

**LOCATION: Eastern Cape Province:** (Burgersdorp SAPS)

**REFERENCES: EC04/03/20** (1 post)

**Generic Requirements:**

- Applicants must display competency in the post-specific functions of the post;
- Be a South African Citizen
- A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary.
- Fluency in at least two official languages, of which one must be English.
- Must have no previous convictions or cases pending
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification
- Be willing to work irregular hours. Additional requirements applicable to the posts of K9 Unit:- not being allergic to dust / animals / grass

**Core Functions:**

- Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters
- Performing tasks of a routine nature, such as dust working the environment
- Polish furniture and floors
- Vacuum carpets and mopping of tile floors
- Remove refuse
- Perform maintenance tasks in and around the assigned premises
- Clean bathrooms and kitchens
- Safekeeping and handling of a variety of Aids in the cleaning of the premises
- Loading and unloading of goods
- Garden maintenance services
- Washing and cleaning of state vehicles, kitchenware and utensils.

**General:**

- Only the official application form (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. 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 applicant's ID, Grade 10 (Std 8) and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post.
- In view of corona virus (Covid 19) Pandemic and DPSA instructions, the certification are not compulsory
- Qualifications 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.

- Appointment will be made in terms of the Public Service Act, 1994 as applicable to the post environment.
- Applications must be mailed timeously. Late applications will not be accepted or considered.
- **The closing date for applications is: 31 July 2020**
- 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 applicants.
- **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 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<sup>st</sup> of 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.
- 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.

**Hand delivered applications may only be submitted at** (Please ensure that your application forms reach the correct Recruitment Centre according to the reference you apply for):

<p><b><u>Aliwal North – Recruitment</u></b>            Ref: EC04/03/20 to EC06/03/20            Enquiries: W/O Zililo / PPO Lepota            Contact: 051 633 1443 / 1470            Address: 21 Grey Street            (Old SPAR Building)            Room 103 / 108 Ground Floor            Aliwal North            9750</p>	<p><b><u>Alice – Recruitment</u></b>            Ref: EC01/03/20 to EC03/03/20            Enquiries: PO Bukani / PO Mawisa            Contact: 040 653 0875            Address: 1 Bell Street            Alice            5700</p>	<p><b><u>Cofimvaba – Recruitment</u></b>            Ref: EC07/03/20            Enquiries: PPO Mdlungu            Contact: 047 874 0009 (Ext. 119/114)            Address: Cofimvaba Cluster            Main Street            Cofimvaba            5380</p>
<p><b><u>East London – Recruitment</u></b>            Ref: EC08/03/20 to EC10/03/20            Enquiries: W/O Hen            Contact: 043 711 3743            Address: Waverly Park            Room G06            36 Phillip Frame Street            Chiselhurst            East London            5201</p>	<p><b><u>Elliot - Recruitment</u></b>            Ref: EC11/03/20            Enquiries: Capt Gcebe / PO Matshiqi /            AC Njokweni            Contact: 045 931 6026 / 6028            Address: 17 Barry Road            Elliot            5460</p>	<p><b><u>Graaff-Reinet - Recruitment</u></b>            Ref: EC12/03/20            Enquiries: PO NR Johnson            Contact: 049 807 1128            Address: 4 Middle Street            Graaff-Reinet            6280</p>
<p><b><u>Grahamstown – Recruitment</u></b>            Ref: EC13/03/20 to EC15/03/20            Enquiries: PO Lungile</p>	<p><b><u>Humansdorp - Recruitment</u></b>            Ref: EC16/03/20 &amp; EC17/03/20            Enquiries: PPO L Gova</p>	<p><b><u>King William’s Town - Recruitment</u></b>            Ref: EC18/03/20 to EC20/03/20            Enquiries: Capt Zoya / AC Jonghlati</p>

Contact: 046 603 9109 Address: Grahamstown Police Station 16 Beaufort Street Market Square Grahamstown 6141	Contact: 042 200 7107 Address: 2 Rheeboek Street Panorama Humansdorp 6300	Contact: 043 604 0163 / 0170 Address: King William's Town SAPS 28 Amatola Row King William's Town 5600
<b><u>Motherwell - Recruitment</u></b> Ref: <b>EC21/03/20 &amp; EC22/03/20</b> Enquiries: Capt Engelbrecht Contact: 041 407 6462 / 6521 Address: Motherwell Police Station 1 <sup>st</sup> Floor – Room 145 100 Tyinira Road Motherwell NU 10 6212	<b><u>Mount Fletcher - Recruitment</u></b> Ref: <b>EC23/03/20 to EC25/03/20</b> Enquiries: W/O Lesirela / PO Maphela Contact: 039 257 0020 Address: Taylor Bequest Street Mount Fletcher 4770	<b><u>Mount Road - Recruitment</u></b> Ref: <b>EC26/03/20 to EC28/03/20</b> Enquiries: Lt Col Pohleli Contact: 041 394 6629 Address: Mount Road SAPS 1-9 Lennox Street Mount Croix Port Elizabeth 6000
<b><u>Mthatha - Recruitment</u></b> Ref: <b>EC29/03/20 &amp; EC30/03/20</b> Enquiries: Capt Z Mabusela / PO G Makamba Contact: 047 505 5141 / 5279 Address:- PRD II Building 10 <sup>th</sup> Floor, Room 1053 Sutherland Street Mthatha 5099	<b><u>Mdantsane – Recruitment</u></b> Ref: <b>EC31/03/20</b> Enquiries: Lt Col Kemp Contact: 043 708 7000 Address: Mdantsane SAPS 2 <sup>ND</sup> Floor 1 Mazaule Street NU1, Mdantsane 5219	<b><u>Port Alfred - Recruitment</u></b> Ref: <b>EC33/03/20 &amp; EC34/03/20</b> Enquiries: AC Z Joni Contact: 046 604 2023 Address: 3 Pascoe Crescent HRM – Room 28 Port Alfred 6170
<b><u>Port St Johns - Recruitment</u></b> Ref: <b>EC35/03/20 &amp; EC36/03/20</b> Enquiries: PPO Johannes Contact: 047 564 6230 / 6223 Address: Port St Johns SAPS Berea Road Port St Johns 5120	<b><u>Queenstown - Recruitment</u></b> Ref: <b>EC37/03/20 to EC41/03/20</b> Enquiries: PO Bakumemni / PO Nyathi Contact: 045 808 1127 / 1036 Address: Old SANDF Base Building 57 Queenstown 5320	<b><u>Uitenhage - Recruitment</u></b> Ref: <b>EC42/03/20</b> Enquiries: PO E Tshikila Contact: 041 996 3015 Address: Uitenhage SAPS Broad Way Building Chase Street Uitenhage 6229
<b><u>Provincial Head Office (PHO)</u></b> Ref: <b>EC32/03/20</b> Enquiries: PO Nogaga / PO Zenani Contact: 040 608 7158 / 155 / 156 Griffith Mxenge Building Recruitment & Staffing Zwelitsha 5601		

Due to the delay in the postal system, posted applications will not be accepted. **Applicants are encouraged not to post applications but to utilize Courier Services (door to door).** APPLICATIONS SEND BY FAX OR E-MAIL WILL NOT BE ACCEPTED OR CONSIDERED

**We welcome applications from persons with disAbilities**



