

SOUTH AFRICAN POLICE SERVICE

CLOSING DATE : 13 December 2024 at 16:00

NOTE : 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 licenses 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. 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 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment to the post. 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.

OTHER POSTS

POST 44/43 : **ADMINISTRATION CLERK REF NO: VPO E4/2024 (X1 POST)**

SALARY : R216 417 per annum (Level 05)

CENTRE : Office of Divisional Commissioner: Visible Policing and Operations (Pretoria)

REQUIREMENTS : 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.

DUTIES : Type reports, letters, memorandums and monitor flow of documents to the office of the Divisional Commissioner. Keep records of collected documents for the office of

the Divisional Commissioner. Scrutinize and capturing of all incoming and outgoing correspondence for the office of the Divisional Commissioner; Complete and submit monthly vehicle returns; Assist with secretarial and administrative support functions; Assist to manage the diary, receive and host visitors of the Divisional Commissioner; Assist in arranging travelling and subsistence allowance for the Divisional Commissioner; Effective administration of a bring forward system.

ENQUIRIES : LT Col Nukeri / Capt Ramokgopa / PO Ngobeni / PO Rambau at Tel No: (012) 421 8435 / (012) 421 8147 / (012) 421 8033

APPLICATIONS : Applications can be forwarded to the following addresses: Hand delivered applications: 540 Pretorius Street, Arcadia, Pretoria, 0007 Posted applications: Private Bag X12, Arcadia, 0007 Email: RamokgopaMM@saps.gov.za / MakuwaT@saps.gov.za

POST 44/44 : **MESSENGER REF NO: VPO E5/2024 (X1 POST)**

SALARY : R131 265 per annum (Level 02)

CENTRE : Office of Divisional Commissioner: Visible Policing and Operations (Pretoria)

REQUIREMENTS : 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.

DUTIES : Render messenger services to the Office of the Divisional Commissioner; Provide driving services for the Office of the Divisional Commissioner; General administration duties allocated to the post; Keep record of collected documents for the Office of the Divisional Commissioner; Complete vehicle log book and submit monthly returns; Deliver/Collect mail, documents and parcels and insure acknowledgement of receipts.

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POST 44/45 : **SECURITY GUARD**

SALARY : R131 265 per annum (Level 03)

CENTRE : Corporate Support Services
Gqeberha Ref No: DPCI/EC/86/2024 (X4 Posts)
Bellville Ref No: DPCI/WC/87/2024 (X2 Posts)

REQUIREMENTS : 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. Not declared unfit to possess a fire-arm. Diploma/Degree in the field of security may be an 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.

DUTIES : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No 53/1985); 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 visitors 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; Control the admission of vehicles 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; Be willing to work shift and irregular hours
<u>ENQUIRIES</u>	:	Eastern Cape: Brigadier Hastings and Captain Poswa Tel No: (043) 709 0524 / 0525 / 0527
<u>APPLICATIONS</u>	:	Captain Xhego and HRCS Matlou at (071) 481 3252 / (082) 411 2104 DPCI: Eastern Cape: Hand delivered or couriered to: Cnr Buxton and Oxford Street, Old Allied Building, East London Email applications to: BatyiNP@saps.gov.za DPCI: Western Cape: Hand delivered or couriered to: 4 th Floor AJ West Street, Old SARS Building, Bellville Email applications to: SibelekwanaS@saps.gov.za
<u>POST 44/46</u>	:	<u>CLEANER</u>
<u>SALARY CENTRE</u>	:	R131 265 per annum (Level 02) Supply Chain Management: Head Office: Pretoria Ref No: DPCI/HO/85/2024 (X3 Posts) East London Ref No: DPCI/EC/88/2024 Bloemfontein Ref No: DPCI/FS/89/2024 Germiston Ref No: DPCI/GP/90/2024 Port Shepstone Ref No: DPCI/KZN/91/2024 Phalaborwa Ref No: DPCI/LIM/92/2024 Nelspruit Ref No: DPCI/MP/93/2024 Kimberley Ref No: DPCI/NC/94/2024 Klerksdorp Ref No: DPCI/NW/95/2024 George Ref No: DPCI/WC/96/2024
<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>	:	Head Office: Colonel A Wessels / Lieutenant Colonel BK Mhlahlo / Captain MJ Modisha at Tel No: (012) 846 4067/4110. Eastern Cape: Brigadier Hastings and Captain Poswa Tel No: (043) 709 0524 / 0525 / 0527 Free State: Lieutenant Colonel Vethezo, Captain Moyana and Warrant Officer Mkumla Tel No: (051) 503 2753 Gauteng: Colonel Mashakane and Captain Rasekganya Tel No: (011) 776 5527 / 5305 KwaZulu Natal: Colonel Zikhali and Lieutenant Colonel Phungula Tel No: (031) 325 6105 / 4713 Limpopo: Lieutenant Colonel Seabi and Warrant Officer Machete Tel No: (015) 293 7235 / 7236 Mpumalanga: Lieutenant Colonel Shongwe and Captain Maseko Tel No: (013) 759 1377 / 1465 Northern Cape: Lieutenant Colonel Ntho and Captain Damons Tel No: (071) 604 5825/ (071) 481 3000 North West: Lieutenant Colonel Mbulawa and Warrant Officer Mokoena Tel No: (018) 464 5316 / 5317 / 5350 Western Cape: Captain Xhego and HRCS Matlou Cell phone number: (071) 481 3252 / (082) 411 2104
<u>APPLICATIONS</u>	:	Head Office: Applications may be hand-delivered, as follows: Main Security gate at 01 Cresswell Road, Promat Building, Silverton. Applications forwarded by post to be addressed as follows, for attention The Section Commander: Personnel Management, (Attention: Col A Wessels / Lieutenant Colonel BK Mhlahlo / Captain MJ Modisha , Private Bag X1500, Silverton, 0127. Email applications to dpcivacancies@saps.gov.za DPCI: Eastern Cape: Hand delivered or couriered to: Cnr Buxton and Oxford Street, Old Allied Building, East London. Email applications to: BatyiNP@saps.gov.za

DPCI: Free State: Hand delivered or couriered to: Charlotte Maxeke Street/ Maitland Street, 46 ABSA Building, Bloemfontein Email applications to: VethezoX@saps.gov.za

DPCI: Gauteng: Hand delivered or couriered to: 165 Meyer Street, Benmare Building, Germiston Email applications to: RasekganyaCS@saps.gov.za

DPCI: KwaZulu Natal: Hand delivered or couriered to: 15 Bram Fischer Road, Servamus Building, Durban Email applications to: MoodleyP4@saps.gov.za

DPCI: Limpopo can be posted to: Hand delivered or couriered to: 106 Hans van Rensburg Street, Empire Place Suite 02, Polokwane Email applications to: SeabiMJ2@saps.gov.za

DPCI: Mpumalanga: Hand delivered or couriered to: 17 Henshall Street, Stats House, Nelspruit Email applications to: NgwenyaTP@saps.gov.za

DPCI: Northern Cape: Hand delivered or couriered to: 36 Stockdale Street, Old De-Beers Head Quarters (Opposite Keipoletse Funerals), Kimberley Email applications to: DamonsM@saps.gov.za

DPCI North-West: Hand delivered or couriered to: 51 Leask Street, Westend Building, Klerksdorp Email applications to: MokoenaN7@saps.gov.za