

**POST:** Administration Officer (Sergeant)

**LOCATION:** Division: Supply Chain Management, Facility Management: Programme and Project Management, Head Office, Pretoria

**LEVEL OF REMUNERATION:** Band A R299 406 – R368 796 per annum

**REFERENCES:** SCM30/2025 (5 posts)

**The generic minimum requirements applicable to all posts:**

- Applicants must display competency in the post-specific functions of the post;
- Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database (NLRD) on at least NQF 4;
- Be (proficient) in at least two official languages, of which one must be English;
- Be a citizen of the Republic of South Africa of which documentary proof must be furnished;
- Be in possession of at least a valid light motor vehicle driver's license;
- Must have no previous convictions or pending criminal / departmental or civil cases;
- Must not have any tattoo marks which will be visible when wearing any uniform of the Service;
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

**Additional Requirements**

- An applicable Certificate or higher (accredited by SAQA on NQF level 5 or higher) in any built Environment Engineering Field i.e. Project Management/ Business Administration/ Electrical/ Mechanical/ Civil/ Structural or any other similar related built environment course.
- **Skills:** Technical Project filing, Minute taking, Filing, Computer literacy (Power point/ Excel/ Word), Problem solving, Presentation and technical documentation administration, Taking minutes, People skills and project management.
- Competent in Microsoft office and any other related software.

**Core Functions**

- Undertake clerical duties within the project office.
- Updating the Project Management Dashboard and National Treasury IRM system.
- Providing project management support functions. 8Filing of all project deliverables throughout the project lifecycle.
- Oversee the coordination and arrangement of client meeting.
- Undertaking all processes relating to Document control and transmission.
- Preparation of minutes for all client meetings.
- Ensuring that gateway reviews templates are completed and filed.
- Ensure all project documentation filing and archiving.
- Undertaking all site visit arrangements for the teams.
- Assisting project managers with risk register and project dashboard compilation.
- Updating all presentations and reports for internal and external purposes.
- Assist in packaging bid specification and tender documentation.
- Assist project manager with stakeholder engagement and communication management.

**GENERAL:**

- The closing date for the applications is **2026-01-30 at 16:00.**
- **Only the official application form for salary 2-12, (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted.** All instructions on the application form must be adhered to, and all previous/ pending criminal/ disciplinary convictions must be declared. 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 separate application form must be completed for each post.
- It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided below (Please note that applications that are submitted to an incorrect physical address will not be considered).
- **Late applications will not be accepted or considered.**
- A comprehensive *Curriculum Vitae*, **Uncertified** copies: - of an applicant's ID, **Senior Certificate and all educational qualifications obtained (Degree/ Diploma as well as the Academic record)**, service certificates of previous employers stating the occupation, **proof of relevant experience in the field of the post and motor vehicle driver's license**, must be attached to the application.
- Short-listed candidates will be required to produce **originals** of their 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 licenses submitted will be subjected to verification checking with the relevant institutions.
- Short-listed candidates will be subjected to fingerprint screening, reference checking and verification of address, where necessary.
- Appointments will be made in terms of the **South African Police Service Act, 1995 (Act no 68 of 1995)** as applicable to the post environment.
- If a candidate is short-listed, it can be expected of him/her to undergo a personal interview.
- Successful applicants not yet appointed in terms of the South African Police Service Act, 1995 (Act no 68 of 1995) will have to undergo a medical examination, may be subjected to a psychometric assessment and must be found to be medically and psychologically fit. They will further have to comply with the prescripts on the SAPS Dress Order, whereby tattoos may not be visible when wearing uniform, and must be willing to undergo the prescribed Introductory Police Development Learning Programme.
- **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 to that post.**
- **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 to that 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 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.**

- 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.
- 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.
- The South African Police Service is under no obligation to fill a post after the advertisement thereof.

➤ **APPLICATIONS:**

Applications may be posted or hand-delivered to the following addresses **(Please utilize one (1) mode of delivery which is convenient for you):**

**Postal Address:**

Private Bag X 254

**PRETORIA**

0001 (For attention: Lt Colonel Moleko)

**Hand Delivery Address:**

117 Cresswell Road (Cnr Cresswell & Pretoria Road)

Silverton, **PRETORIA** (Box at the main Security Gate)

- Enquiries can be directed to **Brigadier A Muli** telephone: 012 349 6026 / Cell 082 356 4769

**We welcome applications from persons with disAbilities**



