

PROVINCIAL ADMINISTRATION: EASTERN CAPE  
SOUTH AFRICAN POLICE SERVICE

**APPLICATIONS**

- Applications forms must be posted or hand delivered to (Please ensure that your application forms reach the correct Recruitment Centre – address, which the ref. numbers are allocated to): (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00)
- Aliwal North** (EC1/26PSA to EC4/26PSA) 21 Grey Street, Aliwal North, 9750 (Room 45) Enquiries Capt Kotze 051 633 1476 ([KotzeF@saps.gov.za](mailto:KotzeF@saps.gov.za))
- Butterworth** (EC5/26PSA to EC7/26PSA) 44 Bell Street, Butterworth, 4960 (Room 55 / 12) Enquiries Capt Mgidi / PO Ngcebetsha 047 401 1218 / 1175 ([MgidiM@saps.gov.za](mailto:MgidiM@saps.gov.za))
- Humansdorp** (EC8/26PSA & EC9/26PSA) 3 Rheeboek Street, Panorama, Humansdorp, (Room 8) 6300 Enquiries PPO L Gova 042 200 7107 ([GovaL@saps.gov.za](mailto:GovaL@saps.gov.za))
- Komani** (EC10/26PSA to EC13/26PSA) Old SANDF Base, Building 55, Komani, 5320 (Room 2) Enquiries Capt Majodwana 045 808 1183 ([MabindisaY@saps.gov.za](mailto:MabindisaY@saps.gov.za))
- Kugompo** (EC14/26PSA to EC21/26PSA) 36 Phillip Frame Road, Chiselhurst, Kugompo, 5201 Enquiries Capt Hen 043 711 3743 ([HennCA@saps.gov.za](mailto:HennCA@saps.gov.za))
- Lusikisiki** (EC22/26PSA to EC25/26PSA) R61 Road, Lusikisiki, 4820 (Room 101 / 106) Enquiries Capt Gobo / PPO Sigcawu 039 253 1350 / 1333 ([SigcawuK@saps.gov.za](mailto:SigcawuK@saps.gov.za))
- Makhanda** (EC26/26PSA & EC27/26PSA) 16 Beaufortstreet, Makhanda, 6139 (Room 280 / 284) Enquiries Capt Roberts / AC Hilpert 046 622 9119 / 2122 ([HilpertD@saps.gov.za](mailto:HilpertD@saps.gov.za))
- Maloti** (EC28/26PSA to EC31/26PSA) 137 Main Street, Maloti, 4740 (Room 8) Enquiries PO Mokhantso 039 256 0203 / 3818 ([makambag@Saps.gov.za](mailto:makambag@Saps.gov.za))
- Maxesibeni** (EC32/26PSA to EC35/26PSA) 109 Sport Street, Maxesibeni, 4735 (Room 10) Enquiries Capt Magawana 039 254 0313 / 0314 / 0315 / 0316 ([MbewuNS@saps.gov.za](mailto:MbewuNS@saps.gov.za))
- Mdantsane** (EC36/26PSA & EC37/26PSA) 1 Mazaule Road, NU 1, Mdantsane SAPS, 5219 (Room C1-10 / C1-14) Enquiries PPO Kati / PO Xabe 043 708 7065 / 7079 ([KatiB@saps.gov.za](mailto:KatiB@saps.gov.za))
- Motherwell** (EC38/26PSA to EC40/26PSA) 100 Tyinira Road, Motherwell NU 10, 6211 (Room 144) Enquiries HRC Ndwayana / CAC Tanda 041 407 6462 / 6522 ([MBNdwayana@saps.gov.za](mailto:MBNdwayana@saps.gov.za))
- Mount Road** (EC41/26PSA to EC48/26PSA) 1-9 Lennox Street, Mount Croix, Glendenning, Gqeberha, 6000 (Room 227 / 228 / 229) Enquiries Lt Col Roelofse / PO Gxavu / PO Loxton 041 354 5326 ([GxavuA@saps.gov.za](mailto:GxavuA@saps.gov.za))
- Mthatha** (EC49/26PSA to EC56/26PSA) PRD Building, 10th Floor, Sutherland Street, Mthatha 5099, (Room 1063) Enquiries Lt Col Mabusela / Capt Mtyukata 047 505 5141 / 5272 / 5140 ([makambag@Saps.gov.za](mailto:makambag@Saps.gov.za))
- Nxuba** (EC57/26PSA & EC58/26PSA) 1 Sikhulu Street, Lingelihle, Nxuba, 5880 (Room DF 53) Enquiries Capt Vundisa 048 881 1704 ([VundiszZ@saps.gov.za](mailto:VundiszZ@saps.gov.za))
- Provincial Head Office** (PHO) (EC59/26PSA to EC77/26PSA) Griffith Mxenge Building, Recruitment & Staffing, Zwelitsha, 5601 (Room 7 / 9 / 10) Enquiries Capt Du Randt / PPO Nxitywa / PO Kweleta 040 608 7245 / 7248 / 7161 ([GayikaZ@saps.gov.za](mailto:GayikaZ@saps.gov.za))
- Qonce** (EC78/26PSA) 28 Amatola Row, Qonce, 5600 (Room 9) Enquiries Lt Col Zoya / PO Jongihlati 043 604 0163 / 0171 ([JongihlathiN@saps.gov.za](mailto:JongihlathiN@saps.gov.za))
- Robert Sobukwe** (EC79/26PSA & EC80/26PSA) 4 Middle Street, Robert Sobukwe, 6280 (Room 55) Enquiries PO NR Jooste / PAC Phambo 049 807 1128 / 1114 ([PhamboLJ@saps.gov.za](mailto:PhamboLJ@saps.gov.za))
- Tlokoeng** (EC81/26PSA) 3 Taylor Bequest Street, Tlokoeng, 4770 (Room 3) Enquiries PPO Sotshongaye 039 257 0020 ([sotshongayec@saps.gov.za](mailto:sotshongayec@saps.gov.za))

**CLOSING DATE**  
**NOTE**

- 17 July 2026 at 16:00
- 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**

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|-----------------------------|---|--|
| <b><u>POST 23/368</u></b>   | : | <b><u>ADMINISTRATION CLERK SUPERVISOR</u></b>  |
| <b><u>SALARY CENTRE</u></b> | : | R338 106 per annum (Level 07)<br>Kugompo: Legal Services Civil Litigation Ref No: EC19/26PSA (X1 Post)<br>Gqeberha: Legal Services Civil Litigation Ref No: EC44/26PSA (X1 Post)   |
| <b><u>REQUIREMENTS</u></b>  | : | 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** : Compliance with the litigation plan. Update the loss control system. Administer civil litigation within the parameters of the public service management act. Administer informal investigations. General administration duties.
- ENQUIRIES** : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161
- POST 23/369** : **ADMINISTRATION CLERK SUPERVISOR REF NO: EC70/26PSA (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R338 106.per annum (Level 07)  
PHO: Organisational Development Strategic Planning, Zwelitsha
- : 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** : Facilitate Strategic Planning in the South Africa Police Service: Eastern Cape. Monitor compilation of Annual Operation Plan and Station Profile. Monitor procurement of Annual Operation Plan. Monitor coordination of projects. Coordinate requests to conduct research within the province
- ENQUIRIES** : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161
- POST 23/370** : **ADMINISTRATION CLERK SUPERVISOR REF NO: EC3/26PSA (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R338 106.per annum (Level 07)  
Malatswai Finance & Administration
- : 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** : To Ensure the effective and efficient rendering of a Finance and Administration related services. Ensure the effective and efficient rendering of financial related duties and services. Ensure the effective and efficient maintaining of administrative functions. Manage the resources of the Sub Section
- ENQUIRIES** : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

<b><u>POST 23/371</u></b>	:	<b><u>ADMINISTRATION CLERK SUPERVISOR REF NO: EC59/26PSA (X1 POST)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R338 106.per annum (Level 07) PHO: Corporate Communication, Communication Coordinator Official, Zwelitsha
<b><u>REQUIREMENTS</u></b>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) in Communications / Marketing / Public Relations 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.
<b><u>DUTIES</u></b>	:	Render communication support to all SAPS Provincial Events and Projects. Provide the marketing of the positive corporate image of the SAPS. Ensure circulation of all approved messages to all email users within 24 hours. Facilitate the Marketing and support of all SAPS programmes. Research, write, edit, and distribute articles, and feature stories for internal newsletters, external publications, and official SAPS digital platforms. Provide comprehensive coverage of all provincial major events—including gathering quotes, visual content, and data to develop impactful narratives. Provide internal protocol tasks that include order of proceedings and events programmes.
<b><u>ENQUIRIES</u></b>	:	Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161
<b><u>POST 23/372</u></b>	:	<b><u>ADMINISTRATION CLERK SUPERVISOR</u></b>
<b><u>SALARY</u></b>	:	R338 106 per annum (Level 07) PHO: Crime Detection Support, Zwelitsha Ref No: EC61/26PSA (X1 Post) PHO: POCC Operational Coordination Centre, Zwelitsha Ref No: EC73/26PSA (X1 Post) PHO: Proactive Policing Crime Prevention & Awareness, Zwelitsha Ref No: EC74/26PSA (X1 Post) PHO: Proactive Policing Gender Based Violence, Zwelitsha Ref No: EC75/26PSA (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	Crime Detection Support: Administration within the Section. Consolidation and/or compilation of Monthly and Quarterly Returns. Render administrative duties pertaining to logistical Matters. Maintain bring forward filling system for the Section. Maintain leave records. POCC Operational Coordination Centre:

To ensure effective and efficient Operational Coordination Centre. Coordinate and monitor operational functions to ensure compliance within the Component. Render an effective administration services regarding meetings and operations. Proactive Policing Crime Prevention & Awareness: Administration within the Section. Consolidation and/or compilation of Monthly and Quarterly Returns for submission to Head Office. Render administrative duties pertaining to planning of events and/or meetings. Maintain bring forward filling system for the Section. Handling of telephone enquiries from the Districts Proactive Policing Gender Based Violence: Render administration support to programmes relating to prevention of Gender Based Violence. Render administrative support to programs relating to the development of children in conflict with the law. Render administrative support to programs relating to vulnerable groups programmes within SAPS. Consolidation and/or compilation of Monthly and Quarterly Returns for submission to Head Office.

- ENQUIRIES** : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161
- POST 23/373** : **ADMINISTRATION CLERK SUPERVISOR**
- SALARY** : R338 106 per annum (Level 07)  
Kugompo TRT Support Ref No: EC21/26PSA (X1 Post)  
Mount Road TRT Support Ref No: EC46/26PSA (X1 Post)  
PHO EC: ORS Support, Zwelitsha Ref No: EC71/26PSA (X1 Post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). 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** : TRT Support: To manage all operational support, training and administrative related matters at the unit. Manage an effective vehicle fleet within the unit. Manage al administrative, HRM, SCM and Finance processes for the unit ORS Support: To provide an administrative and clerical support services to personnel in respect of personnel administration of the section. Render administrative duties pertaining HR and HRU related functions.
- ENQUIRIES** : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161
- POST 23/374** : **SUPPLY CHAIN CLERK SUPERVISOR**
- SALARY** : R338 106 per annum (Level 07)  
Beacon Bay SCM Ref No: EC14/26PSA (X1 Post)  
Buffalo Flats SCM Ref No: EC16/26PSA (X1 Post)  
Matatiele SCM Ref No: EC31/26PSA (X1 Post)  
Mzamba SCM Ref No: EC35/26PSA (X1 Post)  
Ngangeliswe SCM Ref No: EC55/26PSA (X1 Post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). 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** : To ensure an effective and efficient rendering of supply chain related services. Ensure effective and efficient control over the vehicle fleet. Ensure effective and efficient the stations assets. Ensure effective and efficient administration of procurement process. Manage the resources of the Sub Section

**ENQUIRIES** : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

**POST 23/375** : **HUMAN RESOURCES CLERK SUPERVISOR**

**SALARY** : R338 106 per annum (Level 07)

**CENTRE** : PHO: HRD Provisioning, Zwelitsha Ref No: EC64/26PSA (X1 Post)  
PHO: HRD Skills Development and Facilitation, Zwelitsha Ref No: EC65/26PSA (X1 Post)

**REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). 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** : HRD Provisioning: Manage the Human, Physical and Financial Administration Resources within the component. Manage and ensure the procurement and administration of suitable accommodation and learners in respect of training interventions as per the approved training provisioning plan (tpp) Updating and monitoring of the tpp monitoring tool. Co-ordinate and ensure 100% attendance of national coordinated courses HRD Skills Development and Facilitation: Coordinate the compilation of workplace skills plan. Implement skills audit system within the province. Facilitate training committee within the province. Supervise and control training administrative support service. Manage and control human and physical resources

**ENQUIRIES** : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

**POST 23/376** : **SUPPLY CHAIN CLERK**

**SALARY** : R237 453.per annum (Level 05)

**CENTRE** : Lusikisiki: SCM Ref No: EC22/26PSA (X1 Post)  
Mqanduli: SCM Ref No: EC49/26PSA (X1 Post)  
Mthatha: SCM Ref No: EC52/26PSA (X1 Post)

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

- focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Administration of processes related to Supply Chain Management at the Station/ Component. Administration of vehicle fleet, assets and moveable property.
- ENQUIRIES** : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161
- POST 23/377** : **ADMINISTRATION CLERK**
- SALARY CENTRE** : R237 453 per annum (Level 05)  
 : Tafalehashe: MIC Ref No: EC6/26PSA (X1 Post)  
 : Ida: Fin & Admin Ref No: EC10/26PSA (X1 Post)  
 : Majola: Fin & Admin Ref No: EC25/26PSA (X1 Post)  
 : Maloti: Garage Ref No: EC29/26PSA (X2 Posts)  
 : Maxesibeni: Fin & Admin Ref No: EC34/26PSA (X1 Post)  
 : Motherwell: Fin & Admin Ref No: EC39/26PSA (X1 Post)  
 : Gqeberha: Civil Litigation Ref No: EC43/26PSA (X2 Posts)  
 : Nelson Mandela Bay District: MIC Ref No: EC48/26PSA (X1 Post)  
 : Mthatha: Civil Litigation Ref No: EC50/26PSA (X2 Posts)  
 : Bhisho: Garage Ref No: EC78/26PSA (X1 Post)  
 : Robert Sobukwe: Garage Ref No: EC80/26PSA (X1 Post)  
 : Tlokoeng: Fin & Admin Ref No: EC81/26PSA (X1 Post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of 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.
- DUTIES** : 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.
- ENQUIRIES** : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161
- POST 23/378** : **SECRETARY**
- SALARY CENTRE** : R237 453 per annum (Level 05)  
 : Buffalo City Deputy District Commissioner Ref No: EC15/26PSA (X1 Post)  
 : Lusikisiki SC Ref No: EC23/26PSA (X1 Post)  
 : Mdantsane SC Ref No: EC36/26PSA (X1 Post)  
 : Kwazakele SC Ref No: EC38/26PSA (1 Post)  
 : Motherwell SC Ref No: EC40/26PSA (X1 Post)  
 : Gqaberha AGU Ref No: EC42/26PSA (X1 Post)  
 : Nelson Mandela Bay District Commissioner Ref No: EC47/26PSA (X1 Post)  
 : Mthatha SC Ref No: EC53/26PSA (X1 Post)  
 : PHO EC: Corporate Communication, Zwelitsha Ref No: EC60/26PSA (X1 Post)  
 : PHO EC: Financial Management, Zwelitsha Ref No: EC62/26PSA (X1 Post)  
 : PHO EC: FLASH, Zwelitsha Ref No: EC63/26EC (X1 Post)  
 : PHO EC: HRM, Zwelitsha Ref No: EC66/26PSA (X1 Post)  
 : PHO EC: Legal Services, Zwelitsha Ref No: EC67/26PSA (X1 Post)  
 : PHO EC: Legal Support, Zwelitsha Ref No: EC68/26PSA (X1 Post)  
 : PHO EC: OCI, Zwelitsha Ref No: EC69/26PSA (X1 Post)  
 : PHO EC: POCC, Zwelitsha Ref No: EC72/26PSA (X1 Post)  
 : PHO EC: Proactive Policing, Zwelitsha - EC76/26PSA (X1 Post)  
 : PHO EC: SVCI, Zwelitsha Ref No: EC77/26PSA (X1 Post)
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the

day of the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

**DUTIES** : Render 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.

**ENQUIRIES** : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

**POST 23/379** : **SECURITY GUARD**

**SALARY CENTRE** : R170 226 per annum (Level 03)  
 : Aliwal North Garage Ref No: EC1/26PSA (X1 Post)  
 : Aliwal North VSS Ref No: EC2/26PSA (X1 Post)  
 : Komani VCIU Ref No: EC12/26PSA (X3 Posts)  
 : Kugompo FLASH/Gun Bank Ref No: EC18/26PSA (X4 Posts)  
 : Makhanda STES Ref No: EC26/26PSA (X1 Post)  
 : Mdantsane TRT Ref No: EC37/26/PSA (X4 Posts)  
 : Qumbu STES Ref No: EC56/26PSA (X4 Posts)  
 : Nxuba VSS Ref No: EC58/26PSA (X2 Posts)

**REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a 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 & Competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.

**DUTIES** : Execute 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.

**ENQUIRIES** : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161

**POST 23/380** : **GENERAL WORKER**

**SALARY CENTRE** : R144 024 per annum (Level 02)  
 : Sterkspruit Ref No: EC4/26PSA (X1 Post)  
 : Tafalehashe Ref No: EC5/26PSA (X1 Post)  
 : Willowvale Ref No: EC7/26PSA (X1 Post)

Hankey Ref No: EC8/26PSA (X1 Post)  
 Jeffreys Bay Ref No: EC9/26PSA (X1 Post)  
 Ida Ref No: EC11/26PSA (X1 Post)  
 Komani VSS Ref No: EC13/26PSA (X1 Post)  
 Kugompo 10111 Ref No: EC17/26PSA (X1 Post)  
 Kugompo Mounted Unit Ref No: EC20/26PSA (X1 Post)  
 Majola Ref No: EC24/26PSA (X1 Post)  
 Makhanda VSS Ref No: EC27/26PSA (X1 Post)  
 Cederville Ref No: EC28/26PSA (X1 Post)  
 Kwandengane Ref No: EC32/26PSA (X1 Post)  
 Maxesibeni Ref No: EC33/26PSA (X1 Post)  
 Gqeberha 10111 Ref No: EC41/26PSA (X1 Post)  
 Gqeberha Mounted Unit Ref No: EC45/26PSA (X1 Post)  
 Mthatha Garage Ref No: EC51/26PSA (X1 Post)  
 Mthatha VSS Ref No: EC54/26PSA (X1 Post)  
 Middleburg K9 Re No: EC57/26PSA (X1 Post)  
 Robert Sobukwe Garage Ref No: EC79/26PSA (X1 Post)

- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ certificate/ report (NQF Level 1 as recognized by SAQA), for which documentary proof can be produced when required. Additional requirements applicable to the posts of K9 Unit & Mounted Unit: - not being allergic to dust / animals / grass 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.
- ENQUIRIES** : Captain Du Randt Tel No: (040) 608 7248 / 7245 / 7161