ANNEXURE V

PROVINCIAL ADMINISTRATION: NORTH WEST
SOUTH AFRICAN POLICE SERVICE

APPLICATIONS	:	Direct your application to the following addresses: Postal Address: Private Bag X801, Potchefstroom, 2531 OR Physical Address: No 123 Corner Peter Mokaba and Nelson Mandela Road, Wespol Square, Potchefstroom, 2531 OR rampaiam@saps.gov.za / DikaneK@saps.gov.za
CLOSING DATE	:	20 November 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, 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 POSTS

POST 40/178 : **ADMINISTRATION CLERK SUPERVISOR REF NO: NW TMS 01/10/2026 (X1 POST)**
Information Communication Technology (ICTU)

SALARY : R338 106 per annum (Level 07)
CENTRE : North West: Klerksdorp
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. 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
DUTIES : Administer Human Resource Management (HRM) policy implementation and compliances. Administer Financial Service support and expenditure administration. Administer effective and efficient SCM functions. Administer procurement related functions at the unit. Render effective and efficient Administration Service support. Administer Loss Management.
ENQUIRIES : Capt Morake / HRC Swana / HRC Appie Tel No: (018) 229 7320 7732 / 7139

POST 40/179 : **ADMINISTRATION CLERK REF NO: NW TMS 02/10/2026 (X1 POST)**
Information Communication Technology Unit (ICTU)

SALARY : R237 453 per annum (Level 05)
CENTRE : North West: Mmabatho
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, and Competencies: 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 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 support functions, administer logistical, financial and human resource matters. Maintain leave records, registers and files. Maintain good record keeping, filing and bring forward system. Type reports, letters, minutes, agendas, handle confidential documents, keep the record of the minutes and monitor flow of documents to the office of the unit commander.
ENQUIRIES : Capt Morake / HRC Swana / HRC Appie Tel No: (018) 229 7320 7732 / 7139

POST 40/180 : **LABOURER REF NO: NW TMS 03/10/2026 (X1 POST)**
Information Communication Technology Unit (ICTU)

SALARY : R144 024 per annum (Level 02)
CENTRE : North West: Phokeng
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 garden tools. 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 : Maintain 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. Perform tasks of the routine nature, such as dusting. Polish furniture and floors. Vacuum carpets, mopping floor tiles and remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling variety of aids in cleaning of the premises. Washing and cleaning kitchenware and utensils.

ENQUIRIES : Capt Morake / PPO Rampai / AC Swana / AC Appie / AC Dikane Tel No: (018) 229 7320 / 7194 / 7732 / 7139 / 7126