

LOCATION: Technology Management Services, Port Elizabeth ICTU

REFERENCES: TMS 08/2018

Generic Requirements:

- Applicants must display competency in the post specific core functions;
- Be proficient in at least two official languages, of which one must be English;
- Must be SA citizen;
- Must have no previous criminal convictions or cases pending;
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

Additional Requirements:

- 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.

Core Functions:

- Maintaining of a high level of hygiene in and around the workplace assigned to which may include either or both inner and outer parameters.
- Performing tasks of a routine nature, such as dust the working environment.
- Polish furniture and floors.
- Vacuum carpets and mopping of tile floors and remove refuse
- Clean bathrooms and kitchens.
- Safekeeping and handling of a variety of Aids in the cleaning of the premises.

GENERAL

- Only the official application form (newly developed form is available from all police station, on the SAPS website www.saps.gov.za and at the SAPS Recruitment offices) will be accepted. All instructions on the application form must be adhered to and previous criminal 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.
- 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.
- Comprehensive Curriculum Vitae must be submitted together with the application form.
- Certified copies of an applicant ID document, valid motor vehicle driver's license and all educational qualification obtained must submitted together with the application form
- Applicants are requested to initial each and every page of the application form, CV and all annexures.

- Through the filling of the above mentioned posts, an applicant whose appointment will promote representivity may receive preference. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview which may include practical test or presentation.
- The South African Police Service will verify the residential address and qualification of applicants, as well as citizenship. Reference checking will be conducted on all short listed applicants.
- Applications must be mailed in time, as late applications will not be accepted. No faxed or e-mailed applications will be accepted.
- 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 the post after the advertisement therefore.
- 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.
- People with disabilities are welcome to apply.
- Correspondence will be conducted with successful applicants only.
- Recommended candidates will be subjected to fingerprint screening.
- Short-listed candidates will be subjected to security clearance.
- **Closing date for applications is 13 April 2018**
- Late applications will not be considered.
- Appointments will be made in terms of the Public Service Act as applicable to the post environment.
- The Division is under no obligation to fill a post after the advertisement thereof. Although the post is advertised, the National Commissioner may withdraw the post from the advertisement, re-advertise the post or fill the post by transferring a person at the same level where is deemed to be in the interest of service delivery.

Applications must be posted to:

Applications can be forwarded (for attention **Lt Col MS Matsomane/ WO PS Ramalepe**) to:

Division: Technology Management Services

South African Police Service

Private Bag X 22

Hatfield

0028

Hand delivered to:

Applications can be forwarded (for attention **Lt Col MS Matsomane/ WO PS Ramalepe**) to:

Office No. PPS 138/143
Tulbach Park Building
Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets
Hatfield
Pretoria

Enquiries can be directed to:

Colonel RM Moloto
Lt Col MS Matsomane
Warrant Officer PS Ramalepe
Warrant Officer TM Chazi
Tel: 012 432 7377/012 432 7194/7206/7401

We welcome applications from persons with disAbilities

