

SUID-AFRIKAANSE POLISIEDIENS



SOUTH AFRICAN POLICE SERVICE

Verwysing Reference	5/3/1
Navrae Enquiries	Dir Morakaladi Snr Supt Mukwevho
Telefoon Telephone	(015) 290 6003/ 6010
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**PROVINCIAL COMMISSIONER  
SOUTH AFRICAN POLICE SERVICE  
LIMPOPO PROVINCE  
POLOKWANE**

**2009-06-08**

- A. All Provincial Commissioners
- B. All Divisional Commissioners  
**HEAD OFFICE**
- C. All Heads  
Communication and Liaison Services  
Information and System Management  
Operational Support System Management  
Strategic Management  
Efficiency Services  
Internal Audit  
**HEAD OFFICE**
- D. All Deputy National Commissioners  
**HEAD OFFICE**

**ADVERTISEMENT OF VACANT POSTS LEVEL 3 TO 5: SOUTH AFRICAN POLICE SERVICE:  
LIMPOPO PROVINCE**

- A-D 1. The post contained in this circular is vacant and herewith advertised. **The post was also advertised externally in the City Press/ Careers 24 on 2009-06-07.** The contents of this circular will be available to all e-mail users globally in the South African Police Service.

**SECRETARY (7 POSTS)**

**SALARY LEVEL 5  
(R 76 194.00 per annum)**

<b>PROVINCIAL HEAD CRIME PREVENTION</b>	<b>(REF LIM 38)</b>
<b>STATION COMMISSIONER THOHOYANDOU</b>	<b>(REF LIM 39)</b>
<b>STATION COMMISSIONER TZANEEN</b>	<b>(REF LIM 40)</b>
<b>STATION COMMISSIONER GIYANI</b>	<b>(REF LIM 41)</b>
<b>STATION COMMISSIONER POLOKWANE</b>	<b>(REF LIM 42)</b>
<b>STATION COMMISSIONER LEBOWAKGOMO</b>	<b>(REF LIM 43)</b>
<b>CLUSTER COMMANDER PHALABORWA</b>	<b>(REF LIM 44)</b>

**REQUIREMENTS :**

- ▶ Grade 12 (STD 10 ) or equivalent certificate
- ▶ Must be computer literate

- ▶ Must be able to type and draft correspondence in a Word Perfect / MS Word format.
- ▶ Display competency in Presentations / MS Power Point And Quatro Pro / Excel
- ▶ Good interpersonal relations and organising skills
- ▶ Must have two years experience in the field of the post

#### **CORE FUNCTIONS**

- Rendering administrative services to the Manager.
- Manage the diary of the manager, planning and organising office administration , make travel and accommodation arrangements.
- Arrange and co-ordinate meetings
- Handle correspondence

#### **ADMIN CLERK GRADE II (14 POSTS)**

**SALARY LEVEL 3**

**R 54 879.00 per annum**

<b>CLUSTER STATION LEBOWAKGOMO</b>	<b>(REF LIM 45)</b>
<b>CLUSTER STATION SESHEGO</b>	<b>(REF LIM 46)</b>
<b>CLUSTER STATION GROBLERSDAL</b>	<b>(REF LIM 47)</b>
<b>CLUSTER STATION THOHOYANDOU</b>	<b>(REF LIM 48)</b>
<b>CLUSTER STATION MAKHADO</b>	<b>(REF LIM 49)</b>
<b>CLUSTER STATION MUSINA</b>	<b>(REF LIM 50)</b>
<b>CLUSTER STATION GIYANI</b>	<b>(REF LIM 51)</b>
<b>CLUSTER STATION PHALABORWA</b>	<b>(REF LIM 52)</b>
<b>CLUSTER STATION TZANEEN</b>	<b>(REF LIM 53)</b>
<b>CLUSTER STATION MAHWELERENG</b>	<b>(REF LIM 54)</b>
<b>CLUSTER STATION MODIMOLLE</b>	<b>(REF LIM 55)</b>
<b>CLUSTER STATION LEPHALALE</b>	<b>(REF LIM 56)</b>
<b>CLUSTER STATION BELA BELA</b>	<b>(REF LIM 57)</b>
<b>CLUSTER STATION POLOKWANE</b>	<b>(REF LIM 58)</b>

#### **REQUIREMENTS:**

- Grade 12 (Std 10) Senior Certificate or equivalent certificate and preferably computer literacy.
- Previous experience will be an advantage

#### **CORE FUNCTIONS**

- ▶ Perform variety of routine intensive clerical duties at cluster station
- ▶ Handle correspondence together with the maintaining of records.
- ▶ Check diverse documents for completion and correctness
- ▶ Render Auxiliary Services to the cluster station.

#### **ACCOUNTING CLERK GRADE 1**

**SALARY LEVEL 3**

**R 54 879.00 per annum**

**PROVINCIAL FINANCE (3 POSTS) (REF LIM 59)**

#### **REQUIREMENTS:**

- Grade 12(STD 10) Senior Certificate or equivalent certificate. Preferably computer literacy.
- Applicants with previous experience in the field of the posts will be an advantage.

**CORE FUNCTIONS:**

- ▶ Co-ordinating and operating of the financial matters
- ▶ Administration of Financial Expenditure
- ▶ Co-ordinating of standing advance and claims within the Provincial office

**PROVISIONING ADMIN CLERK II**

**SALARY LEVEL 3**

**R 54 879.00 per annum**

**PROVINCIAL SUPPLY CHAIN MANAGEMENT (3 POSTS) (REF LIM 60)**

**REQUIREMENTS:**

- Grade 12(STD 10) Senior Certificate or equivalent certificate. Preferably computer literacy.
- Applicants with previous experience in the field of the posts will be an advantage.

**CORE FUNCTIONS:**

- ▶ Acquisition and logistical administration
- ▶ Perform basic routine provisioning administration related tasks in support of the Sub Section.

**REGISTRY CLERK GRADE II**

**SALARY LEVEL 3**

**R 54 879.00 per annum**

**PROVINCIAL AUXILIARY SERVICES (4 POSTS) (REF LIM 61)**

**REQUIREMENTS:**

- Grade 12(STD 10) Senior Certificate or equivalent certificate. Preferably computer literacy

**CORE FUNCTIONS**

- ▶ Computerization of files
- ▶ Receipt and computerization of posts
- ▶ Tracing of files
- ▶ Filing and classification of records

**DATA TYPIST (11POSTS)**

**SALARY LEVEL 3**

**R 54 879.00 per annum**

**SAPS SASELEMANI (2 POSTS) (REF LIM 62)**

**SAPS MALAMULELA (2 POSTS) (REF LIM 63)**

**SAPS MARBLE HALL (1 POST) (REF LIM 64)**

**SAPS BANDELIERKOP (1 POST) (REF LIM 65)**

**SAPS PHALABORWA (1 POST) (REF LIM 66)**

**SAPS ALLDAYS (1 POST) (REF LIM 67)**

**SAPS RITAVI (1 POST) (REF LIM 68)**

**SAPS BOLOBEDU (1 POST) (REF LIM 69)**

**PROVINCIAL DETECTIVE (1 POST) (REF LIM 70)**

## REQUIREMENTS:

- Grade 12(STD 10) Senior Certificate or equivalent certificate. Preferably computer literacy.

## CORE FUNCTIONS:

- ▶ Capture all criminal cases information on the system
- ▶ Verification of applicable information captured on the system for the use in the justice system.

## ARTISANS (15 POSTS)

### SALARY LEVEL 5

(R 84 333.00 per annum)

POLOKWANE	GARAGE	(3 POSTS)	(REF LIM 71)
TZANEEN	GARAGE	(2 POSTS)	(REF LIM 72)
MODIMOLLE	GARAGE	(2 POSTS)	(REF LIM 73)
THOHOYANDOU	GARAGE	(2 POSTS)	(REF LIM 74)
MUSINA	GARAGE	(2 POSTS)	(REF LIM 75)
LEBOWAKGOMO	GARAGE	(2 POSTS)	(REF LIM 76)
MAKHADO	GARAGE	(2 POSTS)	(REF LIM 77)

## Requirements:

- Completed apprenticeship and proof of passing a valid relevant trade test
- Minimum of two year's relevant experience in the specific field of post
- A light motor vehicle driver's licence (Code 08).

## CORE FUNCTIONS:

- ▶ Complete job card with regards to work done and actual time taken
- ▶ Ensure clean and safe working area
- ▶ Ensure quality and cost effective maintenance of State vehicles
- ▶ Ensure safekeeping of all tools and equipment
- ▶ Adhere to Occupational Health and Safety standards.

## GENERAL :

- The above posts are within the South African Police Service in Limpopo Province .
- Only the official application form : Z83 will be accepted. All instruction on the application form must 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.
- Certified copies of an applicants ID document, motor vehicle drivers licence (**Police Act appointments**), all educational qualification obtained together with **academic record of each**

and service certificates of previous employers stating the occupation, must also be submitted and attached to every application.

- Applicants will be subjected to a medical examination(**only Police Act Appointment**)
- Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons, as well as persons with previous convictions, are excluded
- Applications must be mailed timeously. Late applications will not be accepted or considered.
- The closing date for applications is **2009-06-19**
- If a candidate is short-listed , it can be expected of him/her to undergo a personal interview.
- 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.
- Appointments will be made in terms of the SAPS Act, 1995 (Act Number 68 of 1995)and Public ServiceAct (Act 103 of 1994).
- 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 post. Persons whose transfer/appointment /promotion will promote representivity will therefore receive preference.
- Enquiries may be directed to Snr Supt Mukwevho Tel No. 015 290 6010 / and Supt Kgadima Tel No. 015 290 6094
- Completed application must be forwarded to the following address:-  
**The Provincial Head Personnel Services**  
**Private Bag X 9428**  
**POLOKWANE 0700**

**OR**

**Hand delivered at 44 Schoeman Street POLOKWANE 0700**

3. The contents of this circular must be brought to the attention of all employees.

ORIGINAL SIGNED \_\_\_\_\_ ASST COMMISSIONER  
DEPUTY PROVINCIAL COMMISSIONER  
SUPPORT SERVICES  
LIMPOPO PROVINCE  
CC BINTA