

SOUTH AFRICAN POLICE SERVICE

- APPLICATIONS** : Applications must be hand delivered or posted to the following addresses:
Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e.
- FOR ATTENTION** : PPO S Babana or PO Mudau
- CLOSING DATE** : 26 June 2023 at 14:00
- NOTE** : Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police 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. Original documentations of short listed candidates must be produced during the selection process as requested. 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. The closing date for applications is 2023-06-26 at 14:00. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed candidates. Short-listed candidates for appointment to the above post, 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 to that post. All short-listed candidates will be subjected to fingerprint screening. 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 SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service. NO E-Mailed Applications Will Be Accepted.

OTHER POST

- POST 20/224** : **PERSONAL ASSISTANT REF NO: SCM 9/2023**
Office the Divisional Commissioner: Supply Chain Management
- SALARY** : R294 321 per annum (Level 07)
- CENTRE** : Cresswell Road Silverton, Pretoria
- REQUIREMENTS** : 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. Must have no previous criminal / departmental convictions or criminal cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprints verification. Be in possession of a Senior Certificate (Grade 12) / National Certificate (Vocational) on NQF level 4. A relevant Degree / Diploma in the field of the post will be an added advantage. Be a SA Citizen. Appropriate / relevant courses in the field of the post as well competency in MS Word, Excel and PowerPoint will be an advantage. Be willing to work extended hours and work under pressure.
- DUTIES** : core functions Render secretarial and administrative support functions Type reports, letters, memorandums and monitor flow of documents to the office of the Divisional Commissioner: Supply Chain Management Manage the diary, receive and host visitors of the Divisional Commissioner: Supply Chain Management Provide support during meetings or workshops involving the Divisional Commissioner and take minutes during these meetings Arrange

ENQUIRIES

travelling and subsistence allowance for the Divisional Commissioner: Supply Chain Management Maintain confidentiality at all times.
: PPO S Babana / PO FH Mudau / PO I Mphethi Tel No: (012) 841 7123 / 7217 / 7179