

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF HUMAN SETTLEMENTS**

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representatively will receive preference.

- APPLICATIONS** : Addressed to Head: Human Resource Management Directorate, Human Settlements. P.O. Box 247, Bloemfontein 9300. Applications that are hand-delivered must be brought to the foyer of OR Tambo House, St. Andrews Street, Bloemfontein, where they must be placed in the appropriately marked box at Security on the Ground Floor. No applications will be accepted by staff in the offices in the building. Candidates may apply via email: recruit@fshs.gov.za (kindly specify the post name and reference number on the subject line of email).
- CLOSING DATE** : 31 July 2026 Time: 16H00
- NOTE** : Directions to applicants: All applications must be submitted on a NEW Z83 form, which can be downloaded from the internet at www.dpsa.gov.za/dpsa/vacancies.asp or obtained from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview, following communication from Human Resources Management. Each application form must be fully completed, duly signed and initialed by the Applicant. The application must indicate the correct Job title, the office where the position is advertised, and the Reference number as stated in the advert. Failure by the applicant to fully complete, sign, and initial the application form will result in the disqualification of the application during the selection process. Applications on the old Z83 will, unfortunately, not be considered. Should you be in possession of foreign qualification/s, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the Application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract of 24 months and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. NB: Applicants must be South African citizens originating and residing in the Free State, must be unemployed, and must have never participated in a Public Service Internship programme previously.

OTHER POSTS

- POST 23/381** : **GRADUATE INTERNSHIP PROGRAMME: ADMINISTRATORS - AFFORDABLE HOUSING REF NO: HS 01/2026 (X2 POSTS)**
(24 Months Contract)
- STIPEND** : R8 174.75 per month
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Grade 12, A minimum qualification at NQF Level 6 in Public Administration/Office Administration or equivalent, Basic knowledge of government prescripts and principles.
- ENQUIRIES** : Ms. L. Sefuli – Cell: 063 684 0482

POST 23/382 : **GRADUATE INTERNSHIP PROGRAMME: RENTAL TRIBUNAL REF NO: HS 02/2026**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 7 in Law / LLB or equivalent, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. O. Seate – Cell: 060 991 9099

POST 23/383 : **GRADUATE INTERNSHIP PROGRAMME: ADMINISTRATOR - RENTAL TRIBUNAL REF NO: HS 03/2026**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Public Administration or equivalent, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. O. Seate – Cell: 060 991 9099

POST 23/384 : **GRADUATE INTERNSHIP PROGRAMME: INFORMAL SETTLEMENTS AND LAND TENURE REF NO: HS 04/2026**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 7 in Law / LLB, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. M. Hleli – Cell: 084 403 9360

POST 23/385 : **GRADUATE INTERNSHIP PROGRAMME: INFORMAL SETTLEMENTS AND LAND TENURE REF NO: HS 05/2026**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 7 in Urban and Regional Planning / Spatial Planning/Human Settlements/Development Studies/Geography, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. M. Hleli – Cell: 084 403 9360

POST 23/386 : **GRADUATE INTERNSHIP PROGRAMME: HOUSING DEVELOPMENT & PLANNING REF NO: HS 06/2026 (X2 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 7 Urban/Town and Regional Planning / Development Studies, Basic knowledge of government prescripts and principles.

ENQUIRIES : Mr. TJ Kumalo – Cell: 066 486 5393

POST 23/287 : **GRADUATE INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT – ASSET MANAGEMENT REF NO: HS 07/2026 (X2 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Public Admin / Supply Chain Management / Financial Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. N. Hokoane – Cell: 066 486 5402

POST 23/388 : **GRADUATE INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT – BID ADMINISTRATION AND LOGISTICS MANAGEMENT REF NO: HS 08/2026 (X2 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Public Admin / Supply Chain Management / Financial Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. K. Mthembu – Cell: 062 024 3858

POST 23/389 : **GRADUATE INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT – DEMAND AND PERFORMANCE MANAGEMENT REF NO: HS 09/2026 (X2 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Public Admin / Supply Chain Management / Financial Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. B. Helepi – Cell: 073 315 3109

POST 23/390 : **GRADUATE INTERNSHIP PROGRAMME: INFORMATION TECHNOLOGY REF NO: HS 10/2026 (X2 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Information Technology / Computer Systems and Networks, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. M. Rapulungoane – Cell: 071 674 0372

POST 23/391 : **GRADUATE INTERNSHIP PROGRAMME: ORGANISATIONAL DEVELOPMENT REF NO: HS 11/2026**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Human Resources Management / Operations Management / Public Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Mr. Z. Koekoe – Cell: 060 971 5192

POST 23/392 : **GRADUATE INTERNSHIP PROGRAMME: FINANCIAL & BUDGET MANAGEMENT – SALARIES AND TAX REF NO: HS 12/2026 (X2 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Accounting / Financial Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Mr. F. Labuschagne – Cell: 066 486 5361

POST 23/393 : **GRADUATE INTERNSHIP PROGRAMME: FINANCIAL & BUDGET MANAGEMENT – FINANCIAL CONTROL REF NO: HS 13/2026**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Accounting / Financial Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Mr. K. Mahamotse – Cell: 065 300 2031

POST 23/394 : **GRADUATE INTERNSHIP PROGRAMME: FINANCIAL & BUDGET MANAGEMENT – PAYMENT AUTHORISATION REF NO: HS 14/2026 (X2 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Accounting / Financial Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Mr. A. Sishuba – Cell: 082 628 4848

POST 23/395 : **GRADUATE INTERNSHIP PROGRAMME: FINANCIAL & BUDGET MANAGEMENT – OFFICE OF THE DIRECTOR REF NO: HS 15/2026**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Accounting / Financial Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Mr. T. Kotjomela – Cell: 079 122 2554

POST 23/396 : **GRADUATE INTERNSHIP PROGRAMME: INTERNAL AUDIT REF NO: HS 16/2026 (X2 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Internal Auditing / Financial Information Systems, Basic knowledge of government prescripts and principles.

ENQUIRIES : Mr. O. Themba – Cell: 066 486 8592

POST 23/397 : **GRADUATE INTERNSHIP PROGRAMME: SKILLS DEVELOPMENT REF NO: HS 17/2026 (X2 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Human Resources Management / Development, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. K. Thoabala – Cell: 079 211 2525

POST 23/398 : **GRADUATE INTERNSHIP PROGRAMME: HUMAN RESOURCES MANAGEMENT REF NO: HS 18/2026 (X3 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Human Resources Management / Public Admin / Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Mr. P. Soke – Cell: 066 477 4508

POST 23/399 : **GRADUATE INTERNSHIP PROGRAMME: CORPORATE COMMUNICATION REF NO: HS 19/2026 (X2 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Corporate Communication / Media Studies, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. Z. Mbewu – Cell: 060 976 8683

POST 23/400 : **GRADUATE INTERNSHIP PROGRAMME: LABOUR RELATIONS REF NO: HS 20/2026 (X2 POSTS)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Labor Relations / Human Resources Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Ms. N. Leoela – Cell: 076 521 1421

POST 23/401 : **GRADUATE INTERNSHIP PROGRAMME: PROJECT MANAGEMENT UNIT (DISTRICT SERVICES)**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Thabo Mofutsanyana District Ref No: HS 21/2026
Fezile Dabi District Ref No: HS 22/2026
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Civil Engineering / Construction Management / Technical Related, Basic knowledge of government prescripts and principles.

ENQUIRIES : Mr. M. Mohloki – Cell: 073 793 2790 (Thabo Mofutsanyana District)
Mr. D. Maduna – Cell: 079 188 8446 (Fezile Dabi District)

POST 23/402 : **GRADUATE INTERNSHIP PROGRAMME: OFFICE ADMINISTRATION REF NO: HS 23/2026**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Thabo Mofutsanyana District – Qwaqwa
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Office Administration / Management, Basic knowledge of government prescripts and principles.

ENQUIRIES : Mr. M. Mohloki – Cell: 073 793 2790

POST 23/403 : **GRADUATE INTERNSHIP PROGRAMME: SECURITY MANAGEMENT AND ANTI-CORRUPTION REF NO: HS 24/2026**
(24 Months Contract)

STIPEND : R8 174.75 per month
CENTRE : Bloemfontein
REQUIREMENTS : Grade 12, A minimum qualification at NQF Level 6 in Policing / Forensic Analysis, Basic knowledge of government prescripts and principles.

ENQUIRIES : Mr. K.I. Motitsoe – Cell: 062 298 0900

SOUTH AFRICAN POLICE SERVICE

APPLICATIONS : Direct your application to the following addresses: Courier Address: No. Metpol Building, 126 Charlotte Maxeke Street, Bloemfontein / Postal Address: The Provincial Recruitment Office, Human Resource Management, Private Bag X20501, Bloemfontein, 9300 or email to:
Jackson@saps.gov.za; GaielleIF@saps.gov.za
fsprov.recruitact@saps.gov.za
LoubserL3@saps.gov.za
GaosenkweTKR@saps.gov.za

CLOSING DATE : 17 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 people with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote presentively in the Public Service through the filling of these posts. People whose transfer/ appointment will promote presentively 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

<u>POST 23/404</u>	:	<u>HUMAN RESOURCE CLERK SUPERVISOR: HRM (X7 POSTS)</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07) Provincial HRM Service Terminations Ref No: FS1/06/2026 Provincial HRM Absenteeism Ref No: FS2/06/2026 Provincial HRM Placement and Records Ref No: FS3/06/2026 Provincial HRM Performance and Planning Ref No: FS4/06/2026 Trompsburg SAPS HRM Ref No: FS5/06/2026 Senekal SAPS HRM Ref No: FS6/06/2026 Batho SAPS HRM Ref No: FS7/06/2026:
<u>REQUIREMENTS</u>	:	Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA); At least four (4) years' experience in the field of the post; An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage; A valid driver's license for at least a light motor vehicle will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

- DUTIES** : Co-ordinate all HRM related matters; Support the administrative duties in terms of all Employee relations and Life Cycle Management; Support the administrative duties in terms of all Human Resource Utilization Functions; Assist with general administration of the sub-section; Administer and manage employee leave, transfers, promotions, service terminations, discharges, retirements and pension related matters; Process and coordinate applications to medical, disability, stress, depression, alcohol and death boards in accordance with organizational policies and procedures; Maintain, update and manage personnel records and data base including, capturing, verification and submission of employee information on relevant HRM system; Compile, maintain and submit statistics, personnel reports, employment equity reports, performance management reports and other required administrative reports; Administer and monitor employee performance management process, including Performance Enhancement Process PEP compliance, progress reporting and performance related documentation; Process and administer employee incentives, rewards, pay progression and salary-related enquiries; Register, coordinate, process and finalize employee grievance and disciplinary matters in accordance with applicable policies and procedures; Process and finalize employee grievances and disciplinary matters in accordance with applicable policies and procedures; Ensure effective personnel administration, record management, regulatory compliance and the implementation of human resource policies and practice.
- ENQUIRIES** : Lt Col Jackson / W/O Gaillele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel: (051) 5076807 / 6419 / 6420 / 6455
- POST 23/405** : **SUPPLY CHAIN MANAGEMENT CLERK SUPERVISOR (X2 POSTS)**
- SALARY CENTRE** : R338 106 per annum (Level 07)
Heilbron SAPS SCM Ref No: FS8/06/2026
Allanridge SAPS SCM Ref No: FS9/06/2026
- REQUIREMENTS** : Applicants must display competency in the post-specific functions of the post. Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4; Tertiary qualifications and developmental courses may serve as an advantage; Must have four (4) years' appropriate/relevant experience in the field of the post; Be proficient in at least two official languages, of which one must be English Must be a South African citizen of which documentary proof must be furnished on the day of the interview. 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** : Perform requisition and acquisition and distribution of stock/service orders from provisioning stores; Receive/equipment/service and process invoice administration; Issue and exercise consumable equipment/stock control; Maintain supplier and procurement database; Assist with general administration of the sub-section.
- ENQUIRIES** : Lt Col Jackson / W/O Gaillele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455
- POST 23/406** : **FINANCE CLERK: SUPERVISOR (X3 POSTS)**
- SALARY CENTRE** : R338 106 per annum (Level 07)
Parys SAPS Finance Ref No: FS10/06/2026:
Theunissen SAPS Finance Ref No: FS11/06/2026
Harrismith SAPS Finance Ref No: FS12/06/2026
- REQUIREMENTS** : Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4; Tertiary qualifications and developmental courses may serve as an advantage; Must have four (4) years' appropriate/relevant experience in the field of the post; Be proficient in at least two official languages, of which one must be English Must be a South African citizen of which documentary proof

- must be furnished on the day of the interview. 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** : Render financial administrative support; Maintain the station revenue fund [cash] and administer advances and claims; Assist with general administration of the sub-section.
- ENQUIRIES** : Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455
- POST 23/407** : **SECRETARY**
- SALARY CENTRE** : R237 453 per annum (Level 05)
: **Provincial level:**
Office of the Deputy Provincial Commissioner: Support Services Ref No: FS13/06/2026
Office of the District commissioner: Mangaung Ref No: FS14/06/2026
Office of the Provincial Head: Organizational Development and Strategic Management Ref No: FS15/06/2026
Office of the Provincial Head: Financial Services Ref No: FS16/06/2026
Office of the Provincial Head: Corporate Communication Ref No: FS17/06/2026
Office of the Provincial Head: Family Violence, Child Protection and Sexual Offences Unit Ref No: FS18/06/2026
Office of the Provincial Head: Crime Detection Ref No: FS19/06/2026
Office of the Provincial Head: Organized Crime Ref No: FS20/06/2026
Office of the Provincial Head: Commercial Crimes Ref No: FS21/06/2026
Office of the Provincial Head: Operational Response Services Ref No: FS22/06/2026
Office of the Provincial Head: Crime Prevention Ref No: FS23/06/2026
Office of the Provincial Head: Operational Co-ordination Ref No: FS24/06/2026
- REQUIREMENTS** : Applicants must display competency in the post-specific functions of the post; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4; Tertiary qualifications and developmental courses may serve as an advantage; Be proficient in at least two official languages, of which one must be English; Must be a South African citizen of which documentary proof must be furnished on the day of the interview. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS Power Point and Outlook); Demonstrate Competency in acting Independently, Professionally, Accountable and with Credibility; Good verbal and written communication skills; Sound planning, organizing, administrative and problem-solving skills; Strong interpersonal skills; Customer focus and responsiveness; Be willing to work under pressure and extended hours.
- DUTIES** : To provide 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; Co-ordinate 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.
- ENQUIRIES** : Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455

- POST 23/408** : **ADMINISTRATION CLERK: HRM (X5 POSTS)**
- SALARY CENTRE** : R237 453 per annum (Level 05)
 : Deneysville SAPS HRM Ref No: FS25/06/2026
 : Dealsville SAPS HRM Ref No: FS26/06/2026
 : Verkeerdevlei SAPS HRM Ref No: FS27/06/2026
 : Edenburg SAPS HRM Ref No: FS28/06/2026
 : Gariëpdam SAPS HRM Ref No: FS29/06/2026
- REQUIREMENTS** : Applicants must display competency in the core functions of the post; Be proficient in at least English and one other official language; Be a citizen of the Republic of South Africa of which documentary proof must be furnished; Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA); Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook); Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility; Good verbal and written communication skills; Sound planning, organizing, administrative and problem-solving skills; Strong interpersonal skills; Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Type reports, letters, memorandums and monitor flow of documents to the office of the Station Commissioner; Keep records of collected documents for the office of the Station Commissioner; Scrutinize and capturing of all incoming and outgoing posts; Complete and submit monthly vehicle allowance returns; Assist with secretarial and admin support functions; Assist with arranging travelling and subsistence allowance for the province; Effective administration of a bring forward system.
- ENQUIRIES** : Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455
- POST 23/409** : **SUPPLY CHAIN MANAGEMENT CLERK (X2 POSTS)**
- SALARY CENTRE** : R237 453 per annum (Level 05)
 : Ficksburg SAPS SCM Ref No: FS30/06/2026
 : Reitz SAPS SCM Ref No: FS31/06/2026
- REQUIREMENTS** : Applicants must display competency in the core functions of the post; Be proficient in at least English and one other official language; Be a citizen of the Republic of South Africa of which documentary proof must be furnished; *Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA); Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook); Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility; Good verbal and written communication skills; Sound planning, organizing, administrative and problem-solving skills; Strong interpersonal skills; Customer focus and responsiveness. Be willing to work under pressure and extended hours.
- DUTIES** : Administration of processes related to Supply Chain Management at the Station/ Component; Administration of vehicle fleet, assets and moveable property.
- ENQUIRIES** : Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455
- POST 23/410** : **ADMINISTRATION CLERK: MECHANICAL SERVICES (X2 POSTS)**
- SALARY CENTRE** : R237 453 per annum (Level 05)
 : Phuthaditjhaba Mechanical Services Ref No: FS32/06/2026
 : Ladybrand Mechanical Services Ref No: FS33/06/2026
- REQUIREMENTS** : Applicants must display competency in the core functions of the post; Be proficient in at least English and one other official language; Be a citizen of the Republic of South Africa of which documentary proof must be furnished: Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA); relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook); Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility; Good verbal

- and written communication skills; Sound planning, organizing, administrative and problem-solving skills; Strong interpersonal skills; Customer focus and responsiveness; Be willing to work under pressure and extended hours.
- DUTIES** : Administration Mechanical clerk responsible for providing administrative and logistical support within the mechanical workshop environment; Ensuring daily maintenance tasks and documentation run effectively; Processing maintenance job cards, tracking work-in-progress and ensuring mechanical repairs are documented.
- ENQUIRIES** : Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455
- POST 23/411** : **ADMINISTRATION CLERK: LEGAL SERVICES (X2 POSTS)**
- SALARY CENTRE** : R237 453 per annum (Level 05)
: **Provincial level:**
Provincial Legal Services Ref No: FS34/06/2026
Provincial Legal Services Ref No: FS35/06/2026
- REQUIREMENTS** : Applicants must display competency in the post-specific functions of the post. Be proficient in at least English and one other official language; Be a citizen of the Republic of South Africa of which documentary proof must be furnished: Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA); Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and 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 relevant component, Legal Services; Administer correspondence and files; Provide professional typing services; Render effective administration support.
- ENQUIRIES** : Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455
- POST 23/412** : **CLEANERS (X12 POSTS)**
- SALARY** : R 144 024 per annum (Level 02)
: Provincial Registry and Auxiliary SAPS Ref No: FS36/06/2026
: Provincial Registry and Auxiliary SAPS Ref No: FS37/06/2026
Selosesha TRT Ref No: FS38/06/2026
Parkroad TRT Ref No: FS9/06/2026
Provincial Detectives (Fountain Building) Ref No: FS40/06/2026
Parkroad K9 Ref No: FS41/06/2026
Welkom VCI Ref No: FS42/06/2026
Excelsior SAPS Ref No: FS43/06/2026
Fouriesburg SAPS Ref No: FS44/06/2026
Phuthaditjhaba SAPS Ref No: FS45/06/2026
Phuthaditjhaba SAPS Ref No: FS46/06/2026
Edenburg SAPS Ref No: FS47/06/2026
- REQUIREMENTS** : Applicants must display competency in the core functions of the post; Be proficient in at least English and one other official language; Be a citizen of the Republic of South Africa of which documentary proof must be furnished; Be in possession of abet Level 4 / Grade 9 / Standard 7 certificate / report (NQF Level 1 recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents; Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills; Be able to read and write; ability to interact with other officials in a professional manner; The ability to operate elementary machines and equipment; *Willing to work extended hours when necessary.
- DUTIES** : Maintaining of high-level hygiene in and around SAPS premises where routine tasks are to be performed, which may include inner or outer parameters, performing routine tasks such as dusting furniture and floors, removing refuse bags, mopping of all tiled floors, cleaning bathrooms, kitchenware and utensils, safekeeping and handling of variety of cleaning materials, loading and unloading of goods.

- ENQUIRIES** : Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455
- POST 23/413** : **GARDEN WORKER (X11 POSTS)**
- SALARY CENTRE** : R144 024 per annum (Level 02)
 : Zamdela K9 Ref No: FS48/06/2026
 : Bethlehem SAPS Ref No: FS49/06/2026
 : Bethlehem SAPS Ref No: FS50/06/2026
 : Ficksburg SAPS Ref No: FS51/06/2026
 : Harrismith SAPS Ref No: FS52/06/2026
 : Mangaung SAPS Ref No: FS53/06/2026
 : Heidedal SAPS Ref No: FS54/06/2026
 : Parkroad SAPS Ref No: FS55/06/2026
 : Selosesha SAPS Ref No: FS56/06/2026
 : Odendaalsrus SAPS Ref No: FS57/06/2026
 : Makwane SAPS Ref No: FS58/06/2026
- REQUIREMENTS** : Applicants must display competency in the post-specific functions of the post; Be proficient in at least two official languages, of which one must be English; Must be a South African citizen; A grade 10 qualification will service as an advantage. Knowledge, Skills and Competencies: Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills; Be able to read and write; Ability to interact with other officials in a professional manner; The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
- DUTIES** : To render cleaning and garden services in order to maintain a high level of hygiene in and around the workplace; Perform routine cleaning services; Render store, stock and equipment support; Render gardening services.
- ENQUIRIES** : Lt Col Jackson / W/O Gailele / CAC Loubser/ PO Maseloa / PO Moeketse / SAC Monaghan/ PO Gaosenkwe Tel No: (051) 5076807 / 6419 / 6420 / 6455