidential Protection Service
Supply Chain Management: Tactical Logistics

SALARY : R237 453 per annum (Level 5)
CENTRE : Western Cape: Cape Town
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Core Functions: Administration of bookings and payments of international accommodation and transport services. Administration of the provision of suppliers and operational equipment including the maintenance thereof. Ensure operational convoy vehicles operate safely, and all registers are completed according to standing orders. Administration of all Tactical Logistic functions for the province. Uphold the confidentiality of all classified documents as per the MISS.
ENQUIRIES : Lieutenant Colonel Kamana / Captain Teyise / AC Sofika/AC Sylvester on Tel No: 021 467 6485/6499
APPLICATIONS : Western Cape (Cape Town): Applications must be posted / hand delivered to the following address:121 Garmour House Plein Street Cape Town 8001 and e-mailed to: KamanaEN@saps.gov.za / TeyiseS@saps.gov.za / cpt-ppu@saps.gov.za

POST 22/186 : **SUPPLY CHAIN CLERK (REF NO: VP E28/2026)**
Veterinary Services: Support Services
Division Visible Policing

SALARY : R237 453.per annum
CENTRE : Roodeplaat: Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer procurement related matters. Render a supportive service in maintaining the vehicle fleet. Render the administration of loss management. Render administration of SANDF accounts. Maintain Government Property account.

ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977

APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/187 : **SUPPLY CHAIN CLERK (REF NO: VP E11/2026)**
Support Services: Supply Chain Management: Moveable Government
Division Visible Policing

SALARY : R237 453 per annum (Level 5)
CENTRE : Property: Midcity Building, 540 Pretorius Street, Arcadia
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer the proper control management and maintenance of Moveable Government Property. Administer the efficient and effective asset inspection and certification. Administer the disposal of assets. Administration of official orders. Control of store stock.

ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977

APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/188 : **SUPPLY CHAIN CLERK REF NO: ESIR 05/06/2026 (X1 POST)**
Section Head Corporate Support, Supply Chain Management

SALARY : R237 453 per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Administer procurement and logistical support within the subsection Supply Chain Management. Administer the payment process. Issuing of order forms. Capturing of order forms

ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372

APPLICATIONS : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to MashiloaneK@saps.gov.za

POST 22/189 : **FINANCIAL CLERK REF NR: FMS 11/2026 (1 POST)**
Division: Financial Management Services
Internal Control

SALARY : R237 453 per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Participate in the development and review of internal control framework/policy. Participate in the establishment and review of Internal Control systems, policies and procedures. Consolidation, analysis and monitoring of implementation of agreed action plans on findings raised by other assurance providers. Analysis of assurance provider's reports and compile reports for oversight bodies (Combined Assurance Working Committee, Combined Assurance Forum, Risk Management Committee, Audit Committee). Analyses of assurance provider's reports to identify weakness/gaps and compile internal control reports. Participate in the development of materials for financial management awareness.

ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122

APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/190 : **FINANCIAL CLERK REF NR: FMS 14/2026 (2 POSTS)**
Division: Financial Management Services
Expenditure Management

SALARY : R237 453 per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer all claims by receiving, registering and checking all claims. Calculate and process all claims. Capturing and record keeping of claims. Assist with the registering and archiving of all claims. Conform to and apply the standards for information security, as prescribed by the Minimum Information Security Standards and other legislation relating to the protection of information.

ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122

APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/191 : **FINANCIAL CLERK REF NR: FMS 15/2026 (2 POSTS)**
Division: Financial Management Services
Financial Accounting

SALARY : R237 453. per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Serve as a cashier, investigate and allocate rejections to the responsible sections, process requests for refunds, upload daily bank reconciliation on the financial system. Assist the National Nodal point to obtain the required information for the Auditor General according to the timelines, administer the request for information and communication of audit findings registers, minutes compilation for the audit steering committee, process Auditor General South Africa invoices.
ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122
APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/192 : **FINANCIAL CLERK REF NR: FMS 18/2026 (3 POSTS)**
Financial Auxiliary Management
Division: Financial Management Services

SALARY : R237 453.per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Assist with the final benefits payable by the department to beneficiaries of deceased employees and recover debt from pension benefits. Assist with the clearing of ledger accounts. Administering, resignation and dismissals, freeze, reversal and recall of salaries of ex-employees in accordance with the PFMA, Treasury Regulations, Loss Management and internal Directives.
ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122
APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/193 : **FINANCIAL CLERK REF NR: FMS 19/2026 (2 POSTS)**
Division: Financial Management Services
Medical Payments

SALARY : R237 453.per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Capture SAPS 70's and IOD invoices on the Polfin System. Record incorrect SAPS 70's and invoices in a register. Administer the registration of medical service providers and/or registration of banking details. Make follow-up enquiries on incorrect transactions. Deal with all enquiries received from service providers.

ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122

APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/194 : **FINANCIAL CLERK (REF NO: VP E12/2026)(2 POSTS)**
Support Services: Financial and Administration Services
Division Visible Policing

SALARY : R237 453. per annum (Level 5)

CENTRE : Midcity Building, 540 Pretorius Street, Arcadia

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer and completion of domestic itineraries. Create POLFIN financial authorities. Administer accommodation and flights (domestic and foreign) bookings. Administer cell phone accounts. Administer and handle financial applications.

ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977

APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/195 : **FINANCIAL CLERK (REF NO: VP E30/2026**)
Rapid Rail Police: Support Services
Division Visible Policing

SALARY : R237 453.per annum

CENTRE : Gauteng North: Silverton

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Maintain the revenue fund. Administer advances and claims. Maintain telephone accounts. Administration of Human Resource related matters. Comply with service standards.

ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977

APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/196 : **FINANCIAL CLERK REF NO: DET 14/2026 (1 POST)**
Division Detective Services

SALARY : R237 453 per annum (Level 5)

CENTRE : Head Office: Pretoria: Financial Management and Administration Services

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or

equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours

DUTIES : Render an effective and efficient financial and administration support to the Division: Detective Services. Administer, receive, register and process all various claims (S & T, SMS/MMS and Overtime). Render the functions of a cashier and manage the flow and safeguarding of records. Administer the process of financial accounting and expenditure for the Division.

ENQUIRIES : Lieutenant Colonel WB Chauke / Captain S Ntuli / PPO Kgwedi at (012) 393 1633/ 4478 / 1277.

APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag x 302 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 237 Pretorius Street, Watchuis Building.Email: Detectiverecruitment@saps.gov.za

POST 22/197 : **FINANCIAL ADMINISTRATION CLERK (REF NO: CR12/06/2026) (1 POST)**
Component: Crime Registrar
Crime Registrar: Support Services Section

SALARY : R237 453 per annum (Level 5)
CENTRE : Head Office: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Provide high quality administrative support pertaining to Finance and Administration within the Component Crime Registrar. Conduct need analysis in various internal units and compile concept budget for the Component in accordance with identified needs. Deal with enquiries and advise Crime Registrar Provincial Head and Section Heads under the same pay point on their allocated budget and financial expenditure. Verify granting of financial authority for expenditure incurred. Check and ensure claim forms are completed accurately before submission to accounting office or financial authority on Polfin. Manage overtime remuneration and allowances. Check/monitor telephone accounts and payment thereof.

ENQUIRIES : Col DB Mathebe / Lt Col B Sookraj / Captain TP Baloyi / W/O N Mahwai Tel No (012) 360 1502 / 1524 / 1544

APPLICATIONS : Direct your application to the following addresses:
Postal Address: Private Bag X94, Pretoria,0001 OR Physical Address: No 463 Prieska Street, Erasmuskloof, Pretoria,0001 OR E-Mail address: SookrajB@saps.gov.za/BaloyiPT@saps.gov.za and MahwaiN@saps.gov.za

POST 22/198 : **FINANCIAL CLERK REF NR: FMS 20/2026 (5 POSTS)**
Division: Financial Management Services
Salary Management And Maintenance

SALARY : R237 453 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES	:	Administering and capturing of Overtime application claims, public holidays, nightshift and processing of allowances. Processing and adjustment of salary, awards and overall clerical duties.
ENQUIRIES	:	Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122
APPLICATIONS	:	Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za
POST 22/199	:	**FINANCIAL CLERK REF NO: ESIR 06/06/2026 (X1 POST)** Section Head Corporate Support, Finance
SALARY	:	R237 453. per annum (Level 5)
CENTRE	:	Pretoria
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
DUTIES	:	Administer all financial claims, payments, and advances. Administer payroll. Administer budget and enquiries relating to salaries, deductions and allowances. Administer incoming and outgoing correspondences. Administer IRP5 related queries. Exercise control over utilization of all resources allocated to the section. Control and monitor all telephone accounts, payments, registration on telephone system and issuing of pin codes. Ensure compliance with the Public Financial Management Act (PFMA), Treasury Regulations, Acts & Policies.
ENQUIRIES	:	Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372
APPLICATIONS	:	Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to MashiloaneK@saps.gov.za
POST 22/200	:	**HUMAN RESOURCE CLERK (POST NUMBER: PPS 07/2026) (1X POST)** HRM: Life Cycle Management Component: Presidential Protection Service
SALARY	:	R237 453 per annum (Level 5)
CENTRE	:	HQ: Pretoria
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES	:	Core Functions: Administrate all Life Cycle Management functions. Administrate all types of absenteeism. Administer and monitor all injuries (off and on duty). Administer all types of Service Terminations. Uphold the confidentiality of all classified documents as per the MISS.
ENQUIRIES	:	Lieutenant Colonel Kganyago 012 400 5310/ Warrant Officer Sithebe on 012 400 5186/ Warrant Officer Mnyalatyho 012 400 5105/ AC Sekwape 012 400 5137/ AC Modiha /HRC Sibande 012 400 5147

APPLICATIONS : HQ: Pretoria: Applications can be posted / hand delivered to the following address: Private Bag x 272 Pretoria 0002 or 3 Troye and Park Street, Protection Service, Maupa Naga Building Sunnyside 0002 or e-mailed to: Kganyagonn@saps.gov.za / SithebeS@saps.gov.za / MnyalatyhoLL@saps.gov.za / SekwapeND@saps.gov.za / SibandeK@saps.gov.za / ModihaI@saps.gov.za

POST 22/201 : **HUMAN RESOURCE CLERK REF NO: DET 15/2026 (1 POST)**
Division Detective Services
Human Resource Management: Sub-Section-Human

SALARY : R237 453 per annum (Level 5)
CENTRE : Head Office: Pretoria: Resource Development
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours
DUTIES : Administer the TPP of the Division. Administer and update arranged courses related to Detective Service. Respond to AD-Hoc Training Intervention and Wellness Awareness. Coordinate bursaries in terms of the divisional instruction. Coordinate and administer Internship process within the Division. Supervise all administration process within the Division. Rend a professional administrative service to the office of the Support Head.
ENQUIRIES : Lieutenant Colonel WB Chauke / Captain S Ntuli / PPO Kgwedi at (012) 393 1633/ 4478 / 1277.
APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag x 302 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 237 Pretorius Street, Watchuis Building. Email: Detectiverecruitment@saps.gov.za

POST 22/202 : **HUMAN RESOURCE CLERK REF NO: LS13/2026 (1X POST)**
Division: Legal Services: Support Services: Human Resource Management and Development

SALARY : R237 453.per annum (Level 5)
CENTRE : Head Office/Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills And Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Render all administrative duties regarding aspects of Human Resource Management and Development matters within the Division; Administer leave and audit leave files for personnel within the Division; Administer Injury on Duty; Inspection of Z8 and SAPS 26 register books; Administer and maintain Performance Management Process and Job Description for SMS, MMS and all levels of employees within the Division.
ENQUIRIES : Colonel NL Nonkenyana / Lt Colonel ME Mokholoane / Captain KM Sereetsi at Tel: 0664864393 / 0827733890 / 0827789176.
APPLICATIONS : Application forms may be posted or hand delivered to: 231 Pretorius Street, Wachthuis Building, South African Police Services: National Head Office, Pretoria 0001 for attention: Colonel NL Nonkenyana / Lieutenant Colonel ME Mokholoane / Captain KM Sereetsi. Via Email: NonkenyanaNL@saps.gov.za, MokholoaneM@saps.gov.za, SereetsiK@saps.gov.za.

POST 22/203 : **HUMAN RESOURCE CLERK (POST NUMBER: SM03/06/2026) (1X POST)**
Component: Strategic Management:
Management Information and Support

SALARY : R237 453 per annum (Level 5)
CENTRE : Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Core Functions: Administer and manage employee leave, transfers, promotions, service terminations, discharges, retirements, and pension-related matters. Process and coordinate applications relating to medical, disability, stress, depression, alcohol, and death boards in accordance with organizational policies and procedures. Maintain, update, and manage personnel records and databases, including the capturing, verification, and submission of employee information on relevant HR systems. Compile, maintain, and submit HR statistics, personnel reports, employment equity reports, performance management reports, and other required administrative reports. Administer and monitor employee performance management processes, including Performance Enhancement Process (PEP) compliance, progress reporting, and performance-related documentation. Process and administer employee incentives, rewards, pay progression, and salary-related enquiries. Register, coordinate, process, and finalize employee grievance and disciplinary matters in accordance with applicable policies and procedures. Ensure effective personnel administration, record management, regulatory compliance, and the implementation of human resource policies and practices.

ENQUIRIES : Col GJ Tebe / Capt TL Legora / CAC BR Tiya / AC CH Waldeck at telephone: (012) 397 7250 / 7021 / 7025 / 7023.

APPLICATIONS : Hand delivered applications: Tulbagh Park, Drakenstein building, 101 Douglas Street: Colbyn, Pretoria 0083. (Application must be deposited into the box available at the reception area). Emailed applications: LegoraT@saps.gov.za / TiyaBR@saps.gov.za / and waldeckc@saps.gov.za

POST 22/204 : **HUMAN RESOURCE CLERK CS 04/06/2026 (X4 POSTS)**
Section Corporate Support: Human Resource Management

SALARY : R237 453 per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Perform all leave administration matters, all recruitment matters, post promotions, EHW related matters, transfers, discipline, service terminations, acting allowances, updating SAPS 96, rank translation, all training related matters. Compile monthly and quarterly returns.

ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372

APPLICATIONS : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to TshabalalaBeauty@saps.gov.za

POST 22/205 : **HUMAN RESOURCE CLERK (REF NO: VP E9/2026)**
Support Services: Personnel Management
Division Visible Policing

SALARY : R237 453.per annum (Level 5)

CENTRE	:	Midcity Building, 540 Pretorius Street, Arcadia
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES	:	Administer the applications for transfers and service arrangements; Administer long-term acting allowances; Administer occupational translations; Administration of Data Integrity and update personnel placement and records; Administration of external and internal appointments, post promotions and grade progression. Administration of Recognition of Improved Qualifications.
ENQUIRIES	:	Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
APPLICATIONS	:	Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
POST 22/206	:	**MOUNTED ASSISTANT (REF NO: VP E29/2026)** Veterinary Services Division Visible Policing
SALARY	:	R237 453.per annum (Level 5)
CENTRE	:	Potchefstroom
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES	:	Ensure the basic primary health care of mares and foals. Conduct pre-training and socializing of foals. Breeding of horses.
ENQUIRIES	:	Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
APPLICATIONS	:	Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
POST 22/207	:	**HUMAN RESOURCES CLERK REF NR: FMS 12/2026 (2 POSTS)** Division: Financial Management Services Support Services
SALARY	:	R237 453 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES	:	Administer functions related to Personnel Management, Human Resource Utilization and Human Resource Development.
ENQUIRIES	:	Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122

APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/208 : **ADMINISTRATION CLERK REF NR: FMS 16/2026 (2 POSTS)**
Division: Financial Management Services
Loss Management

SALARY : R237 453. per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Facilitate training and administer helpdesk for the Loss Control System users. Administer and evaluate correctness of data on the Loss Control System. Conduct evaluation visits nationally to monitor data captured on the Loss Control System. Administer and render support to all Legal Services personnel regarding civil claims payments. Capture new requests to register supplier codes on the POLFIN system. Capture new requests to register ACB details on the POLFIN system.
ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122
APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/209 : **ADMINISTRATION CLERK POST NUMBER: TMS 15/2026**
Section: Crime Systems Management: Flash Systems
Division: Technology Management Services

SALARY : R237 453. per annum (Level 5)
CENTRE : Head Office
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : To render general Administrative Support within the Sub-section: FLASH system (Division: TMS) Administration of Supply Chain Management: Inspection and updating of room inventories, monthly vehicle inspection report (SAP 132(b)) etc. Administration of Finance: Claims applications, telephone accounts, payroll, processed invoices, etc and HRM matters. Record keeping (filing of all project records) and serving as secretary of the sub-section meetings Submission and follow-up of files for sign-off until finalisation. Provide administrative support to all projects of the Sub-section FLASH, in terms of Systems Development, System Implementation, System Maintenance & Support. Keep a brought forward tracker of actions of the FLASH environment (all routine tasks/reports) Assist with support of users of the Firearm Systems and other relevant tasks as need arise
ENQUIRIES : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964
APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets;Hatfield, PRETORIA

POST 22/210 : **ADMINISTRATION CLERK POST NUMBER: TMS 16/2026**
Section: Crime Systems Management: DPCI Systems
Division: Technology Management Services

SALARY : R237 453 per annum (Level 5)
CENTRE : Head Office
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours
DUTIES : To provide assistance with systems support. Render onsite and online receptionist services, Proper maintenance of equipment, and coordinate the travel and meeting bookings and telephonic calls. Maintain the relevant files of the sub-section. Receive and re-reroute incoming mail and packages. Follow up all the files for the Sub-Section. Provide support during meetings and workshops involving the relevant office. Maintain the cleanliness and order of the reception area.
ENQUIRIES : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964
APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets; Hatfield, PRETORIA

POST 22/211 : **ADMINISTRATION CLERK POST NUMBER: TMS 17/2026**
Section: Corporate Management Systems
Division: Technology Management Services

SALARY : R237 453. per annum (Level 5)
CENTRE : Head Office
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Provide user system support and information requests for Cooperate Management System. Assist and provide the first line support to Cooperate Management Clients/ users. Perform the subsection general administration for the office Assist with the coordination of meetings and training sessions for Cooperate Management Systems
ENQUIRIES : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964
APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets;Hatfield, PRETORIA

POST 22/212 : **ADMINISTRATION CLERK POST NUMBER: TMS 18/2026**
Section: Management Information and Strategic Planning
Division: Technology Management Services

SALARY : R237 453. per annum (Level 5)
CENTRE : Head Office
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished Be in possession of

Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Ability to handle confidential information with integrity and attention to detail, and work under pressure and meet deadlines. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer general administrative duties, brought forward system, incoming and outgoing correspondence within the MISP office. Support management information services by collecting, consolidating, and ensuring data integrity. Assist in organising strategic and review sessions, including coordination and logistics. Draft and compile minutes of meetings and sessions.

ENQUIRIES : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964

APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets; Hatfield, PRETORIA

POST 22/213 : **ADMINISTRATION CLERK POST NUMBER: TMS 19/2026**
Section: Technology Centre of Excellence
Division: Technology Management Services

SALARY : R237 453. per annum (Level 5)
CENTRE : Head Office
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. *Be willing to work under pressure and extended hours.

DUTIES : Assists the coordinating of technical skills development requirements for Division: Technology Management Services Assist the facilitation of technology awareness i.e. Division: TMS Career Expo and branding Assist in maintaining SAPS: TMS web Page Assist in the administering of operational resources related to the Section: TCoE Assist the maintenance of leave records, registers and files within Section: TCoE.

ENQUIRIES : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964

APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets; Hatfield, PRETORIA

POST 22/214 : **ADMINISTRATION CLERK POST NUMBER: TMS 20/2026**
Section: IS/ICT Policy Management
Division: Technology Management Services

SALARY : R237 453. per annum (Level 5)
CENTRE : Head Office
REQUIRMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong

interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours

DUTIES : Maintain and update policy register (log all approved IS/ICT policies, NI, SPOs, circulars. Track version numbers, review dates, and owners) File management – Facilitate files for approval and archiving. Keep master copies and signed approvals for audit Log and track acknowledgements on the sub-section register Update daily activities on SharePoint and Teams dashboards Order stationery from the SCM store.

ENQUIRIES : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964

APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets; Hatfield, PRETORIA

POST 22/215 : **ADMINISTRATION CLERK POST NUMBER: TMS 21/2026**
Section: IS/ICT Call Centre Management
Division: Technology Management Services

SALARY : R237 453. per annum (Level 5)
CENTRE : Head Office
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Three (3) year National Diploma (NQF6) Information Technology/ Information Systems/Computer Systems and relevant courses in the field of the post will serve as an added advantage. A valid code 8 driver's license will be an added advantage. One (1) years' functional experience in the ICT field/ environment/ technical support environment with understanding of network connectivity technologies. Knowledge of End-user support procedures, Operating systems, Active Directory, ICT Service Management Process, Batho Pele Principles, MISS Policy (DPSA) Skills: Communication, Computer literacy, Time Management, Analytical thinking, Good interpersonal relation, Listening, Innovative, Client focused/centric, Sense of responsibility, Organisational goal driven, attention to detail. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Perform general clerical duties including data capturing, document management, correspondence handling, and maintaining records within the National Operations Centre. Provide first-line administrative support by logging incidents, tracking requests, and ensuring timely communication between units and stakeholders. Assist with user account administration, including password resets and access support for SAPS internal systems in line with security protocols. Ensure compliance with confidentiality, data protection policies, and standard operating procedures while delivering efficient administrative support.

ENQUIRIES : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964

APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to: Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets; Hatfield, PRETORIA

POST 22/216 : **ADMINISTRATION CLERK (REF NO: VP E13/2026)**
Social Crime Prevention: Victim Empowerment and Persons with Special
Division Visible Policing

SALARY : R237 453 per annum (Level 5)
CENTRE : Needs: Midcity Building, 540 Pretorius Street, Arcadia
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office,

MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Keep a record of monthly and quarterly reports submitted by the provinces. Maintain an accurate filing system. Compile itineraries and advance forms. Arrange travel bookings and accommodation. Manage the calendar, take minutes of meetings within the sub-section. Maintain quality control of correspondence between the Section Head and Section Commander. Compile progress reports in terms of the SAPS Policies. Logistical arrangements of meetings. Administration of telephonic accounts for the sub-section. Analyse and consolidate victim friendly information. Maintain a database of stations with and without victim friendly rooms. Administration of Human Resource Management related matters.

ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977

APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/217 : **ADMINISTRATION CLERK (REF NO: VP E19/2026) (2 POSTS)**
Flash: Data integrity and Quality Control
Division Visible Policing

SALARY : R237 453.per annum (Level 5)
CENTRE : Suncadia Building, Arcadia
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Receive, register and process firearm applications on EFRS. Verify and quality check application details and prepare documentation for consideration. Capture and maintain accurate records on the system. Compile routine performance statistics. Maintain an effective and efficient filling system.

ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977

APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/218 : **ADMINISTRATION CLERK (REF NO: VP E20/2026) (2 POSTS)**
Flash: Firearm Compliance and Enforcement
Division Visible Policing

SALARY : R237 453.per annum (Level 5)
CENTRE : Suncadia Building, Arcadia
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Perform administrative duties and render support to the Section Commander: Monitoring and Evaluation. Coordinate official journeys, visits and itineraries within the section. Capture and maintain accurate records on the system. Verify firearm details and prepare documentation for reports. Compile routine performance statistics.

ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977

APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/219 : **ADMINISTRATION CLERK (REF NO:VP E21/2026) (2 POSTS)**
Flash: Central Firearm Register: Individual Licencing.
Division Visible Policing

SALARY : R237 453.per annum (Level 5)
CENTRE : Veritas Building, Pretoria Central
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Receive, register, and process individual firearm applications on EFRS. Verify application details and prepare documentation for consideration. Capture and maintain accurate records on the system. Compile routine performance statistics. Maintain an efficient and accessible filing system.
ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/220 : **ADMINISTRATION CLERK (REF NO: VP E22/2026) (2 POSTS)**
Flash: Central Firearm Register: Competencies
Division Visible Policing

SALARY : R237 453. per annum (Level 5)
CENTRE : Veritas Building, Pretoria Central
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Receive, register, and process individual firearm applications on EFRS. Verify application details and prepare documentation for consideration. Capture and maintain accurate records on the system. Compile routine performance statistics. Maintain an efficient and accessible filing system.
ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/221 : **ADMINISTRATION CLERK (REF NO: VP E23/2026) (2 POSTS)**
Flash: Central Firearms Register: Business Licencing
Division Visible Policing

SALARY : R237 453.per annum (Level 5)
CENTRE : Veritas Building, Pretoria Central
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently,

Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Receive, register, and process individual firearm applications on EFRS. Verify application details and prepare documentation for consideration. Capture and maintain accurate records on the system. Compile routine performance statistics. Maintain an efficient and accessible filing system.

ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977

APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/222 : **ADMINISTRATION CLERK (REF NO: VP E24/2026) (2 POSTS)**
FLASH: Central Firearms Register: Arms Control Permits and Authorisations
Division Visible Policing

SALARY : R237 453.per annum (Level 5)
CENTRE : Veritas Building, Pretoria Central
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Receive, register, and process firearm temporary authorisation applications on EFRS. Verify application details and prepare documentation for consideration. Capture and maintain accurate records on the system. Compile routine performance statistics. Maintain an efficient and accessible filing system.

ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977

APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/223 : **ADMINISTRATION CLERK (REF NO: VP E25/2026)**
FLASH: Liquor and Second-Hand Goods Service: Liquor Regulatory Services
Division Visible Policing

SALARY : R237 453.per annum
CENTRE : Suncadia Building, Arcadia
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : The performing of administrative support functions related to the section: liquor and second-hand goods services. The rendering of office administration functions to the section: liquor and second-hand goods services: liquor regulatory services. The performing of document and correspondence management within the sub-section liquor regulatory services. Assisting with the administration of performance information, compiling and submitting of reports and maintenance of identified liquor related matters.

ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977

APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/224 : **ADMINISTRATION CLERK (REF NO: VP E26/2026)**

FLASH: Liquor and Second-Hand Goods Service: Second Hand Good
Compliance and Enforcement Services
Division Visible Policing

SALARY : R237 453.per annum (Level 5)
CENTRE : Suncadia Building, Arcadia
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : The performing of administrative support functions related to the section: liquor and second-hand goods services. The rendering of office administration functions to the section: liquor and second-hand goods services: compliance and enforcement. The performing of document and correspondence management withing the sub-section second-hand goods compliance and enforcement services. The assisting with the administration of performance information, compiling and submitting of reports and maintenance of identified second-hand goods related matters.
ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/225 : **ADMINISTRATION CLERK (REF NO: VP E27/2026)**
FLASH: Support Services
Division Visible Policing

SALARY : R237 453.per annum
CENTRE : Suncadia Building, Arcadia
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Render administration duties, which include general administration as well as specific administration duties.
ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/226 : **ADMINISTRATION CLERK (REF NO: VP E31/2026)**
Crime Prevention Services: Police Safety
Division Visible Policing

SALARY : R237 453.per annum
CENTRE : Midcity Building, 540 Pretorius Street Arcadia
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-

solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Process documents for the sub-section Police Safety. Assist with arrangements for meetings and work sessions. Manage the filing and brought forward system. Co-ordinate all administrative functions.

ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977

APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/227 : **ADMINISTRATION CLERK REF NO: LS10/2026 (1X POST)**
Division: Legal Services: Divisional Commissioner's Office

SALARY : R237 453 per annum (Level 5)

CENTRE : Head Office/Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills And Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Perform administrative duties for the Office of the Divisional Commissioner: Legal Services; Type, draft and edit documents received; Administer travel and accommodation arrangements, itineraries, standing advances and financial claims; Oversee and maintain correspondence and filing systems within the office environment; Coordinate and manage logistical matters within the office; Provide financial administrative support.

ENQUIRIES : Colonel NL Nonkenyana / Lt Colonel ME Mokholoane / Captain KM Sereetsi at Tel: 0664864393 / 0827733890 / 0827789176.

APPLICATIONS : Application forms may be posted or hand delivered to: 231 Pretorius Street, Wachthuis Building, South African Police Services: National Head Office, Pretoria 0001 for attention: Colonel NL Nonkenyana / Lieutenant Colonel ME Mokholoane / Captain KM Sereetsi. Via Email: NonkenyanaNL@saps.gov.za, MokholoaneM@saps.gov.za, SereetsiK@saps.gov.za.

POST 22/228 : **ADMINISTRATION CLERK REF NO: LS11/2026 (1X POST)**
Division: Legal Services: Litigation: Arbitrations (Nodal Point)

SALARY : R237 453.per annum (Level 5)

CENTRE : Head Office/Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. *Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills And Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Attend to enquiries relating to disputes and maintain electronic databse of referrals; Administer Private Arbitrations of Student Constables; Administer and ensure the payment of cost order rulings emanating from Arbitrations.

ENQUIRIES : Colonel NL Nonkenyana / Lt Colonel ME Mokholoane / Captain KM Sereetsi at Tel: 0664864393 / 0827733890 / 0827789176.

APPLICATIONS : Application forms may be posted or hand delivered to: 231 Pretorius Street, Wachthuis Building, South African Police Services: National Head Office, Pretoria 0001 for attention: Colonel NL Nonkenyana / Lieutenant Colonel ME Mokholoane / Captain KM Sereetsi. Via Email: NonkenyanaNL@saps.gov.za, MokholoaneM@saps.gov.za, SereetsiK@saps.gov.za.

POST 22/229 : **ADMINISTRATION CLERK REF NO: LS12/2026 (1X POST)**
Division: Legal Services: Civil Litigation (Nodal Point):

SALARY : R237 453.per annum (Level 5)

CENTRE : Head Office/Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills And Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Administer and register new claims; Administer all new requests to register civilian numbers on Polfin system; Record keeping of all files received and dispatched, all court documents received; Acknowledge and dispatch files on the Registry and Archive system Attend to enquiries from provinces and external role players.

ENQUIRIES : Colonel NL Nonkenyana / Lt Colonel ME Mokholoane / Captain KM Sereetsi at Tel: 0664864393 / 0827733890 / 0827789176.

APPLICATIONS : Application forms may be posted or hand delivered to: 231 Pretorius Street, Wachthuis Building, South African Police Services: National Head Office, Pretoria 0001 for attention: Colonel NL Nonkenyana / Lieutenant Colonel ME Mokholoane / Captain KM Sereetsi. Via Email: NonkenyanaNL@saps.gov.za, MokholoaneM@saps.gov.za, SereetsiK@saps.gov.za.

POST 22/230 : **ADMINISTRATION CLERK REF NO: RIM 03/06/2029 (X1 POST)**
Risk & Integrity Management: Office of the Chief Risk Officer

SALARY : R237 453 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. *An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Coordinate the CRO's calendar, scheduling appointments, executive meetings, and prioritizing urgent engagements. Prepare meeting agendas, gather necessary documentation, and take accurate minutes during executive meetings. Book boardrooms, manage catering, and organize necessary audiovisual equipment. Type, format, and proofread confidential memos, presentations, and reports for the CRO. Receive, screen, and route incoming/outgoing emails, calls, and physical mail. Maintain secure physical and digital filing systems for sensitive records. Obtain quotations, prepare procurement forms, and order office supplies and IT equipment for the department. Check and process subsistence and travel (S&T) claims, handle petty cash, and track office budgets. Book flights, accommodation, and ground transportation for the CRO and departmental staff. Compile detailed travel itineraries and prepare necessary travel documents.

ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372

APPLICATIONS : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to PretoriusK@saps.gov.za

POST 22/231 : **ADMINISTRATION CLERK: REF NO: RIM 04/06/2029 (X1 POST)**
Risk & Integrity Management: Management Information & Support:

SALARY : R23 453.per annum (Level 5)

CENTRE : Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of

South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Assist in administrating the facilitation of Quarterly Review Sessions. Assist in gathering, evaluation and provide senior management with the analysed information. Assist with the maintenance of information per province and section. Assist in gathering and consolidation of performance information per component. Assist in monitoring the performance in terms of predetermined targets in the Annual Performance Plan per component. Receive quarterly presentation for Management Meetings. Assist with the preparation of presentation for quarterly and annual reports. Assist with the compilation of the monitoring and evaluation reports on the Component performance. Ensure provincial performance information audit for quality control. Assist in managing the resources assigned to Management Information and Strategic Planning.

ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372

APPLICATIONS : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to PretoriusK@saps.gov.za

POST 22/232 : **ADMINISTRATION CLERK (POST NUMBER: SM04/06/2026) (1X POST)**
Component: Strategic Management:
Management Information and Support

SALARY : R237 453 per annum (Level 5)

CENTRE : Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Core Functions: Administer and process procurement requisitions, including the recording, capturing, monitoring, and tracking of procurement applications in accordance with Supply Chain Management procedures. Coordinate the acquisition, receipt, inspection, distribution, and control of equipment and stock, ensuring compliance with organisational policies and inventory management requirements. Maintain adequate stock levels through needs assessments, stock monitoring, inventory control, and the accurate allocation of equipment and consumables to end users. Process and monitor invoices, supplier payments, and procurement-related enquiries, ensuring timely and accurate financial administration. Maintain and update procurement systems, supplier databases, procurement records, contract information, inventory registers, and asset management records. Compile, maintain, and submit procurement, inventory, supplier, and asset-related reports and documentation. Ensure effective record management, accountability of assets and stock, and compliance with procurement and supply chain management policies and procedures.

ENQUIRIES : Col GJ Tebe / Capt TL Legora / CAC BR Tiya / AC CH Waldeck at telephone: (012) 397 7250 / 7021 / 7025 / 7023.

APPLICATIONS : Hand delivered applications: Tulbagh Park, Drakenstein building, 101 Douglas Street: Colbyn, Pretoria 0083. (Application must be deposited into the box available at the reception area). Emailed applications: LegoraT@saps.gov.za / TiyaBR@saps.gov.za / and waldeckc@saps.gov.za

POST 22/233 : **ADMINISTRATION CLERK**
Component Internal Audit

SALARY : R237 453. per annum (Level 5)
CENTRE : Western Cape: Internal Audit: Ref No: IA28/06/2026 (1 Post)
Free State: Internal Audit: Ref No: IA29/06/2026 (1 Post)
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Type reports, letters, memorandums and monitor flow of documents to the office of the Provincial head; Keep records of collected documents for the office of Provincial Head; Scrutinize and capturing of all incoming and outgoing posts: Complete and submit monthly vehicle allowance returns; Assist with secretarial and admin support functions Assist with arranging travelling and subsistence allowance for the province. Effective administration of a bring forward system.
ENQUIRIES : Lieutenant Colonel Mukhesi / Captain A Dhlamini / Warrant Officer Selele on 063 697 2598/ 063 697 3155 / 082 569 8523.
APPLICATIONS : Direct your application to the following address: Physical Address: Reception: SAPS National Head Office: 231 Pretorius Street, Watchuis Building. Email: RatshiedanaS@saps.gov.za and DhlaminiA@saps.gov.za

POST 22/234 : **ADMINISTRATION CLERK (REF NO: CR13/06/2026) (1 POST)**
Component: Crime Registrar
Crime Registrar: Quality Assurance Section and Help Desk

SALARY : R237 453.per annum
CENTRE : Head Office: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Provide high quality administrative support for the Section. Keep a well-organized administrative system. Maintain an efficient filing system by ensuring systematic classification, storage, retrieval and safeguarding of documents in accordance with the approved records management policies. Ensure that performance-related submissions and supporting evidence are accurately filed and easily accessible. Implement a reminder system to track reporting deadlines and submissions. Maintain an effective overall record management system for performance information-related correspondence. Manage incoming and outgoing correspondence. Coordinate the distribution of reporting templates, guidelines, reporting schedules and related documentation. Maintain records of reporting compliance. Compile administrative-related statistics relating to reporting compliance and submission trends. Coordinate logistical arrangements for meetings, preparation sessions and other related engagements. Prepare meeting agendas, attendance registers and minute-taking documentation. Draft routine correspondence.
ENQUIRIES : Col DB Mathebe / Lt Col B Sookraj / Captain TP Baloyi / W/O N Mahwai Tel No (012) 360 1502 / 1524 / 1544
APPLICATIONS : Direct your application to the following addresses:
Postal Address: Private Bag X94, Pretoria,0001 OR Physical Address: No 463 Prieska Street, Erasmuskloof, Pretoria,0001 OR E-Mail address: SookrajB@saps.gov.za/BaloyiPT@saps.gov.za and MahwaiN@saps.gov.za

POST 22/235 : **ADMINISTRATION CLERK**
Component: Crime Registrar

SALARY : R237 453 per annum (Level 5)
CENTRE : Management Information and Support
Crime Registrar Mpumalanga (CR06/06/2026) (1 Post)
Crime Registrar Eastern Cape (CR07/06/2026) (2 Posts)
Crime Registrar Gauteng (CR08/06/2026) (1 Post)
Crime Registrar Western Cape (CR09/06/2026) (1 Post)
Crime Registrar Free State (CR10/06/2026) (1 Post)
Crime Registrar North West (CR11/06/2026) (1 Post)
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Provide high quality administrative support to the province pertaining to Finance, Supply Chain Management and Human Resource Management functions for the province. Keep a well-organized administrative system. Maintain an efficient filing system by ensuring systematic classification, storage, retrieval and safeguarding of documents in accordance with the approved records management policies. Ensure that performance-related submissions and supporting evidence are accurately filed and easily accessible. Implement a reminder system to track reporting deadlines and submissions. Maintain an effective overall record management system for performance information-related correspondence. Manage incoming and outgoing correspondence. Coordinate the distribution of reporting templates, guidelines, reporting schedules and related documentation. Maintain records of reporting compliance. Compile administrative-related statistics relating to reporting compliance and submission trends. Coordinate logistical arrangements for meetings, preparation sessions and other related engagements. Prepare meeting agendas, attendance registers and minute-taking documentation. Draft routine correspondence.
ENQUIRIES : Col DB Mathebe / Lt Col B Sookraj / Captain TP Baloyi / W/O N Mahwai Tel No (012) 360 1502 / 1524 / 1544
APPLICATIONS : Direct your application to the following addresses:
Postal Address: Private Bag X94, Pretoria,0001 OR Physical Address: No 463 Prieska Street, Erasmuskloof, Pretoria,0001 OR E-Mail address: SookrajB@saps.gov.za/BaloyiPT@saps.gov.za and MahwaiN@saps.gov.za

POST 22/236 : **SECRETARY (POST NUMBER: PPS03/2026) (1X POST)**
Office of the Component Head
Component: Presidential Protection Service

SALARY : R237 453 per annum (Level 5)
CENTRE : HQ: Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Core Functions: To perform secretarial duties for the Head: PPS. Coordinate meetings with internal and external role players. Monitor the flow of correspondence within the office of the Head: PPS. Uphold the confidentiality of all classified documents as per the MISS. Coordinate all travelling arrangements of the Head: PPS. Manage and exercise control over human, physical and financial resources allocated to the post.

ENQUIRIES	:	Lieutenant Colonel Kganyago Tel No: 012 400 5310/ Warrant Officer Sithebe on 012 400 5186/ Warrant Officer Mnyalatyho 012 400 5105/ AC Sekwape 012 400 5137/ AC Modiha/ HRC Sibande 012 400 5147
APPLICATIONS	:	HQ: Pretoria: Applications can be posted / hand delivered to the following address: Private Bag x 272 Pretoria 0002 or 3 Troye and Park Street, Protection Service, Maupa Naga Building Sunnyside 0002 or e-mailed to: Kganyagonn@saps.gov.za / SithebeS@saps.gov.za / MnyalatyhoLL@saps.gov.za / SekwapeND@saps.gov.za / SibandeK@saps.gov.za / ModihaI@saps.gov.za
POST 22/237	:	**SECRETARY (5 POSTS)** Division Visible Policing
SALARY	:	R237 453. per annum (Level 5)
CENTRE	:	Section Head: Firearm Compliance and Enforcement: Sancardia Building, Arcadia (Ref No: VP E14/2026) Section Head: Central Firearms Register: Veritas Building, Pretoria Central (Ref No: VP E15/2026) Section Head: Liquor and Second-Hand Goods Services: Sancardia Building, Arcadia (Ref No: VP E16/2026) Section Head: Veterinary Services: Roodeplaat, Pretoria (Ref No: VP E17/2026) Section Head: Front Line Services: Midcity Building, 540 Pretorius Street, Arcadia (Ref No: VP E18/2026)
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES	:	Perform secretariat duties and provide administrative support. Maintain the diary of the Senior Manager, schedule meetings, assist with minute taking and visitors. Arrange travel logistics including flights and accommodation. Maintain an effective record and administration service. Maintain confidentiality in the workplace.
ENQUIRIES	:	Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977
APPLICATIONS	:	Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za
POST 22/238	:	**SECRETARY REF NR: FMS 10/2026 (1 POST)** Division: Financial Management Services Internal Control
SALARY	:	R237 453 per annum (Level 5)
CENTRE	:	Pretoria
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES	:	Provide secretarial support functions to the Section Head. Type and consolidate reports, letters, memorandums and monitor flow of documents (manually and electronically) to and from the office of the Section Head. Arranging of and keeping and producing minutes of meetings when so required. Assist in managing the diary (manually and electronically) to receive and host visitors of the Section Head. Keeping a bring-forward system (manually and electronically) of all pending matters. Arrange travelling and accommodation with subsistence advances and allowance for the Section Head. Manage the office inventory.
ENQUIRIES	:	Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122

APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/239 : **SECRETARY REF NR: FMS 13/2026 (1 POST)**
Division: Financial Management Services
Expenditure Management

SALARY : R237 453 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : To provide secretarial support functions to the Section Head. Type and consolidate reports, letters, memorandums and monitor flow of documents (manually and electronically) to and from the office of the Section Head. Arranging of and keeping and producing minutes of meetings when so required Assist to manage the diary (manually and electronically) to receive and host visitors of the Section Head. Keeping a bring-forward system (manually and electronically) of all pending matters Arrange travelling and accommodation with subsistence advances and allowance for the Section Head. Manage the office inventory.
ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122
APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/240 : **SECRETARY REF NR FMS 17/2026 (1 POST)**
Division: Financial Management Services
Component Head: Compensation Services

SALARY : R237 453.per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
DUTIES : Provide secretarial support functions to the Component Head. Type and consolidate reports, letters, memorandums and monitor flow of documents (manually and electronically) to and from the office of the Component Head. Arranging of and keeping and producing minutes of meetings when so required. Assist to manage the diary (manually and electronically) to receive and host visitors of the Component Head. Keeping a bring-forward system (manually and electronically) of all pending matters Arrange travelling and accommodation with subsistence advances and allowance for the Component Head. Manage the office inventory.
ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122
APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/241 : **SECRETARY (X 5 POSTS)**
Division: Technology Management Services

SALARY : R237 453. per annum (Level 5)
CENTRE : Head Office

Office of the Section Head: Investigation Systems Management (Post Number: TMS 10/2026)
Office of the Section Head: Converged Communication Services (Post Number TMS 11/2026)
Office of the Section Head: IS/ICT Portfolio Governance (Post Number TMS 12/2026)
Office of the Section Head: Applications Portfolio Management (Post Number TMS 13/2026)
Office of the Section Head: Technology Governance Management (Post Number TMS 14/2026)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Render administrative support functions within the environment. Receive files and documents and forward to the relevant Head, Section Head, and Section Commander. Dispatch files and documents and record outgoing correspondence. Manage the diary of the Head of the office for internal and external engagements. Draft and type documents for the environment. Arrange, schedule and organise meetings or appointments and remind the personnel within the environment of such meetings. Co-ordinate travel arrangements, including accommodation and subsistence allowances as well as claims. Assist the environment with general administrative duties including logistics, supply chain management, financial services and human resources.

ENQUIRIES : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964

APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to: Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets;Hatfield, PRETORIA

POST 22/242 : **SECRETARY (REF NO: AUX/04/2026) (1 POST)**
SAPS Auxiliary Services: Records Management and sundry Services
Component Auxiliary Services

SALARY : R237 453. per annum (Level 5)
CENTRE : Head Office
REQUIREMENTS : Minimum Requirements: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills, and Competencies: General computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : To provide secretarial and administrative support to the office of the Section Head. To perform professional secretarial assignments to the commander/manager. Maintain effective records and administration services. Plan and organize meetings/workshops. Draft and type official documents and correspondence. Maintain office manager/commander diary and schedule future appointments/meetings. Deliver an effective communication phone service. Schedule and arrange travel and subsistence allowances. Receive and welcome visitors. Administer general office correspondence/documents. Maintain database/filing system/register and trace documents. Protect integrity and invade unauthorized access of files/records. Compile and consolidate reports/returns. Address challenges/complaints and communicate to management. Operate and maintain standard office equipment. Determine office needs and order office suppliers and equipment. Liaise with commander/manager to schedule the

meetings/workshops. Invite role player and circulate meeting/workshop documentation. Apply and order meetings/workshops refreshments. Coordinate attendees/visitors transport/parking from and to respective places/venues. Record and communicate approved meetings.

ENQUIRIES : Captain MN Maswanganyi Tel No (012) 393 1023 / 4967 / 1453

APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria, 0001 OR Physical Address: 231 Pretorius Street, Wachthuis Building, Pretoria, 0001 OR E-Mail address: MadavhaA@saps.gov.za

POST 22/243 : **SECRETARY REF NO: ESIR 07/06/2026 (X1 POST)**
Section Head Executive Secretariat

SALARY : R237 453. per annum (Level 5)

CENTRE : Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : To provide secretarial support functions to the Section Head. Arrange, prepare meetings, agendas, typing and taking Minutes. Answer and screen all incoming calls to the office of the Section Head. Liaise with other Sections and components on matters relating to the Section Head's office. Maintain good Recordkeeping, filling and bring forward system. Handle confidential documents. Process and submit claims, make travelling and accommodation arrangements. Manage the diary as well as receive and host visitors of the office. Operate standard equipment (fax, photocopy machine, telephone, Computer etc.). Serving refreshment to visitors and during Meetings. Manage office inventory.

ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372

APPLICATIONS : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to MashiloaneK@saps.gov.za

POST 22/244 : **SECRETARY**
Division Detective Services

SALARY : R237 453.per annum (Level 5)

CENTRE : Head Office: Pretoria
Serious & Violent Crime: Office of The Head: Ref No: DET 06/2026 (1 Post)
Crime Investigation Service: Office of The Head: Ref No: DET 07/2026 (1 Post)
Harmful Occult Related Practices, Missing Persons and Crime Stop: Office of The Head: Ref No: DET 08/2026 (1 Post)
Crime Investigation Coordination – Group C: Office of The Head: Ref No: DET 09/2026 (1 Post)
Anti-Gang Investigations: Office of The Section Head: Ref No: DET 10/2026 (1 Post)
Trans National Investigations: Office of The Section Head: Ref No: DET 11/2026 (1 Post)
Operational Desk and Projects Investigations: Office of The Section Head: Ref No: DET 12/2026 (1 Post)
Pretoria: Centurion (La Rochelle Building): Priority Investigations Service: Office of the Section Head: Ref No: DET 13/2026 (1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office,

MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Render administrative support functions, Administer logistical matters. Maintain leave records, registers and files. Answer and Screen all incoming call to the office of the Section. Ensure record of all incoming and outgoing documents and correspondence Type reports, letters, minutes, agendas, handle confidential documents, keeping record of the minutes and monitor flow of documents to the office of the Section Head. Liaise with other components and sections on matters relating to the office of the Principal. Receive and hosts visitors in the office. Serving refreshments to visitors during meetings. Arrange and book venues for the meetings in accordance with the number of people expected to attend. Maintain good record keeping, filing and bring forward system. Operate standard equipment (photocopy machine, telephone and computers)

ENQUIRIES : Lieutenant Colonel WB Chauke / Captain S Ntuli / PPO Kgwedi at (012) 393 1633/ 4478 / 1277.

APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag x 302 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 237 Pretorius Street, Watchuis Building.Email: Detectiverecruitment@saps.gov.za

POST 22/245 : **SECRETARY (X2 POSTS)**

SALARY : R237 453 per annum (Level 5)

CENTRE : Pretoria: Risk & Integrity Management
Section Head: Integrity Management: RIM 05/06/2026
Section Head: Risk Management: RIM 06/06/2026

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : To provide secretarial support functions to the Section Head. Arrange, prepare meetings, agendas, typing and taking minutes. Answer and screen all incoming calls to the office of the section Head. Liaise with other Sections and components on matters relating to the Section Head's office. Maintain good Recordkeeping, filling and bring forward system. Handle confidential documents. Process and submit claims, make travelling and accommodation arrangement. Manage the diary as well as receive and host visitors of the office. Operate standard equipment (fax, photocopy machine, telephone, computer). Serving refreshment to visitors and during meetings. Manage office inventory.

ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372

APPLICATIONS : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to PretoriusK@saps.gov.za

POST 22/246 : **SECRETARY REF NO: CS 05/06/2026 (X1 POST)**
Section Head: Corporate Support

SALARY : R237 453.per annum (Level 5)

CENTRE : Pretoria

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office,

MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : To provide secretarial support functions to the Section Head. Arrange, prepare meetings, agendas, typing and taking Minutes. Answer and screen all incoming calls to the office of the Section Head. Liaise with other Sections and components on matters relating to the Section Head's office. Maintain good Recordkeeping, filling and bring forward system. Handle confidential documents. Process and submit claims, make travelling and accommodation arrangements. Manage the diary as well as receive and host visitors of the office. Operate standard equipment (fax, photocopy machine, telephone, Computer etc.). Serving refreshment to visitors and during Meetings. Manage office inventory.

ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372

APPLICATIONS : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to TshabalalaBeauty@saps.gov.za

POST 22/247 : **SECRETARY (2X POSTS)**
Component: Strategic Management

SALARY : R237 453 per annum Level 5)
CENTRE : Pretoria
Strategy Development and SDI Coordination (Post Number: SM05/06/2026)
Project Management (Post Number: SM06/06/2026)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Core Functions: Provide comprehensive secretarial, administrative, and office support services to management. Draft, prepare, process, and maintain official correspondence, reports, records, and other administrative documentation. Manage diaries, appointments, meetings, workshops, travel arrangements, and office schedules. Coordinate meetings and workshops, including stakeholder liaison, logistics, documentation, minute-taking, and communication of outcomes. Administer office communication systems, visitor reception services, and stakeholder enquiries. Maintain and manage filing systems, databases, registers, and records, ensuring the confidentiality, security, and integrity of information. Compile, consolidate, and submit administrative reports, returns, and related documentation. Operate and maintain office equipment and coordinate the procurement and management of office supplies and resources. Address administrative enquiries and complaints and provide effective general office administration support in accordance with organisational policies and procedures.

ENQUIRIES : Col GJ Tebe / Capt TL Legora / CAC BR Tiya / AC CH Waldeck at telephone: (012) 397 7250 / 7021 / 7025 / 7023.

APPLICATIONS : Hand delivered applications: Tulbagh Park, Drakenstein building, 101 Douglas Street: Colbyn, Pretoria 0083. (Application must be deposited into the box available at the reception area). Emailed applications: LegoraT@saps.gov.za / TiyaBR@saps.gov.za / and waldeckc@saps.gov.za

POST 22/248 : **SECRETARY REF NO: LS08/2026 (1X POST)**
Division: Legal Services: Component Head: Litigation

SALARY : R237 453. per annum (Level 5)
CENTRE : Head Office/Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage .Knowledge, Skills And

Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Keeping the diary accurately, coordinate meetings and remind the Component 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; Handle routine correspondence; Type documents, reports, letters, memorandums etc. Effective administration of a bring-forward system; Make travel and accommodation arrangements; Organize related documentation for overseas trips and submit claims of accommodation and expenditure after trips.

ENQUIRIES : Colonel NL Nonkenyana / Lt Colonel ME Mokholoane / Captain KM Sereetsi at Tel: 0664864393 / 0827733890 / 0827789176.

APPLICATIONS : Application forms may be posted or hand delivered to: 231 Pretorius Street, Wachthuis Building, South African Police Services: National Head Office, Pretoria 0001 for attention: Colonel NL Nonkenyana / Lieutenant Colonel ME Mokholoane / Captain KM Sereetsi. Via Email: NonkenyanaNL@saps.gov.za, MokholoaneM@saps.gov.za, SereetsiK@saps.gov.za.

POST 22/249 : **SECRETARY REF NO: LS09/2026 (1X POST)**
Division: Legal Services: Section Head: Civil Litigation

SALARY : R237 453 per annum (Level 5)
CENTRE : Head Office/Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills And Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Keeping the diary accurately, coordinate meetings and 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; Handle routine correspondence; Type documents, reports, letters, memorandums etc. Effective administration of a bring-forward system; Make travel and accommodation arrangements; Organize related documentation for overseas trips and submit claims of accommodation and expenditure after trips.

ENQUIRIES : Colonel NL Nonkenyana / Lt Colonel ME Mokholoane / Captain KM Sereetsi at Tel: 0664864393 / 0827733890 / 0827789176.

APPLICATIONS : Application forms may be posted or hand delivered to: 231 Pretorius Street, Wachthuis Building, South African Police Services: National Head Office, Pretoria 0001 for attention: Colonel NL Nonkenyana / Lieutenant Colonel ME Mokholoane / Captain KM Sereetsi. Via Email: NonkenyanaNL@saps.gov.za, MokholoaneM@saps.gov.za, SereetsiK@saps.gov.za.

POST 22/250 : **SECRETARY**
Component Internal Audit

SALARY : R237 453. per annum (Level 5)
CENTRE : Pretoria Head Office: Risk Based & Compliance Audit Ref No: IA30/06/2026 (1 Post)
Mpumalanga: Internal Audit: Ref No: IA31/06/2026 (1 Post)
Limpopo: Internal Audit: Ref No: IA32/06/2026 (1 Post)
Western Cape: Internal Audit: Ref No: IA33/06/2026 (1 Post)
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and

problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Provide comprehensive secretarial, administrative, and office support services to management. Draft, prepare, process, and maintain official correspondence, reports, records, and other administrative documentation. Manage diaries, appointments, meetings, workshops, travel arrangements, and office schedules. Coordinate meetings and workshops, including stakeholder liaison, logistics, documentation, minute-taking, and communication of outcomes. Administer office communication systems, visitor reception services, and stakeholder enquiries. Maintain and manage filing systems, databases, registers, and records, ensuring the confidentiality, security, and integrity of information. Compile, consolidate, and submit administrative reports, returns, and related documentation. Operate and maintain office equipment and coordinate the procurement and management of office supplies and resources. Address administrative enquiries and complaints and provide effective general office administration support in accordance with organisational policies and procedures.

ENQUIRIES : Lieutenant Colonel Mukhesi / Captain A Dhlamini / Warrant Officer Selele on 063 697 2598/ 063 697 3155 / 082 569 8523.

APPLICATIONS : Direct your application to the following address: Physical Address: Reception: SAPS National Head Office: 231 Pretorius Street, Watchuis Building.Email: RatshiedanaS@saps.gov.za and DhlaminiA@saps.gov.za

POST 22/251 : **CRIME STOP OPERATORS DET 16/2026 (12 POSTS)**
Division Detective Services
Training College (Mob Support – Crime Stop)

SALARY : R237 453.per annum (Level 5)

CENTRE : Pretoria West -SAPS

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : Process and dispatch Crime Information received via 0860010111(Crime Stop) 0800 911 011(Extortion), MY SAPS mobile App and on Social Media platforms* Request regular feedback on pending cases dispatched for investigation and update status Management of all state resources Compile daily and monthly reports.

ENQUIRIES : Lieutenant Colonel WB Chauke / Captain S Ntuli / PPO Kgwedi at (012) 393 1633/ 4478 / 1277.

APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag x 302 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 237 Pretorius Street, Watchuis Building.Email: Detectiverecruitment@saps.gov.za

POST 22/252 : **DRIVER (5X POSTS)**
Component: Presidential Protection Service

SALARY : R170 226 per annum (Level 3)

: HQ: Pretoria - Supply Chain Management (Post Number: PPS 08/2026) (3 Posts)
Western Cape: Cape Town - Supply Chain Management (Post Number: PPS 09/2026) (1 Post)
KwaZulu-Natal: Durban - Supply Chain Management (Post Number: PPS 10/2026) (1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 10/ Standard 8/ NCV Level 2 or certificate/ report (NQF 2 Level as recognized by SAQA) of which documentary proof can be produced when required. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. At least two (2) years' relevant experience in the field of the post. Knowledge, Skills and Competencies: Good verbal and written communication skills. Be fluent in at least two official languages one of which must be English. *Be in possession of at least a light motor vehicle license and Public Driving Permit (PDP). Be willing to work extended hours when necessary. High levels of integrity, reliability and punctuality.

DUTIES : Core Functions: Transport equipment, vehicles and personnel at the province. Ensure maintenance of allocated state vehicles. Completion of log sheets and

monthly returns. Book vehicles at the garage for service and repairs. Uphold the confidentiality of all classified documents as per the MISS.

ENQUIRIES : **HQ: Pretoria:** Lieutenant Colonel Kganyago Tel No: 012 400 5310/ Warrant Officer Sithebe on 012 400 5186/ Warrant Officer Mnyalatyho 012 400 5105/ AC Sekwape 012 400 5137/ AC Modiha /HRC Sibande 012 400 5147
Kwazulu-Natal (Durban): Lieutenant Colonel Mkhize / Lieutenant Colonel Malinga/ AC Msani / AC Zondo / Secretary Sithole on Tel No: 031 203 7328
Western Cape (Cape Town): Lieutenant Colonel Kamana / Captain Teyise / AC Sofika/AC Sylvester on Tel No: 021 467 6485/6499

APPLICATIONS : **HQ: Pretoria:** Applications can be posted / hand delivered to the following address: Private Bag x 272 Pretoria 0002 or 3 Troye and Park Street, Protection Service, Maupa Naga Building Sunnyside 0002 or e-mailed to: Kganyagonn@saps.gov.za / SithebeS@saps.gov.za / MnyalatyhoLL@saps.gov.za / SekwapeND@saps.gov.za / SibandeK@saps.gov.za / ModihaI@saps.gov.za
Kwazulu-Natal (Durban): Applications can be posted / hand delivered to the following address: 446 Vusi Mzimela Road Cato Manor 4058 and e-mailed to: MkhizeSiyabonga@saps.gov.za / MalingaZ@saps.gov.za / MsaniLL@saps.gov.za / ZondoN1@saps.gov.za / SitholeNL2@saps.gov.za
Western Cape (Cape Town): Applications must be posted / hand delivered to the following address:121 Garmour House Plein Street Cape Town 8001 and e-mailed to: KamanaEN@saps.gov.za / TeyiseS@saps.gov.za / cpt-ppu@saps.gov.za

POST 22/253 : **SECURITY OFFICERS (X 5 POSTS)**
Division Visible Policing
Support Services: Financial and Administration Services

SALARY : R170 226.per annum (Level 3)
CENTRE : Midcity Building, 540 Pretorius Street, Arcadia (Ref No: VP E32/2026) (2 Posts)
Flash: Central Firearm Register Veritas Building, Pretoria Central (Ref No: VP E33/2026) (3 Posts)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid 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 and to maintain firearm competency. Relevant courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills and Competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.

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 : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977

APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/254 : **SECURITY GUARD POST NUMBER: TMS 23/2026 (X5 POSTS)**
Section: Auxiliary Services
Division: Technology Management Services

SALARY : R170 226 per annum (Level 3)
CENTRE : Head Office

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid 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 firearm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle, will also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills and Competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.

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 into 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; 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 premises. Check all security equipment and facilities and act, when necessary. Bring any deficiencies or problems about security matters to the attention of senior security personnel. Perform administrative duties

ENQUIRIES : Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964

APPLICATIONS : Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets;Hatfield, PRETORIA

POST 22/255 : **MESSENGER REF NO: IA34/06/2026 (1 POST)**
Component Internal Audit

SALARY : R144 024 per annum (Level 2)
CENTRE : Pretoria: Head Office: Internal Audit
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10 / Standard 8 certificate / NCV Level 2 certificate / report (NQF Level 2 recognized by SAQA), for which documentary proof can be produced when required. No experience required. Knowledge, Skills and Competencies: Good verbal and written communication skills. Basic administrative skills for managing delivery logbooks, signing for documents and organizing files. Ability to read maps, follow directions and understand traffic rules for managing deliveries. High levels of integrity, reliability and punctuality. Be willing to work extended hours, when necessary.

DUTIES : To provide an effective and efficient messenger delivery services. To Collect and deliver post, parcels, files and other forms of documentation between offices. Perform general administration/messenger tasks. Render transport services to the Component Internal Audit.

ENQUIRIES : Lieutenant Colonel Mukhesi / Captain A Dhlamini / Warrant Officer Selele on 063 697 2598/ 063 697 3155 / 082 569 8523.

APPLICATIONS : Direct your application to the following address: Physical Address: Reception: SAPS National Head Office: 231 Pretorius Street, Watchuis Building. Email: RatshiedanaS@saps.gov.za and DhlaminiA@saps.gov.za

POST 22/256 : **MESSENGER REF NO: CS 06/06/2026 (X1 POST)**
Section Head Corporate Support: Finance & Administration

SALARY : R144 024 per annum (Level 2)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/

report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. No experience required.Knowledge, Skills and Competencies: Good verbal and written communication skills. Basic administrative skills for managing delivery logbooks, signing for documents and organizing files. Ability to read maps, follow directions and understand traffic rules for managing deliveries. High levels of integrity, reliability and punctuality. Be willing to work extended hours, when necessary.

DUTIES : Collect, sort, and deliver documents, files, and parcels to addressees, other departments, and the Post Office. Perform pre-trip inspections, manage fuel cards/vouchers, maintain logbooks, and drive departmental vehicles safely. Assist with copying, shredding, filing, and managing registry services. Follow the Public Service Act, Batho Pele principles, and departmental policies. Good communication, time management, and basic computer literacy.

ENQUIRIES : Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372

APPLICATIONS : Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to TshabalalaBeauty@saps.gov.za

POST 22/257 : **MESSENGER REF NO: LS15/2026 (1X POST)**
Division: Legal Services: Support Services: Financial Management Services

SALARY : R144 024 per annum (Level 2)
CENTRE : Head Office/Pretoria:
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. *Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. No experience required. Must have a valid driver's license. Knowledge, Skills and Competencies: Good verbal and written communication skills. Basic administrative skills for managing delivery logbooks, signing for documents and organizing files. Ability to read maps, follow directions and understand traffic rules for managing deliveries. High levels of integrity, reliability and punctuality. Be willing to work extended hours, when necessary.

DUTIES : Provide an effective messenger delivery service; Collect and deliver post, files and other documentation for various destinations.

ENQUIRIES : Colonel NL Nonkenyana / Lt Colonel ME Mokholoane / Captain KM Sereetsi at Tel: 0664864393 / 0827733890 / 0827789176.

APPLICATIONS : Application forms may be posted or hand delivered to: 231 Pretorius Street, Wachthuis Building, South African Police Services: National Head Office, Pretoria 0001 for attention: Colonel NL Nonkenyana / Lieutenant Colonel ME Mokholoane / Captain KM Sereetsi. Via Email: NonkenyanaNL@saps.gov.za, MokholoaneM@saps.gov.za, SereetsiK@saps.gov.za.

POST 22/258 : **FOOD SERVICE AID REF NR: FMS 21/2026 (1 POST)**
Division: Financial Management Services
Office Of The CFO

SALARY : R144 024 per annum (Level 2)
CENTRE : Pretoria
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Basic cooking, modifying meals for standard diets, preparing snacks and conveying cookery/ cutlery. Knowledge of food safety, applying occupational health and safety protocol, sanitizing surfaces, handling hazardous waste and proper storing of ingredients. Ability to operate elementary machines and equipment. Willing to work extended hours, when necessary.

DUTIES : Prepare and serve refreshments. Organise and keep the kitchen hygienically clean. Manage the stock levels.

ENQUIRIES : Colonel LF Seletela, Lieutenant Colonel H De Lange and Lieutenant Colonel Q Nkoma at (012) 393 1224/ 4425/ 4122

APPLICATIONS : Direct your application to the following address: Postal Address: Private Bag x 94 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 231 Pretorius Street, Watchthuis Building, Pretoria. Email: FMS-Recruitment@saps.gov.za

POST 22/259 : **CLEANER**

Component Internal Audit

SALARY : R144 024 per annum (Level 2)
CENTRE : Free State; Internal Audit: Ref No: IA35/06/2026 (1 Post)
North West: Internal Audit: Ref No: IA36/06/2026 (1 Post)
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of abet Level 4 / Grade 9 / Standard 7 certificate / report (NQF Level 1 recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.
DUTIES : Maintaining of high-level hygiene in and around SAPS premises where routine tasks are to be performed, which may include inner or outer parameters, performing routine tasks such as dusting furniture and floors, removing refuse bags, mopping of all tiled floors, cleaning bathrooms, kitchenware and utensils, safekeeping and handling of variety of cleaning materials, loading and unloading of goods.
ENQUIRIES : Lieutenant Colonel Mukhesi / Captain A Dhlamini / Warrant Officer Selele on 063 697 2598/ 063 697 3155 / 082 569 8523.
APPLICATIONS : Direct your application to the following address: Physical Address: Reception: SAPS National Head Office: 231 Pretorius Street, Watchuis Building. Email: RatshiedanaS@saps.gov.za and DhlaminiA@saps.gov.za

POST 22/260 : **CLEANER**
Management Information and Support
Component: Crime Registrar

SALARY : R144 024 per annum (Level 2)
CENTRE : Crime Registrar Head Office: Pretoria (CR01/06/2026) (1 Post)
Crime Registrar Western Cape (CR02/06/2026) (1 Post)
Crime Registrar Northern Cape (CR03/06/2026) (1 Post)
Crime Registrar North West (CR04/06/2026) (1 Post)
Crime Registrar Kwa-Zulu Natal (CR05/06/2026) (1 Post)
REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished. Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.
DUTIES : Maintaining high-level hygiene in the workplace where routine tasks are performed, which may include inner parameters. Perform routine tasks such as dusting, polishing furniture and floors, removing refuse bags, mopping all tiled flooring and vacuum carpets. Cleaning bathrooms and kitchens. Safekeeping and handling of cleaning materials. Loading and unloading of goods. Washing and cleaning kitchenware and utensils.
ENQUIRIES : Col DB Mathebe / Lt Col B Sookraj / Captain TP Baloyi / W/O N Mahwai Tel No (012) 360 1502 / 1524 / 1544
APPLICATIONS : Direct your application to the following addresses:
Postal Address: Private Bag X94, Pretoria,0001 OR Physical Address: No 463 Prieska Street, Erasmuskloof, Pretoria,0001 or E-Mail address: SookrajB@saps.gov.za/BaloyiPT@saps.gov.za and MahwaiN@saps.gov.za

POST 22/261 : **CLEANER REF NO: LS14/2026 (1X POST)**
Division: Legal Services: Support Services: Supply Chain Management

SALARY : R144 024.per annum (Level 2)
CENTRE : Head Office/Pretoria:
REQUIREMENTS : Applicants must display competency in the core functions of the post. *Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills

		And Competencies: Understanding of how to handle cleaning detergents; Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills; Be able to read and write; Ability to interact with other officials in a professional manner; The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
DUTIES	:	Maintaining of high-level hygiene in and around the SAPS premises where routine tasks are to be performed, which may include inner or outer parameters; Performing routine tasks such as dusting furniture and floors, removing refuse bags; Mopping of all tiled floors; Cleaning bathrooms, kitchenware and utensils; Safekeeping and handling of a variety of cleaning materials; Loading and unloading of goods.
ENQUIRIES	:	Colonel NL Nonkenyana / Lt Colonel ME Mokholoane / Captain KM Sereetsi at Tel: 0664864393 / 0827733890 / 0827789176.
APPLICATIONS	:	Application forms may be posted or hand delivered to: 231 Pretorius Street, Wachthuis Building, South African Police Services: National Head Office, Pretoria 0001 for attention: Colonel NL Nonkenyana / Lieutenant Colonel ME Mokholoane / Captain KM Sereetsi. Via Email: NonkenyanaNL@saps.gov.za, MokholoaneM@saps.gov.za, SereetsiK@saps.gov.za.
POST 22/262	:	**CLEANER POST NUMBER: TMS 24/2026 (X4 POSTS)** Section: Auxiliary Services Division: Technology Management Services
SALARY	:	R144 024.per annum (Level 2)
CENTRE	:	Head Office
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle leaning detergents; Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills; Be able to read and write; Ability to interact with other officials in a professional manner; The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
DUTIES	:	Maintaining a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dusting. Polish furniture and floors. Vacuum carpets and mopping tile floors. Remove refuses / bins. Clean bathrooms and kitchens. Safekeeping and handling of a variety of cleaning aids in the premises. Loading and unloading of goods
ENQUIRIES	:	Lt Col G Xoko/ Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964
APPLICATIONS	:	Application forms must be hand delivered or emailed to the following addresses: Enquiries can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng at Tel: 012 432 7709/ 8884/ 7964 and email applications to :Email Address: tms.vacancies@saps.gov.za and hand delivery to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets;Hatfield, PRETORIA
POST 22/263	:	**CLEANER (REF NO: AUX/10/2026) (3 POSTS)** SAPS Auxiliary Services: Records Management and Sundry Services Component Auxiliary Services
SALARY	:	R144 024.per annum (Level 2)
CENTRE	:	Head Office
REQUIREMENTS	:	Minimum Requirements: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4 / Grade 9 / Standard 7 certificate / report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.
DUTIES	:	To physically carry out various basic functions regarding the rendering of cleaning services in order to maintain high level of hygiene in and around the work place. Perform cleaning services of routine nature by utilizing variety of aids. Perform housekeeping duties. Dust working environment. Polish furniture of the sections. Vacuum carpets of the sections. Clean passages, floors and stairs. Remove

refuse. Clean toilets. Clean offices and conference rooms. Perform ad hoc cleaning tasks in and around premises.

ENQUIRIES : Captain MN Maswanganyi Tel No (012) 393 1023 / 4967 / 1453

APPLICATIONS : Direct your application to the following addresses: Postal Address: Private Bag X94, Pretoria, 0001 OR Physical Address: 231 Pretorius Street, Wachthuis Building, Pretoria, 0001 OR E-Mail address: MadavhaA@saps.gov.za

POST 22/264 : **CLEANER (X 8 POSTS)**
Division Visible Policing

SALARY : R144 024.per annum (Level 2)

CENTRE : Support Services: Financial and Administration Services: Midcity Building, 540 Pretorius Street (Ref No: VP E34/2026) (2 Posts)
Rapid Rail Police: Gauteng North and Limpopo: Silverton (Ref No: VP E35/2026)
Rapid Rail Police: Western Cape: Retreat Corridor: Western Cape (Ref No: VP E36/2026)
Rapid Rail Police: Western Cape: Bellville Corridor: Western Cape (Ref No: VP E37/2026)
Veterinary Services: Roodeplaat (Ref No:VP E38/2026) (2 Posts)
K9 and Mounted Services: Atteridgeville: Pretoria West (Ref No: VP E39/2026)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES : Maintain a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting the environment; Polish furniture and floors; Vacuum carpets and mopping of floors; remove refuse. Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of aids in the cleaning of the premise; Loading and unloading of goods. Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES : Colonel MC Makgeta and Lieutenant Colonel SP Nukeri Cell phone number: 082 334 0796 and 071 402 7977

APPLICATIONS : Direct your application to the following addresses: Physical Address: Midcity Building, 540 Pretorius Street, Arcadia 0007.Postal Address: PO Box 12, Pretoria, 0001 Email Address: MakgetaM@saps.gov.za and NukeriSP@saps.gov.za

POST 22/265 : **CLEANER (4X POSTS)**
Component: Presidential Protection Service

SALARY : R144 024 per annum (Level 2)

CENTRE : HQ: Pretoria - Supply Chain Management (Post Number: PPS 11/2026) (3 Posts)
: Western Cape: Cape Town - Supply Chain Management (Post Number: PPS 12/2026) (1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), of which documentary proof can be produced when required. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.

DUTIES : Core Functions: Maintain high level of hygiene in and around the workplace with the cleaning of the SAPS premises, which may include either or both inner and outer perimeters. Performing tasks of a routine nature such as polish furniture and floors. Vacuum carpets and mopping of the floors. Remove refuse, clean bathrooms and kitchens. Uphold the confidentiality of all classified documents as per the MISS.

ENQUIRIES : **HQ: Pretoria:** Lieutenant Colonel Kganyago Tel No: 012 400 5310/ Warrant Officer Sithebe on 012 400 5186/ Warrant Officer Mnyalatyho 012 400 5105/ AC Sekwape 012 400 5137/ AC Modiha /HRC Sibande 012 400 5147

		Western Cape (Cape Town): Lieutenant Colonel Kamana / Captain Teyise / AC Sofika/AC Sylvester on Tel No: 021 467 6485/6499
APPLICATIONS	:	**HQ: Pretoria:** Applications can be posted / hand delivered to the following address: Private Bag x 272 Pretoria 0002 or 3 Troye and Park Street, Protection Service, Maupa Naga Building Sunnyside 0002 or e-mailed to: Kganyagonn@saps.gov.za / SithebeS@saps.gov.za / MnyalatyhoLL@saps.gov.za / SekwapeND@saps.gov.za / SibandeK@saps.gov.za / ModihaI@saps.gov.za **Western Cape (Cape Town):** Applications must be posted / hand delivered to the following address:121 Garmour House Plein Street Cape Town 8001 and e-mailed to: KamanaEN@saps.gov.za / TeyiseS@saps.gov.za / cpt-ppu@saps.gov.za
POST 22/266	:	**CLEANER REF NO: DET 17/2026 (3 POSTS)** Division Detective Services Financial Management and Administration Services (Auxiliary Services)
SALARY	:	R144 024 per annum (Level 2)
CENTRE	:	Head Office: Pretoria
REQUIREMENTS	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.
DUTIES	:	Maintaining of high-level hygiene in and around SAPS premises where routine tasks are to be performed, which may include inner or outer parameters, performing routine tasks such as dusting furniture and floors, removing refuse bags, mopping of all tiled floors, cleaning bathrooms, kitchenware and utensils, safekeeping and handling of variety of cleaning materials, loading and unloading of goods.
ENQUIRIES	:	Lieutenant Colonel WB Chauke / Captain S Ntuli / PPO Kgwedi at (012) 393 1633/ 4478 / 1277.
APPLICATIONS	:	Direct your application to the following addresses: Postal Address: Private Bag x 302 Pretoria, 0001. Physical Address: Reception: SAPS Head Office: 237 Pretorius Street, Watchuis Building. Email: Detectiverecruitment@saps.gov.za