

**PROVINCIAL ADMINISTRATION: GAUTENG PROVINCE
SOUTH AFRICAN POLICE SERVICE**

- APPLICATIONS** : Due to the large volume of applications anticipated, it would be preferable to hand-deliver as follows:
Ekurhuleni 2 Ampere Road, Chloorkop, Kempton Park);
Soweto 1 Ndaba Drive, Protea North;
Sedibeng: 42 c/o Voortrekker and Stanley str, 3rd floor Vereeniging SAPS
Tshwane: Pretoria Moot SAPS, 586 Ben Swart and 17th Avenue, Pretoria Moot;
Krugersdorp: Krugersdorp SAPS, 118 Commissioner Street Krugersdorp
Johannesburg: Arthur Block, 7 Dolphin Street, Mayfair
 Alternatively, forward to one of the following e email addresses:
Motaum2@saps.gov.za **MotekaMK@saps.gov.za**
- 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, including the SMS, 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 22/368** : **ADMINISTRATION CLERK SUPERVISOR (X 4 POSTS)**
- SALARY CENTRE** : R338 106. per annum (level 7)
 : Supply Chain Management MISAP, Parktown (Ref No: GP 20/6/26)
 : OD & Strategic Management (Monitoring) Parktown (Ref No: GP 21/6/26)
 : PHO Crime Prevention (JHB Central) (Ref No: GP 22/6/26)

- REQUIREMENTS** : Provincial Commissioner's Office, Parktown (Ref No: GP 23/6/26)
 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 & 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, 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** : Ensure Administrative functions relevant to the core functions of the Component. Ensure proper control over e-mails and files. Ensure accurate record keeping at the Component. Compilation of minutes at meetings. Coordinate travel arrangements and manage diary appointments. Compile and monitor data bases relevant to the core functions of the Component.
- ENQUIRIES** : Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
- POST 22/369** : **DATA TYPIST SUPERVISOR (X 5 POSTS)**
- SALARY CENTRE** : R338 106.per annum (Level 7)
 Ivory Park (Ref No: GP 24/6/26)
 Diepsloot (Ref No: GP 25/6/26)
 Vanderbijlpark (Ref No: GP 26/6/26)
 Mamelodi East (Ref No: GP 27/6/26)
 Temba (Ref No: GP 28/6/26)
- 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 & 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, 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** : Capture all information from dockets onto SAPS Systems. Capture information on stolen and recovered property. Capture information on Station priority crimes. Provide information from SAPS Systems to Investigating Officers. General administration duties and record keeping.
- ENQUIRIES** : Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
- POST 22/370** : **FINANCIAL CLERK SUPERVISOR (X 2 POSTS)**
- SALARY CENTRE** : R338 106.per annum (Level 7)
 PC Gauteng: Financial Management, Budget Parktown (Ref No: GP 29/6/26)
 Tembisa (Ref No: GP 30/6/26)
- 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 & 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, 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.
<u>DUTIES</u>	:	Administer a needs analysis and compile Station/ Provincial Budget. Monitor financial expenditure and salary administration and losses. Advise and assist employees with financial related queries. Monitor Expenditure. Administer and inspect financial registers. Verify granted financial authority.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
<u>POST 22/371</u>	:	<u>HUMAN RESOURCES CLERK SUPERVISOR (X 9 POSTS)</u>
<u>SALARY CENTRE</u>	:	R338 106.per annum (Level 7)
	:	Tembisa (Ref No: GP 31/6/26)
	:	Moroka (Ref No: GP 32/6/26)
	:	Honeydew (Ref No: GP 33/6/26)
	:	Sebokeng (Ref No: GP 34/6/26)
	:	Pretoria Central (Ref No: GP 35/6/26)
	:	Randfontein (Ref No: GP 36/6/26)
	:	Carletonville (Ref No: GP 37/6/26)
	:	PC Gauteng: Human Resource Management, Recruitment, Parktown (Ref No: GP 38/6/26)
	:	PC Gauteng: Human Resource Management, Discipline, Parktown (Ref No: GP 39/6/26)
<u>REQUIREMENTS</u>	:	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 & 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, 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.
<u>DUTIES</u>	:	Implementation of HR Policies. Administer Employee Relations / Life Cycle functions (leave administration, Service terminations, injuries on duty). Deal with labour relations. Ensure compliance in terms of Performance Enhancement Processes and Job Descriptions. Administration of transfers, promotions and awards. Nominate employees for Employee health and wellness programmes. Administration of Recruitment processes (entry level Trainees, External appointments, issuing of appointment certificates, re-enlistments and reinstatements). Ensure administration regarding disciplinary cases – updating of SAPS Disciplinary systems according to SAPS Disciplinary Regulations. Maintaining of Disciplinary cases data base.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
<u>POST 22/372</u>	:	<u>SECRETARY (X 26 POSTS)</u>
<u>SALARY CENTRE</u>	:	R237 453.per annum (Level 5)
	:	Springs (Ref No: GP 40/6/26)
	:	Brakpan (Ref No: GP 41/6/26)
	:	Kempton Park (Ref No: GP 42/6/26)
	:	Diepsloot (Ref No: GP 43/6/26)
	:	Honeydew (Ref No: GP 44/6/26)
	:	Sophia Tow (Ref No: GP 45/6/26)
	:	Orlando (Ref No: GP 46/6/26)
	:	Lenasia (Ref No: GP 47/6/26)
	:	Midrand (Ref No: GP 48/6/26)
	:	Vereeniging (Ref No: GP 49/6/26)
	:	Sedibeng District Commissioner (Ref No: GP 50/6/26)
	:	Sunnyside (Ref No: GP 51/6/26)
	:	Mamelodi (Ref No: GP 52/6/26)
	:	Kagiso (Ref No: GP 53/6/26)
	:	PC Gauteng: DPC Crime Detection, Parktown (Ref No: GP 54/6/26)
	:	PC Gauteng: FCS, Parktown (Ref No: GP 55/6/26)
	:	PC Gauteng: Legal Services (Ref No: GP 56/6/26)
	:	PC Gauteng: Legal Support Parktown (Ref No: GP 57/6/26)
	:	PC Gauteng: Policing, Parktown (Ref No: GP 58/6/26)
	:	Police Emergency, Midrand (Ref No: GP 59/6/26)

		Operational Coordination, Brixton (Ref No: GP 60/6/26)
		PC Gauteng: Corporate Services, Parktown (Ref No: GP 61/6/26)
		PC Gauteng: Financial Management, Parktown (Ref No: GP 62/6/26)
		PC Gauteng: Supply Chain Management, Parktown (Ref No: GP 63/6/26)
		PC Gauteng: Human Resource Mgt, Parktown (Ref No: GP 64/6/26)
		PC Gauteng: Corporate Communication, Parktown (Ref No: GP 65/6/26)
<u>REQUIREMENTS</u>	:	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 & 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.
<u>DUTIES</u>	:	Render administrative functions. Maintain and manage diary appointments and coordinate travel arrangements. Ensure proper control over e-mails and files received. compilation of minutes at meetings. Professional liaison with relevant stakeholders. General administration related to the core functions of the Component / Station.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
<u>POST 22/373</u>	:	<u>ADMINISTRATION CLERK (X 29 POSTS)</u>
<u>SALARY CENTRE</u>	:	R237 453.per annum (Level 5)
	:	Ivory Park (Ref No: GP 66/6/26)
	:	Daveyton (Ref No: GP 67/6/26)
	:	Diepsloot (Ref No: GP 68/6/26)
	:	Jeppe (Ref No: GP 69/6/26)
	:	Yeoville (Ref No: GP 70/6/26)
	:	Parkview (Ref No: GP 71/6/26)
	:	Dobsonville (Ref No: GP 72/6/26)
	:	PC Gauteng: FCS, Parktown (Ref No: GP 73/6/26)
	:	Commercial Crime, Aeroton (Ref No: GP 74/6/26)
	:	Organised Crime, Diepkloof (Ref No: GP 75/6/26)
	:	PC Gauteng: Crime Investigation, Parktown (Ref No: GP 76/6/26)
	:	Booyens VCIU (Ref No: GP 77/6/26)
	:	Brixton Flying Squad (Ref No: GP 78/6/26)
	:	Bronkhorstspuit K9 (Ref No: GP 79/6/26)
	:	Brixton Accident Unit (Ref No: GP 80/6/26)
	:	Operational Response Service, Jhb Central (Ref No: GP 81/6/26)
	:	HRM, Library (Ref No: GP 82/6/26)
	:	PC Gauteng: Corporate Communication, Parktown (Ref No: GP 83/6/26)
	:	Pretoria Central Garage (Ref No: GP 84/6/26) (2 posts)
	:	Benoni Garage (Ref No: GP 85/6/26) (2 posts)
	:	JHB Central Garage (GP 86/6/26) (2 posts)
	:	PC Gauteng: Civil Claims, Parktown (Ref No: GP 87/6/26) (2 posts)
	:	Legal Services, Pretoria Central (Ref No: GP 88/6/26)
	:	Legal Services, Vereeniging (Ref No: GP 89/6/26)
	:	Legal Services, Benoni (Ref No: GP 90/6/26)
<u>REQUIREMENTS</u>	:	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 & 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.
<u>DUTIES</u>	:	Ensure Administrative functions relevant to the core functions of the Component / Station / Unit. Ensure proper control over e-mails and files. Ensure accurate record keeping at the Component. Compilation of minutes at meetings. Compile and monitor data bases relevant to the core functions of the Component.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
<u>POST 22/374</u>	:	<u>ADMINISTRATION CLERK (X 2 POSTS)</u>
<u>SALARY</u>	:	R237 453.per annum (Level 5)

<u>CENTRE</u>	:	Heidelberg (Ref No: GP 91/6/26) De Deur (Ref No: GP 92/6/26)
<u>REQUIREMENTS</u>	:	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 & 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.
<u>DUTIES</u>	:	Render administrative functions within the Detective Service at Station. Capture information on SAPS Crime Administration Systems. Create / type e-mails and documents for the Detective Section. Filing of dockets.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
<u>POST 22/375</u>	:	<u>DATA TYPIST (X 4 POSTS)</u>
<u>SALARY</u>	:	R237 453.per annum (Level 5)
<u>CENTRE</u>	:	Wierdabrug (Ref No: GP 93/6/26) Reigerpark (Ref No: GP 94/6/26) Rosebank (Ref No: GP 95/6/26) Fochville (Ref No: GP 96/6/26)
<u>REQUIREMENTS</u>	:	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 & 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.
<u>DUTIES</u>	:	Render administrative functions within the Detective Service at Station. Capturing data from dockets on SAPS Crime Administration Systems. Create / type e-mails and documents for the Detective Section. Filing of dockets.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
<u>POST 22/376</u>	:	<u>FINANCIAL CLERK (X 5 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum (Level 5)
<u>CENTRE</u>	:	Sandton (Ref No: GP 97/6/26) Jabulani (Ref No: GP 98/6/26) De Deur (Ref No: GP 99/6/26) Mamelodi East (Ref No: GP 100/6/26) Ivory Park (Ref No: GP 101/6/26)
<u>REQUIREMENTS</u>	:	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 & 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.
<u>DUTIES</u>	:	Administer the registering and processing of claims and standing advances. Process and administer salary matters. Process and administer matters related to the Budget of Station. Administration of Financial registers.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
<u>POST 22/377</u>	:	<u>HUMAN RESOURCE CLERK (X 5 POSTS)</u>
<u>SALARY</u>	:	R237 453.per annum (Level 5)
<u>CENTRE</u>	:	Meyerton (Ref No: GP 102/6/26) Sinoville (Ref No: GP 103/6/26)

		PC Gauteng: Human Resource Management (Discipline), Parktown (Ref No: GP 104/6/26) (3 posts)
<u>REQUIREMENTS</u>	:	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 & 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.
<u>DUTIES</u>	:	Implementation of HR Policies. Administer Employee Relations / Life Cycle functions (leave administration, Service terminations, injuries on duty). Deal with labour relations. Ensure compliance in terms of Performance Enhancement Processes and Job Descriptions. Administration of transfers, promotions and awards. Nominate employees for Employee health and wellness programmes. Ensure administration regarding disciplinary
<u>ENQUIRIES</u>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423 / 7560
<u>POST 22/378</u>	:	<u>SUPPLY CHAIN CLERK (X 6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R237 453.per annum (Level 5)
	:	Randburg (Ref No: GP 105/6/26)
	:	Brixton (Ref No: GP 106/6/26)
	:	Garsfontein (Ref No: GP 107/6/26)
	:	Randfontein (Ref No: GP 108/6/26)
	:	Hekpoort (Ref No: GP 109/6/26)
	:	PC Gauteng: Supply Chain Management (MGP), Parktown (Ref No: GP 110/6/26)
<u>REQUIREMENTS</u>	:	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 & 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.
<u>DUTIES</u>	:	Administration of processes related to Supply Chain Management at the Station/ Component. Administration of vehicle fleet, assets and moveable property.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
<u>POST 22/379</u>	:	<u>ADMINISTRATION CLERK (X 2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 5)
	:	Boipatong (Ref No: GP 111/6/26)
	:	Brooklyn (Ref No: GP 112/6/26)
<u>REQUIREMENTS</u>	:	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 & 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.
<u>DUTIES</u>	:	Render administrative functions within the Visible Policing environment at Station. Capture information on SAPS Crime Administration Systems. Create / type e-mails and documents for the Visible Policing Section. Filing and record keeping.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
<u>POST 22/380</u>	:	<u>DATA TYPIST (X 3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R237 453.per annum (Level 5)
	:	Devon (Ref No: GP 113/6/26)
	:	Tarleton (Ref No: GP 114/6/26)

<u>REQUIREMENTS</u>	:	Magaliesburg (GP 115/6/26) 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 & 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.
<u>DUTIES</u>	:	Capture information on the SAPS Crime Administration Systems as indicated in crime dockets. Effective data capturing of arrested suspects, exhibits, operational plans, stolen and recovered property. General and specific administration duties and record keeping in the Visible Policing environment.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
<u>POST 22/381</u>	:	<u>SECURITY GUARD (X 30 POSTS)</u>
<u>SALARY CENTRE</u>	:	R170 226.per annum (Level 3) Benoni VSS (Ref No: GP 116/6/26) (2 posts) Booyens VSS (Ref No: GP 117/6/26) (1 post) Protea VSS (Ref No: GP 118/6/26) (1 post) HRDC JHB (Ref No: GP 119/6/26) (2 posts) HRDC Krugersdorp (Ref No: GP 120/6/26) (4 posts) Chamdor (Ref No: GP 121/6/26) (5 posts) SVCI Wynberg (Ref No: GP 122/6/26) (2 posts) Vereeniging Garage (Ref No: GP 123/6/26) (5 posts) Jhb Garage (Ref No: GP 124/6/26) (6 posts) PC Gauteng: Parktown (Ref No: GP 125/6/26) (2 posts)
<u>REQUIREMENTS</u>	:	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 & 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.
<u>DUTIES</u>	:	Execute control admission by positive identification of officers / employees, visitors and maintenance personnel before they are allowed to enter the premises. Issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check supplies, 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. Control the admission of vehicles in fenced-off areas. Patrol buildings and fenced-off areas. Guard vehicles, workshops and equipment in the field Supervise cleaners and maintenance personnel – 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. Render assistance to security offices in the performance of duties.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Henning Tel No: (011) 274-7913/ 7423/ 7560
<u>POST 22/382</u>	:	<u>CLEANER (X 17 POSTS)</u>
<u>SALARY CENTRE</u>	:	R144 024 per annum (Level 2) PC Gauteng: Parktown (4posts) (Ref No: GP 126/6/26) Benoni (Ref No: GP 127/6/26) Crystalpark (Ref No: GP 128/6/26) Rabie Ridge (Ref No: GP 129/6/26) Alexandra (Ref No: GP 130/6/26) Linden (Ref No: GP 131/6/26) Norwood (Ref No: GP 132/6/26) Vaal Marina (Ref No: GP 133/6/26)

Ratanda (Ref No: GP 134/6/26)
Ga-Rankuwa (Ref No: GP 135/6/26)
Hercules (Ref No: GP 136/6/26)
Bronkhorstspuit (Ref No: GP 137/6/26)
Krugersdorp (Ref No: GP 138/6/26)
Bekkersdal (Ref No: GP 139/6/26)

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 & 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 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 of tile 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 premises. Loading and unloading of goods. Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.

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