

SOUTH AFRICAN POLICE SERVICE

OTHER POSTS

<u>POST 32/51</u>	:	<u>PERSONAL ASSISTANT REF NO: DNC03/09/2024 (X1 POST)</u>
<u>SALARY</u>	:	R308 154 per annum (Level 07)
<u>CENTRE</u>	:	Office of Deputy National Commissioner: Crime Detection (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the post-specific core 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; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; 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; Degree / Diploma NQF level 6 or higher in the field of post will be an added advantage; Relevant courses in the field of the post. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Keeping the diary accurately and coordinate meetings; Remind the Deputy National Commissioner on meeting schedules; Arrange and book venues for the meetings in accordance with the number of people expected to attend; Arrange refreshments for the people attending the meetings. Handle routine correspondence; Render general reception service; Type documents, reports, letters, memoranda etc; Effective administration of brought forward system; Make travel and accommodation arrangements; Organize passport and related documentation for overseas trips. External advertisement of posts for appointment purposes in terms of the Public Service Act, 1994 (Act No 103 of 1994): 2023/2024 Financial Year
<u>ENQUIRIES</u>	:	Lt Col JL Shandu / Capt SJ Matlopela / W/O TB Tshabalala / SPO KK Mashiloane Tel No: (012) 397 7240/46/56
<u>APPLICATIONS</u>	:	Applications may be hand-delivered, as follows: 421 Curator Building: Corner Pretorius Street and Nelson Mandela Drive, Arcadia, Pretoria. (Application must be deposited into the box available at the reception area). Forwarded by post to be addressed as follows, for attention The Section Head: Corporate Support, (Attention: Lt Col JL Shandu / Capt SJ Matlopela), Corporate Support, South African Police Service, Private Bag X94, Pretoria, 0001. Email addresses: MatlopelaSelelo@saps.gov.za , TshabalalaBeauty@saps.gov.za , MashiloaneK@saps.gov.za
<u>NOTE</u>	:	Only the official application form (available on the SAPS website and at SAPS Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Short-listed applicants will be required to produce original documentation. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (ACT NO 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment 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 the process. 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 in order 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. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking

a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. 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. Submit claims of accommodation and expenditure after trips. Manage human and physical resources attached to the office.

<u>CLOSING DATE</u>	:	20 September 2024 at 15:30
<u>POST 32/52</u>	:	<u>ADMINISTRATION CLERK REF NO: DNC04/09/2024 (X1 POST)</u>
<u>SALARY</u>	:	R216 417 per annum (Level 05)
<u>CENTRE</u>	:	Office of Deputy National Commissioner: Crime Detection (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the post-specific core 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; Be fluent in at least two official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification;. Degree / Diploma in the field of the post will be an added advantage. Relevant courses in the field of the post will serve as an advantage. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Render administrative support functions; Administer logistical matters; Maintain leave records registers and files; Answer and screen all incoming calls to the office of the Deputy National Commissioner: Crime Detection; Type reports, letters, minutes, agendas, handle confidential documents, keeping record of the minutes and monitor flow of documents to the Office of the Deputy National Commissioner: Crime Detection; Liaise with other components and section on matters relating to the office of the Deputy National Commissioner: Crime Detection; Maintain good record keeping, filing and brought forward system; Operate standard equipments (fax, photocopy machine, telephone, computer etc.).
<u>ENQUIRIES</u>	:	Lt Col JL Shandu / Capt SJ Matlopera / W/O TB Tshabalala / SPO KK Mashiloane Tel No: (012) 397 7240/46/56
<u>APPLICATIONS</u>	:	Applications may be hand-delivered, as follows: 421 Curator Building: Corner Pretorius Street and Nelson Mandela Drive, Arcadia, Pretoria. (Application must be deposited into the box available at the reception area). Applications forwarded by post to be addressed as follows, for attention The Section Head: Corporate Support, (Attention: Lt Col JL Shandu / Capt SJ Matlopera), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001. Email addresses: MatloperaSelelo@saps.gov.za , TshabalalaBeauty@saps.gov.za , MashiloaneK@saps.gov.za
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the process. 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 in order 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. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. 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.

<u>CLOSING DATE</u>	:	20 September 2024 at 15:30
<u>POST 32/53</u>	:	<u>SECURITY OFFICER REF NO: AS/08/2024 (X43 POSTS)</u> Component: Auxiliary Services Section: Security Services
<u>SALARY</u>	:	R155 148 per annum (Level 03)
<u>CENTRE</u>	:	SAPS Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4; 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 fire-arm; Be willing to undergo firearm competency training; Be willing to maintain firearm competency; Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security will be an added advantage; Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; Be willing to work shifts and extended hours.
<u>DUTIES</u>	:	Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, 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; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – 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.
<u>ENQUIRIES</u>	:	Mrs KA Sebetlele Tel No: (012) 393 1434 Mr MJ Mmako Tel No: (012) 393 1789
<u>APPLICATIONS</u>	:	Applications may be hand-delivered, as follows: SAPS Head Office, 231 Pretorius Street, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to: The Section Commander: Security Services, South African Police Service, Private Bag X94, Pretoria, 0001. Email to NtoaneK@saps.gov.za Or MmakoMJ3@saps.gov.za MashiloaneK@saps.gov.za
<u>FOR ATTENTION</u>	:	Mrs Kagiso Sebetlele or Mr MJ Mmako
<u>NOTE</u>	:	Only the official application form (available on the SAPS website www.saps.gov.za/careers and at SAPS Stations will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application

form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Only short listed candidates will submit original documents. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 (ACT NO 103 OF 1994) as applicable to the post environment. Applications must be mailed / submitted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment. Short-listed candidates for appointment 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 the process. 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 in order 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. All short-listed candidates will be subjected to fingerprint screening and reference checking. Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. 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.

<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/54</u>	:	<u>MESSANGER REF NO: DNC05/09/2024 (X1 POST)</u>
<u>SALARY</u>	:	R131 265 per annum (Level 02)
<u>CENTRE</u>	:	Office of Deputy National Commissioner: Crime Detection (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the post-specific functions of the post; A Grade 10 qualification as well as a valid light vehicle driver's license will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; Willing to work extended hours when necessary; Be proficient in at least two official languages, of which one must be English; Must be a SA citizen Must have no previous criminal convictions or criminal cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
<u>DUTIES</u>	:	Provide messenger and posting services to the Office of the Deputy National Commissioner: Crime Detection; Keep proper register/records of documentation received and delivered on a daily basis; Make photocopies of documents collected and delivered; Maintain the administration of human, financial and logistical resources allocated to the posts.
<u>ENQUIRIES</u>	:	Lt Col JL Shandu / Capt SJ Matlopela / W/O TB Tshabalala / SPO KK Mashiloane Tel No: (012) 397 7240/46/56
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<u>POST 32/55</u>	:	<u>CLEANER REF NO: DNC06/09/2024 (X1 POST)</u>
<u>SALARY</u>	:	R131 265 per annum (Level 02)
<u>CENTRE</u>	:	Office of Deputy National Commissioner: Crime Detection (Pretoria)
<u>REQUIREMENTS</u>	:	A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<u>DUTIES</u>	:	Maintaining of high level hygiene in and around the 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 a variety of cleaning materials.
<u>ENQUIRIES</u>	:	Lt Col JL Shandu / Capt SJ Matlopela / W/O TB Tshabalala / SPO KK Mashiloane Tel No: (012) 397 7240/46/56
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