

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
SOUTH AFRICAN POLICE SERVICE**

- APPLICATIONS** : Applications can be posted to the Provincial Head: Human Resource Management, Recruitment Office, Private Bag X5001, Kimberley, 8300 or hand deliver to 19 George Street (locked silver container at entrance), Kimberley 8301 or e-mail to one of the following e-mail addresses: [DiamondEN@saps.gov.za](mailto:DiamondEN@saps.gov.za) [SyfersRC@saps.gov.za](mailto:SyfersRC@saps.gov.za) [MoorcroftT@saps.gov.za](mailto:MoorcroftT@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 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 23/452** : **HUMAN RESOURCE CLERK SUPERVISOR (X6 POSTS)**
- SALARY CENTRE** : R338 106 per annum (Level 07)  
: Provincial Office: Human Resource Management: Placement and Records Ref No: NCHRM 1/6/2026  
Hartswater Support Services: Human Resource Management Ref No: NCHRM 2/6/2026  
Kimberley Support Services: Human Resource Management Ref No: NCHRM 3/6/2026  
Mothibistad Support Services: Human Resource Management Ref No: NCHRM 4/6/2026  
Nababeep Support Services: Human Resource Management Ref No: NCHRM 5/6/2026  
Sunrise Support Services: Human Resource Management Ref No: NCHRM 6/6/2026
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will Knowledge, skills and competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
- DUTIES** : Ensure effective, efficient administration to manage the implementation of Human Resource policies. Administer employee data integrity, transfers and placement of personnel. Administer absenteeism management functions, Service Terminations, Medical Administration and Grievance Management. Monitor timelines of disciplinary actions, the implementation of human resource practices. Handle administration of Employment Equity and conduct inspections to ensure proper implementation of equity targets, Maintain compliance with Performance Enhancement Process (PEP), Job Descriptions, Skills Development Facilitator (SDF) functions.
- ENQUIRIES** : Lieutenant Colonel Diamond / PO Moorcroft / PPO Syfers at 053 839 2864/ 2813/ 3724
- POST 23/453** : **FINANCIAL CLERK SUPERVISOR (X3 POSTS)**
- SALARY CENTRE** : R338 106.per annum (Level 07)  
: Colesberg Support Services: Financial Management and Administration Ref No: NCFMA 1/6/2026  
Kimberley Support Services: Financial Management and Administration Ref No: NCFMA 2/6/2026  
Pofadder Support Services: Financial Management and Administration Ref No: NCFMA 3/6/2026
- REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's 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** : Conduct need analysis and assist with the compilation of the station budget. Assist station members and manage (under the same pay point) on the financial expenditure. Inspect financial registers and verify granted authority. Ensure cost effective use of resources within the station with measures to maintain and control expenditure.

**ENQUIRIES** : Lieutenant Colonel Diamond / PO Moorcroft / PPO Syfers Tel No: (053) 839 2864/ 2813/ 3724

**POST 23/454** : **SUPPLY CHAIN CLERK SUPERVISOR (X3 POSTS)**

**SALARY CENTRE** : R338 106 per annum (level 07)  
 : Hopetown Support Services: Supply Chain Management Ref No: NCSCM 1/6/2026  
 Kathu Support Services: Supply Chain Management: Ref No: NCSCM 2/6/2026  
 Victoria West Support Services: Supply Chain Management Ref No: NCSCM 3/6/2026

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

**DUTIES** : Administer the movement and utilization of vehicles at the station. Administer the utilization of physical resources and inventories. Administer the correspondence of all incidences, damages. Losses and thefts at the station. Administer the procurement related tasks. Administer human, physical, and financial resources allocated to the station.

**ENQUIRIES** : Lieutenant Colonel Diamond / PO Moorcroft / PPO Syfers at 053 839 2864/ 2813/ 3724

**POST 23/455** : **ADMINISTRATION CLERK (X27 POSTS)**

**SALARY CENTRE** : R 237 453 per annum (Level 05)  
 : Provincial Legal Services: Support Operational Services: Kimberley Ref No: NCADMIN 1/6/2026  
 Provincial Legal Services: Legal Support Litigation & Arbitrations: Kimberley: Ref No: NCADMIN 2/6/2026  
 Provincial Supply Chain Management: De Aar Garage Ref No: NCADMIN 3/6/2026  
 Provincial Supply Chain Management: Kuruman Garage Ref No: NCADMIN 4/6/2026  
 Provincial Supply Chain Management: Springbok Garage Ref No: NCADMIN 5/6/2026  
 Kakamas Family Violence, Child Protection and Sexual Offences Unit Ref No: NCADMIN 6/6/2026  
 Pofadder Family Violence, Child Protection and Sexual Offences Unit Ref No: NCADMIN 7/6/2026

Port Nolloth Family Violence, Child Protection and Sexual Offences Unit Ref No: NCADMIN 8/6/2026  
 Postmasburg Family Violence, Child Protection and Sexual Offences Unit Ref No: NCADMIN 9/6/2026  
 Vehicle Crime Investigation Unit (VCIU): Springbok Ref No: NCADMIN 10/6/2026  
 Alexanderbay Support Services: Administration Services Ref No: NCADMIN 11/6/2026  
 Aggeneys Support Services: Administration Services Ref No: NCADMIN 12/6/2026 (X2 Posts)  
 Boetsap Support Services: Administration Services Ref No: NCADMIN 13/6/2026  
 Kamieskroon Support Services: Administration Services Ref No: NCADMIN 14/6/2026  
 Komaggas Support Services: Administration Services Ref No: NCADMIN 15/6/2026  
 Koopmansfontein Support Services: Administration Services Ref No: NCADMIN 16/6/2026  
 Loxton Support Services: Administration Services Ref No: NCADMIN 17/6/2026  
 Marydale Support Services: Administration Services Ref No: NCADMIN 18/6/2026  
 Middelpos Support Services: Administration Services Ref No: NCADMIN 19/6/2026  
 Noenieput Support Services: Administration Services Ref No: NCADMIN 20/6/2026  
 Onseepkans Support Services: Administration Services Ref No: NCADMIN 21/6/2026  
 Plooyburg Support Services: Administration Services Ref No: NCADMIN 22/6/2026  
 Riemvasmaak Support Services: Administration Services Ref No: NCADMIN 23/6/2026  
 Severn Support Services: Administration Services Ref No: NCADMIN 24/6/2026  
 Van Zylsrus Support Services: Administration Services Ref No: NCADMIN 25/6/2026  
 Witdraai Support Services: Administration Services Ref No: NCADMIN 26/6/2026

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

**DUTIES** : Administration of absenteeism functions, Service Terminations, Medical Administration, Grievances and Discipline; Administration of Employment Equity functions and maintenance of Job Descriptions, Performance Enhancement Process (PEP) and Skills Development Facilitator functions.

**ENQUIRIES** : Lieutenant Colonel Diamond / PO Moorcroft / PPO Syfers Tel No: (053) 839 2864/ 2813/ 3724

**POST 23/456** : **FINANCIAL CLERK REF NO: NCFMA 27/6/2026 (X1 POST)**

**SALARY** : R237 453 per annum (Level 05)  
**CENTRE** : Pofadder Support Services: Financial Management and 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).

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

**DUTIES** : Administer and assist with the compilation of the station budget. Assist station members and administration (under the same pay point) of financial expenditure. Maintain financial registers and verify granted authority. Administration of cost-effective use of resources within the station with measures to maintain and control expenditure.

**ENQUIRIES** : Lieutenant Colonel Diamond / PO Moorcroft / PPO Syfers Tel No: (053) 839 2864/ 2813/ 3724

**POST 23/457** : **SECURITY GUARD (X5 POSTS)**

**SALARY CENTRE** : R170 226 per annum (Level 03)  
 : Provincial Auxiliary Services: Security Management (Posted at Galeshewe HRDC) Ref No: NCS 1/6/2026 (X4 Posts)  
 : Provincial Auxiliary Services: Security Management (Posted at Kennilworth Building: Kimberley) Ref No: NCS 2/6/2026

**REQUIREMENTS** : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a firearm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle will also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, skills and competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.

**DUTIES** : Execute 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** : Lieutenant Colonel Diamond / PO Moorcroft / PPO Syfers Tel No: (053) 839 2864/ 2813/ 3724

**POST 23/458** : **CLEANER (X19 POSTS)**

**SALARY CENTRE** : R144 024.per annum (Level 02)  
 : Aggeneys SAPS Ref No: NCC 1/06/2026  
 : Boetsap SAPS Ref No: NCC 2/06/2026  
 : Galeshewe SAPS Ref No: NCC 3/06/2026  
 : Hopetown SAPS Ref No: NCC 4/06/2026  
 : Koopmansfontein SAPS Ref No: NCC 5/06/2026  
 : Kuruman SAPS (Geographically placed at EHW/HRD premises) Ref No: NCC 6/06/2026

Lime Acres SAPS Ref No: NCC 7/06/2026  
 Marydale SAPS Ref No: NCC 8/06/2026  
 Middelpoos SAPS Ref No: NCC 9/06/2026  
 Pella SAPS Ref No: NCC 10/06/2026  
 Plooyburg SAPS Ref No: NCC 11/06/2026  
 Rosedale SAPS Ref No: NCC 12/06/2026  
 Steinkopf SAPS Ref No: NCC 13/06/2026  
 Sunrise SAPS Ref No: NCC 14/06/2026  
 Vosburg SAPS Ref No: NCC 15/06/2026  
 Williston SAPS Ref No: NCC 16/06/2026  
 Provincial Auxiliary Services: Kimberley Ref No: NCC 17/06/2026 (X2 Posts)  
 Provincial Auxiliary Services (Placed at HRD & Band: Gladston Building):  
 Kimberley Ref No: NCC 18/06/2026

**REQUIREMENTS**

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

**DUTIES**

: Maintaining 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**

: Lieutenant Colonel Diamond / PO Moorcroft / PPO Syfers Tel No: (053) 839 2864/ 2813/ 3724