

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
SOUTH AFRICAN POLICE SERVICE**

- APPLICATIONS** : Applications may be hand-delivered, as follows: The Provincial Commissioner: Provincial Recruitment, 15 Bramficher Road, Durban 4000 (Servamus Building) Or can be posted in the following address: The Provincial Commissioner: Provincial Recruitment, P.O. Box 1965, Durban 4000 (For attention: Lt Colonel S.N Zondo)
Via Email: KZN:Prov:HRPA:Zondo SN - Lt Col ZondoSN@saps.gov.za
KZN:Prov:HRPA:Machaie PL - Capt MachaieP@saps.gov.za
KZN:Prov:HRPA:Recruitment:Nkosi SV - PPO_NkosiS2@saps.gov.za
KZN:Prov:HRPA:Petersen HD - SAC PetersenH@saps.gov.za
Mbokazi Sby- MbokaziSS@saps.gov.za
Moodley Shaun MoodleyS3@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 22/383** : **ADMINISTRATION CLERK SUPERVISOR**
- SALARY CENTRE** : R338 106 per annum (level 7)
: PHO: Operational Command Centre (OCC) Ref No: KZN ACS 01/06/2026 (x1post)
: PHO: Police Emergency Services (PES) Ref No : KZN ACS 02/06/2026 (x1post)
: PHO : Proactive Policing (OCC) Ref No : KZN ACS 03/06/2026 (x1post)

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 Knowledge of relevant prescripts applicable to the Public Service and Competencies: 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 and evaluation performance of the component. Consolidate quarterly AOP monitoring tools. Prepare presentation for Provincial Vispol Forum and Provincial joints. Consolidate feedback for the Medium-Term Development Plan. Co-ordinate Questions in Parliament and post audit action plan Administer risk compliance, consolidation of quarterly risk assessment register and compliant received against the Police

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/384 : **ADMINISTRATION CLERK SUPERVISOR**

SALARY : R338 106.per annum (level 7)

CENTRE : PHO: Personnel Management: MISP Ref No: KZN ACS 04/06/2026(x1post)

PHO: Corporate Communication: MISP Ref No: KZN ACS 05/06/2026(x1post)

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 Knowledge of relevant prescripts applicable to the Public Service and Competencies 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 : Manage the compilation of Performance Agreement once per year and two assessments for Provincial Head. Consolidate monthly reports on monthly performance on feedback and planning co-ordination within the Component in Terms of Provincial Directives. Verify data monthly to ensure accuracy to analyse and compile management reports. Identify generic reports to be generated by the MI. Consolidate management information to generate both generic and specific reports upon request monthly. Prepare (01) professional, accurate management reports / presentations on a quarterly basis in terms of and Promotion of Administrative Justice Act (PAJA) 3 of 2000. Manage and coordinate all administration relating to vehicle fleet monthly, and inspections. Ensure Petrol on POLFIN monthly reports are verified from petrol slips against FNB reports are received from SCM for vehicles. Conduct provisioning and logistical needs assessment to identify needs and shortages on moveable and immovable government property/stock. Manage budget weekly, monitor financial expenditure weekly and salary administration and losses at the monthly. Manager and monitor compliance with the instructions related to Job Descriptions Performance Enhancement Process (PEP) and Performance Management. Manager and facilitate the training needs for personnel within the component and act as a skills development facilitator for the component. Manage the leave of personnel within the Component. Monitor and update Z8 register (attendance register), Leave register, Absence register to office instructions, Time due register in terms National Instruction2/2004. Manage cellular phone accounts for officers and telephone accounts for employees monthly within the component. Manage the chief User for the Component by ensuring that office inventories are maintained in. Control the utilisation of equipment as per office inventory. Manage two (02) photocopy machine daily (on the usage) and ensure report to Minolta if not working.

- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/385** : **ADMINISTRATION CLERK SUPERVISOR REF NO: KZN ACS 06/06/2026(X1POST)**
- SALARY CENTRE REQUIREMENTS** : R338 106.per annum (level 7)
: PHO: Crime Detection: MISP
: 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 Knowledge of relevant prescripts applicable to the Public Service And Competencies: 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 the development implementation and management of the operational plan. and Performance Chart at the province. Maintain and coordinate Information systems at the province. Ensure data Integrity of all mainframe systems at the province. Maintain and direct Provincial Efficiency Performance profile and targets /Compile reports. Monitoring of Performance Chart System within the Province. Consolidating of Information co-ordination for the DPC Crime Detection: Detective Service: KZN.
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/386** : **ADMINISTRATION CLERK SUPERVISOR REF NO: KZN ACS 07/06/2026(X1POST)**
- SALARY CENTRE REQUIREMENTS** : R338 106.per annum (level 7)
: PHO: Organisational Development: Fixed Establishment
: 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 Knowledge of relevant prescripts applicable to the Public Service and Competencies: 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** : Receive and verify information on leave application forms (SAP 26) and capture on the system on daily basis. Maintain attendance Register (Z8 register) by co-ordinating inspection on daily and monthly, and submitting to component Head. Co-ordinate monthly return on leave audit for members within OD & Strategic Management. Maintain register for hourly absence and submit weekly to Provincial Head for inspection. Co-ordinate weekly return on opening registry files, circulating files to other role players, closing of files. Compile monthly status report on request for posts particulars. Co-ordinate and compile procurement needs for M & E Section (obtaining quotations, rotation of suppliers etc) and submit status, report weekly in accordance with PFMA prescripts. Co-ordinate registry files per week regarding: - Opening registry files, circulating files to other role players, Closing of files in terms of NI on archives. Assist in co-ordinating administration files for losses in terms of loss management prescripts and compile monthly status report.Co-ordinate and compile weekly and monthly performance report on: Station SPR sheets facilitated, Station audit conducted, Fixed establishment posts distributed according to schedule, Requests received for post confirmation, sent to Head Office, sent to Personnel Services. List of structures/components verified on

System. No of files SAP495 were completed and submitted. Transfer committee meetings attended. attended HRC meetings. HRC action log status.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/387 : **ADMINISTRATION CLERK SUPERVISOR REF NO: KZN ACS 08/06/2026(X1POST)**

SALARY : R338 106.per annum (level 7)
CENTRE : PHO: Organisational Development: Work-Study
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 Knowledge of relevant prescripts applicable to the Public Service and Competencies 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-ordinate concept budget yearly. Co-ordinate cell phone and telephone accounts monthly. Co-ordinate one (1) weekly return on status of itinerary submitted, requests for advances made and Submission of claims. Certify telephone lines, data lines and cellular accounts annually. Certifying pay rolls for OD & Strategic Management monthly. Co-ordinating one (01) monthly return on Provision training of members. Check and ensure that claim forms are completed accurately before submission to accounting office or financial authority on Polfin. Co-ordinate registry files regarding opening registry files, circulating files to other role player, close files. Co-ordinate and compile administration files for losses status reports. Compile a weekly database of work study investigations. Compile a database of implementation of approve work study investigations. Compile schedule of database for implementation committee meeting and update status report. Compile and Co-ordinate database of request for Management reports.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/388 : **ADMINISTRATION CLERK SUPERVISOR REF NO: KZN ACS 09/06/2026(X1POST)**

SALARY : R338 106.per annum (level 7)
CENTRE : PHO: Human Resource Development: Support 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). 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 Knowledge of relevant prescripts applicable to the Public Service And Competencies 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 and co-ordinate performance management system related matters. Supervise and administer behaviour management. Supervise the management of an effective and efficient absenteeism management system. Supervise the efficient service termination process. Supervise the submission of monthly return. Facilitate the compilation of the concept budget. Monitor proper state income management. Inspect financial registers and verify granted financial authorities. Supervise the allocation of overtime budget and application per budget allocation. Supervise the prescript relating to submitting financial disclosures (SMS, MMS and identified categories) and submit application for remuneration work. Conduct weekly

systematic monitoring of POLFIN of HRD Centres and submit report to commanders. Supervise the submission of pay-sheet-related matters. Supervise the approving and submission of all itineraries and claims received. Supervise the gift & Hospitality register for Human Resource Development PH. Supervise an effective and efficient state asset and inventory control management. Monitor distribution and utilization of physical resources. Supervise the management of SHE management matters.

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POST 22/389 : **ADMINISTRATION CLERK SUPERVISOR REF NO: KZN ACS 10/06/2026(X1POST)**

SALARY : R338 106.per annum (level 7)
CENTRE : PHO: Supply Chain Management: MISP
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 Knowledge of relevant prescripts applicable to the Public Service And Competencies 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 logistics regarding Supply Chain Management related functions. Maintain the budget and control and monitor Financial Administration. Maintain the organizational & operational profile Gather and evaluate management information. Prepare graphics and other management presentations. Initiate and manage the provincial participation and performance on government initiated and empowerment projects. Render administrative services i.r.o SCM, HRM and Finance & Administration.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/390 : **ADMINISTRATION CLERK SUPERVISOR REF NO: KZN ACS 11/06/2026(X1POST)**

SALARY : R338 106.per annum (level 7)
CENTRE : PHO: Auxiliary Services: Support
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 Knowledge of relevant prescripts applicable to the Public Service and Competencies 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 : Attend to all Administrative matters for the component which includes: Compiling and circulating the Provincial duty list weekly. Human Resource Duties which include all Absenteeism matters, Transfers, Disciplinary matters, Grievances, Compiling returns for the Component. All Supply Chain duties for the component which includes asset certification and maintaining the Stock Register (SAPS 24); Compiling applications for stock and equipment. Attending to all Financial related matters including the concept Budget of the component, monitoring of expenditure, certification of paysheet, overtime applications, completing and handling of all claims. Assist to Conduct inspections at Districts and Stations.

- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/391** : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: KZN HRS 01/06/2026(X1POST)**
- SALARY** : R338 106 per annum (level 7)
CENTRE : PHO: Personnel Management: Service Termination
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 Knowledge of relevant prescripts applicable to the Public Service and Competencies 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** : Manage and monitoring service termination of the station documents. Capturing and uploading service termination. Ensure the finalization of service termination with timeframes. Manage the PERSAP function 2.21.57 drawn daily. Ensure the acknowledgement of receipt, capturing and sending of exit interview forms for the employees. Supervise the submission of death grant application of good quality to Head Office. Manage and handle rejections from the Administration agencies. Ensure the Station Service Termination are trained. Ensure the Service Termination documents received are submitted at Head Office.
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/392** : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: KZN HRS 02/06/2026(X1POST)**
- SALARY** : R338 106.per annum (level 7)
CENTRE : PHO: HR Planning and Utilisation
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 Knowledge of relevant prescripts applicable to the Public Service and Competencies 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** : Assisting in the co-ordination of HR Planning Utilisation within the Province. Assisting in the training of Human Resources Utilisation personnel at station level in respect of HRU within the province. Co-ordinate administration processes pertaining to Human Resources Utilization.
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/393** : **HUMAN RESOURCE CLERK SUPERVISOR REF NO: KZN HRS 03/06/2026(X1POST)**
- SALARY** : R338 106.per annum (level 7)
CENTRE : PHO: HRU: Performance management
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 Knowledge of relevant prescripts applicable to the Public Service and Competencies 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 the capturing of PEP documents PERSAP system for all employees from salary level 1 to salary level 12 within the province. Facilitate that PEP & Audit. Inspect and verify PEP Information captured for PEP plans and assessment on employees from salary level 1 to 12 within the province. Facilitate and conduct PEP Audit for the plan and written assessment of PEP information on employees from salary level to 12. Facilitate and assist in conducting PEP Practical training to employees within the province. Consolidate terminated employees return on salary level 1-12 within the province. Administer incoming & outgoing correspondence within the section, file documents and correspondence Take minutes when meetings for the section are held and type them. Prepare the itineraries for the section.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/394 : **HUMAN RESOURCE CLERK SUPERVISOR Ref No: KZN HRS 04/06/2026(x1post)**

SALARY CENTRE REQUIREMENTS : R338 106.per annum (level 7)
 : PHO: Human Resource Utilisation: Labour Relations
 : 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 Knowledge of relevant prescripts applicable to the Public Service And Competencies 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 typing services, office administration and documentation in relation to the sections functional activities and rendering of filling system. Render secretarial and administrative support functions for the section. Assist with management of conflict and improving labour relations in the province. Assist with management of grievances in the province.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/395 : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: KZN SCS 01/06/2026(X1POST)**

SALARY CENTRE REQUIREMENTS : R338 106.per annum (level 7)
 : PHO: Crime Detection: Support Services
 : 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 Knowledge of relevant prescripts applicable to the Public Service And Competencies 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** : Administrate effective and efficient asset management and inventory control. Ensure distribution and utilisation of physical resources Administration of losses and damages to state property. Ensure procurement of resources as per prescript.
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/396** : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: KZN SCS 2/06/2026(X1POST)**
- SALARY** : R338 106 per annum (level 7)
CENTRE : PHO: SCM: Asset Management: Support 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). 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 Knowledge of relevant prescripts applicable to the Public Service And Competencies 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 manage all aspects regarding the maintenance of VAS asset registration for state owned leased accommodation within the SAPS. Management of official accommodation in the province. To ensure the provision of an effective property information management function in the SAPS. Conduct of inspections in respect of fixed assets.
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/397** : **FINANCIAL CLERK SUPERVISOR REF NO : KZN FCS 01/06/2026(X1POST)**
- SALARY** : R338 106 per annum (level 7)
CENTRE : PHO: Financial Services: Salary Administration
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 Knowledge of relevant prescripts applicable to the Public Service and Competencies 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** : Process changes to banking details. Manage and administer stoppage of salaries and payrolls. Administer and deposit payments for private telephone calls. Administration of tax numbers in the province. Processing overtime and Province. Claims. Address aspects relating to housing.
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/398** : **LIBRARY CLERK SUPERVISOR REF NO : KZN LCS 01/06/2026(X1POST)**
- SALARY** : R338 106 per annum (level 7)
CENTRE : PHO: Human 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). 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 Knowledge of relevant prescripts applicable to the Public Service and Competencies 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 Library services which include distribution and collection of library material. Provide information service to patrons on immediate demand. Market the Provincial Library and Orientate Users. Develop and render selective dissemination of information (SD 1) and actuality services. Organise the library material according to the standard of the Organisation.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/399 : **SECURITY GUARD SUPERVISOR REF NO. KZN SGS 01/06/2026 (1X POST)**

SALARY : R237 453 per annum (level 5)
CENTRE : PHO: Auxiliary Services (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. 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 Knowledge of access control procedures. Knowledge of measures for the and Competencies 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 : Supervise the guarding of the Provincial Headquarters, personnel, vehicles and equipment. Supervise the legal and safe entry and exit of employees, visitors and motor vehicles. Inspection of and updating of all relevant security registers. Supervise the patrol of the premises to prevent and detect signs of intrusion and ensure security of all entry and exit points. Enforce security access measures and reporting of all security breaches. Handling of all administrative matters for all security reliefs. Managing all control rooms duties, including monitoring of CCTV cameras, registration and maintaining the Facial Recognition ANPR System.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/400 : **ADMINISTRATION CLERKS**

SALARY : R237 453 per annum (level 5)

<u>CENTRE</u>	:	PHO: Legal Services (Umgungundlovu District,) Ref No: KZN AC 01/06/2026(x1 post) PHO: Legal services (Umkhanyakude District) Ref No : KZN AC 02/06/2026(x1 post) PHO: Legal Services (King Cetshwayo District) Ref No : KZN AC 03/06/2026(x1 post)
<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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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.
<u>DUTIES</u>	:	Provide General administration duties relating to Legal Services. Administer processes relating to the investigation/determination of liability of losses/civil claims. Administer processes relating to the reporting/recording of losses/civil claims in accordance with the national norms and standards.
<u>ENQUIRIES</u>	:	Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
<u>POST 22/401</u>	:	<u>ADMINISTRATION CLERK REF NO: KZN AC 04/06/2026(X1 POST)</u>
<u>SALARY</u>	:	R237 453.per annum (level 5)
<u>CENTRE</u>	:	PHO: Legal Services: Arbitration
<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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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.
<u>DUTIES</u>	:	Provide General administration duties relating to Legal Services. Assist with arbitration case flow management including liaising with SSSBC/CCMAA/National Office arbitration Nodal Point /Legal Officials relating to arbitration matters.
<u>ENQUIRIES</u>	:	Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
<u>POST 22/402</u>	:	<u>ADMINISTRATION CLERK</u>
<u>SALARY</u>	:	R237 453. per annum (level 5)
<u>CENTRE</u>	:	SAPS Kokstad garage Ref No: KZN AC 05/06/2026(1xpost) SAPS Jacobs garage Ref No: KZN AC 06/06/2026(1 post) SAPS Marianhill garage Ref No: KZN AC 07/06/2026(x1 post) SAPS Jozini garage Ref No: KZN AC 08/06/2026(x1 post) PHO: SCM Ref No: KZN AC 09/06/2026(x2 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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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.
<u>DUTIES</u>	:	Render duties of administrative nature which will include general administration duties as well as specific administrative duties Process application for acquisition of goods and services Supply maintenance on SAPS DATA and CSD inspection Rotation of suppliers according to the CSD Administration of returns Perform requisition and Acquisition Monitor procurement applications and update procurement systems/ Database Maintain suppliers and procurement database.

- Communicate and update Chief User on order expected delivery note follow up invoice payment and address suppliers' payment enquiries.
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/403** : **ADMINISTRATION CLERK REF NO: KZN AC 10/06/2026(X1POST)**
- SALARY CENTRE REQUIREMENTS** : R237 453. per annum level 5)
: PHO: Human Resource Development: Band
: 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 experience Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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** : Set up microphone and Sound system throughout the province or where required. Check sound levels and equipment functionality, run sound checks, and other task using MIDI (Musical Instrument Digital interface) production instrument. Service sound equipment of the component*Render duties of administrative nature which will include general administration duties as well as specific administrative duties.
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/404** : **ADMINISTRATION CLERK REF NO: KZN AC 11/06/2026(1XPOST)**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (level 5)
: PHO: HRU: MISP/MIC
: 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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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 duties pertaining to Supply Chain Management. To maintain the section telephone accounts and cell phone accounts. To render administrative duties pertaining to HR regarding Personnel Services related functions*Health and Safety representation.
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/405** : **ADMINISTRATION CLERK (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R237 453.per annum (level 5)
: PHO: Provincial Police Emergency Services (PES) Ref No: KZN AC 12/06/2026(x1post)
: PHO: Proactive Policing Ref No : KZN AC 13/06/2026(x1post)
: 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 general computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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 duties of administrative nature which will include general administration duties as well as specific administrative duties. Typing of official documents as well as presentations. Consolidate weekly/monthly/Quarterly returns. Co-ordinate cell

- phone / telephone accounts. Processing of itineraries claims and booking off accommodation and flights. Manage a brought forward system.
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/406** : **ADMINISTRATION CLERK REF NO : KZN AC 14/06/2026(X1POST)**
- SALARY** : R237 453. per annum (level 5)
CENTRE : PHO: Operational Command Centre (POCC)
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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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 duties of administrative nature which will include general administration duties as well as specific administrative duties. Typing of official documents as well as presentations. Consolidate weekly/monthly/Quarterly returns. Co-ordinate cellphone / telephone accounts. Processing of itineraries claims and booking of accommodation and flights. Registration of operational on OPAM. Consolidate of operational plan Manage a brought forward system. Compilation and dissemination of provincial Instruction
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/407** : **HUMAN RESOURCES CLERK REF NO : KZN HRC 01/06/2026(X1POST)**
- SALARY** : R237 453 per annum (Level 5)
CENTRE : PHO: PM: Transfer & Records
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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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** : Co-ordinate the processing of transfer in and between Clusters. Processing of transfers to and from Provincial Components /specialized unit. Process of transfers out of and into the province. Administer and update the establishment.
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/408** : **HUMAN RESOURCES CLERK REF NO : KZN HRC 02/06/2026(X1POST)**
- SALARY** : R237 453.per annum (level 5)
CENTRE : PHO: PM: Medicals
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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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 new reporting of injury on duty. Maintain database for processing injury on duty. Request new injury on duty documents from the station and Provincial office. Provide training and guidance to station and provincial office. Process injury on duty documents to Head Office. Process injury on duty documents from backlog as backlog on outstanding list received from Head Office. Provide advice and

guidance from station and Provincial office. Compile letters/emails to provincial components, station and units for outstanding injury on duty documents. Conduct inspection in all the districts for injury on duty files. Prepare Head Office inspection for injury on duty.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/409 : **HUMAN RESOURCES CLERK REF NO: KZN HRC 03/06/2026(X1POST)**

SALARY : R237 453.per annum (level 5)

CENTRE : PHO: PM: Discipline

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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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 : Monitor all Disciplinary investigations. Monitor all arrested members (Police /PSA members). Render administrative duties pertaining to disciplinary management.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/410 : **HUMAN RESOURCES CLERK (X9 POSTS)**

SALARY : R237 453 per annum (level 5)

CENTRE : SAPS Durban Central: Ref No: KZN HRC 04/06/2026(x1post)

SAPS Empangeni: Ref No: KZN HRC 05/06/2026(x1post)

SAPS Inanda: Ref No: KZN HRC 06/06/2026(x1post)

SAPS Umlazi: Ref No: KZN HRC 07/06/2026(x1post)

SAPS KwaDukuza:Ref No: KZN HRC 08/06/2026(x1post)

SAPS Plessislaer: Ref No: KZN HRC 09/06/2026(x1post)

SAPS Phoenix: Ref No: KZN HRC 10/06/2026(x1post)

SAPS Pietermaritzburg: Ref No: KZN HRC 11/06/2026(x1post)

PHO: Crime Detection: support Ref No: KZN HRC 12/06/2026(x1post)

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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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 : Verify information on leave application forms (SAPS 26). Process and finalise leave applications. Receive, administer and process applications for medical boards, death boards, alcohol boards, stress and depression related boards. Receive, administer and process applications for service terminations, discharges and pensions. Maintain statistical data and submit medical reports, Performance Enhancement Process (PEP) progress reports, service termination reports, HR reports (Personnel database), EE Reports and personnel reports to provinces. Receive and process transfers. Submit applications for transfers to the Head: HRM for consideration. Receive and process promotions. Verify information (SAPS 172) and capture it on the PERSAP System on personnel (employees) records. Forward copies of SAPS 172 to provincial office. Receive and register disciplinary/grievance enquiries. Forward grievance/disciplinary enquiries to the Head: HRM for further instruction. Process and finalise grievance/disciplinary enquiries. Capture PEP information for the purpose of compliance with employees. Process the incentives and rewards of employees annually. Consolidate and submit PEP progress report on compliance to province.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/411 : **FINANCIAL CLERK (X2 POST)**

SALARY : R237 453 per annum (level 5)

- CENTRE** : SAPS Empangeni: Ref No: KZN FC 01/16/2026(x1post)
SAPS Inanda: Ref No: KZN FC 02/06/2026(x1post)
SAPS Umlazi: Ref No: KZN FC 03/06/2026(x1post)
SAPS KwaDukuza: Ref No: KZN FC 04/06/2026(x1post)
SAPS Plessislaer: Ref No: KZN FC 05/06/2026(x1post)
SAPS Phoenix: Ref No KZN FC 06/06/2026(x1post)
- 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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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 claims and standing advances. Check and ensure that claim forms are completed accurately before submission to accounting office or financial authority on Polfin. Check and ensure processing of financial payments, standing advances, and administrative processes on Polfin, claims, and debts. Administer overtime remuneration and allowances. Check/monitor telephone accounts and payments thereof. Administer and control losses of state money, face value forms. Administer payments to suppliers. Administer cash received and issue receipts for money received. Deposit money at accounting station/area office/financial institution. Process claims and standing advances.
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403/6403
- POST 22/412** : **FINANCIAL CLERK REF NO: KZN FC 07/06/2026(X1POST)**
- SALARY** : R237 453.per annum (level 5)
CENTRE : PHO: Financial 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 Knowledge, Skills General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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** : Administration of the Telephone Management System. Administration of cellular phone accounts. Administration of Semi-Official Institutions Render duties of administrative nature which will include general administration duties as well as specific administrative duties
- ENQUIRIES** : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
- POST 22/413** : **SUPPLY CHAIN CLERK (X7 POSTS)**
- SALARY** : R237 453 per annum (level 5)
CENTRE : SAPS Durban Central: Ref No: KZN SCC 01/06/2026(x1post)
SAPS Empangeni: Ref No: KZN SCC 02/06/2026(x1post)
SAPS Inandac: Ref No: KZN SCC 03/06/2026(x1post)
SAPS Umlazi: Ref No: KZN SCC 04/06/2026(x1post)
SAPS KwaDukuza: Ref No: KZN SCC 05/1062026(x1post)
SAPS Plessislaer: Ref No: KZN SCC 06/06/2026(x1post)
SAPS Phoenix: Ref No: KZN SCC 07/06/2026(x1post)
- 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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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.
<u>DUTIES</u>	:	Perform requisition and acquisition and distribution of stock/service orders from provisioning stores. Receive equipment/stock/service and process invoice administration. Issue and exercise consumable equipment/stock control. Maintain supplier and procurement database. Render duties of administrative nature which will include general administration duties as well as specific administrative duties.
<u>ENQUIRIES</u>	:	Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
<u>POST 22/414</u>	:	<u>SECRETARY (x4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R237 453. per annum (level 5) SAPS KwaDukuza: Ref No: KZN SEC 01/06/2026(x1post) PHO: Crime Detection: OC: Ref No KZN SEC 02/06/2026 (x1post) PHO: Crime Detection: SVC: Ref No KZN SEC 03/06/2026(x1post) eThekweni District: DDC: Ref No KZN SEC 04/06/2026(x1post)
<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 General computer literacy skills (MS Word, MS Excel, MS Office, MS And Competencies 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.
<u>DUTIES</u>	:	To provide secretarial support functions in the relevant office. Type reports, letters, memoranda and monitor flow of documents to and from the relevant office. Manage the diary of the Head of the office for internal and external engagements. Coordinate travel arrangements, including accommodation and subsistence allowances as well as claims. Maintain an updated filing system in the relevant office. Distribute correspondence and circulars to the relevant stakeholders and keep a register of all incoming and outgoing post up to date. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Head of the office and take messages professionally. Provide support during meetings and workshops involving the relevant office. Handle confidential documents. Be able to operate standard equipment (fax, photocopy machine, telephone, computers, etc.). Host and serving of refreshments to visitors during meetings. Manage the inventory of the relevant office. Be willing to work extended hours.
<u>ENQUIRIES</u>	:	Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403
<u>POST 22/415</u>	:	<u>SECURITY GUARD</u>
<u>SALARY CENTRE</u>	:	R170 226. per annum (level 3) SAPS Isipingo VSS Ref No: KZN SG 01/06/2026 (8x posts) SAPS Jozini Garage: Ref No: KZN SG 02/06/2026 (4x posts) SAPS Wentworth garage Ref.No KZN SG 03/06/2026(2x posts) SAPS Portshepstone VSS Ref No. KZN SG 04/06/2026(2x posts) SAPS Kokstad VSS: Ref No: KZN SG 05/06/2026(2x posts) PHO: Auxiliary Services: Ref.No: KZN SG 06/06/2026(1xpost)
<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 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 Knowledge of access control procedures. Knowledge of measures for the And Competencie 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 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; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – ONLY from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403

POST 22/416 : **CLEANER**

SALARY CENTRE : R144 024 per annum (level 2)
 : PHO: KZN KZN: GW 01/06/2026(x2posts)
 SAPS Ntuzma CCTV: KZN GW 02/06/2026 (x1post)
 SAPS Kokstad Garage: KZN GW 03/06/2026(x1post)
 SAPS Isipingo VSS: KZN GW 04/06/2026(x1post)
 SAPS Isipingo VCIU: KZN GW 05/06/2026(x1post)
 SAPS Vryheid STES: KZNGW 06/06/2026(x1post)
 SAPS Empangeni FCS: KZN GW 07/06/2026(x1post)
 SAPS Umlazi FCS: KZN GW 08/06/2026(x1post)
 SAPS Amajuba District: KZN GW 09/06/2026(x1post)
 SAPS Umgungundlovu District: KZN GW 10/06/2026(x1post)
 SAPS Ethekwini District: KZN GW 11/06/2026(x1post)
 SAPS Harry Gwala District: KZN GW 12/06/2026(x1post)
 SAPS Ilembe District: KZN GW 13/06/2026(x1post)
 SAPS Ugu District: KZN GW 14/06/2026(x1post)
 SAPS Umzinyathi District: KZN GW 15/06/2022(x1post)
 SAPS King Cetshwayo District KZN GW 16/06/2022(x1post)
 SAPS Uthukela District: KZN GW 17/06/2022(x1post)
 SAPS Zululand District: KZN GW 18/06/2022(x1post)

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 Understanding of how to handle cleaning detergents; Occupational And Competencies 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 floor; 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. Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES : Lieutenant Colonel S N Zondo/Captain Machaie /SAC Nkosi/AC Petersen/PO Moodley Tel No: (031) 325-4808 / 6194 / 4957/6404/6403