

SOUTH AFRICAN POLICE SERVICE

<u>APPLICATIONS</u>	:	Application forms must be hand delivered or emailed to the following Email Address: tms.vacancies@saps.gov.za OR hand deliver to Office No. PPS 138/143; 1234 Tulbagh Park Building; Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets; Hatfield, Pretoria
<u>CLOSING DATE</u>	:	13 November 2026 at 16:00
<u>NOTE</u>	:	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). Selection panels shall score both technical exercises as an additional criterion in the interview process. 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 POST

<u>POST 39/141</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO: TMS 5/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)

<u>CENTRE</u>	:	Division: Technology Management Services – Head Office Section: Data Centre Management and Hosting Services
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Must have no criminal record or pending criminal/ departmental cases; 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). The following will serve as added advantage: At least four (4) years' relevant experience in an administrative environment; Experience within an ICT, Data Centre Management, Hosting Services or similar technical environment will also serve as an added advantage; 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 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.
<u>DUTIES</u>	:	Assist with the general administration and coordination of the following duties within the section: collecting, consolidating and maintaining information and documentation required for the development of the Service Level Agreement (SLA) for Data Centre Management; collecting and consolidating information for the development of standards and policies for Data Centre Management and Hosting Services ;Provide administrative coordination and support relating to backup, data centre and associated Hosting Services activities. Manage and utilize all resources allocated to the immediate post environment in accordance with the relevant prescripts.
<u>ENQUIRIES</u>	:	can be directed to: Lt Col G Xoko //Captain WD Maimela / PO J Nkadimeng Tel No: (012) 432 7709/ 8884/ 7964