LOCATION: Division Human Resource Management: Psychological Services: Norms and Standards: (Pretoria)
REFERENCES: HRM 2/1/2020 (1 post)

Generic Requirements:

- Applicant must display competency in the post-specific functions of the post;
- Be in possession of a Senior Certificate (Grade 12) and an applicable three year Diploma / Degree registered on the National Learner Record Database on at least NQF level 6 or higher;
- be (proficient) in at least two official languages, of which one must be English;
- Must be a SA citizen.
- Must have no previous convictions or cases pending;
- Computer Literacy. *Interpersonal, communication and Organizational Skills.
- Report Writing, presentation, development skills;
- be in possession of at least a valid light driver’s license;
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification;
- Relevant courses in the field of the post may be an advantage.

Additional post requirements:

- Relevant Honors/ Master’s degree in Psychology
- Registered at the Health Professions Council of South Africa as a Psychologist or Registered Counsellor and submit proof [certified copy] of valid registration for the financial year 2020/2021
- Experience as a Registered counsellor / Psychometrist will be an added advantage.

Core Functions:

- Development of Organizational Norms, Standards and Procedures
- Ensure facilitation of Assessment Centres, Team Building/Development Initiatives
- Administer Psychometric Assessments *Conduct Organizational Diagnosis and team building initiatives.
- Trauma Debriefing
- Offer supervisory services to other psychology professionals
- Work in a multi-disciplinary Employee Health and Wellness Team.
- Improve the mental well-being of members by providing psychological, emotional, and personal and work- interventions.
- Management of projects and mental health related initiatives.
- Marketing of Psychological services.
- Assist with the facilitation of Assessment Centers.
- Management of human, physical and financial resources

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.
- Copies of an applicant’s ID, Senior Certificate and all educational qualifications obtained together with academic Record thereof and service certificates of previous employers stating the occupation and period must also be submitted and attached to the application form.
- Qualifications and driver’s licences submitted will be subjected to verification checking with the relevant institutions.
- Applications must be mailed timeously. Late applications will not be accepted or considered.

**The closing date for applications is: 2020/08/28**

- 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.
- All short-listed candidates will be subjected to fingerprint screening
- **Appointments will be made in terms of the Police Service Act, 1995 as applicable to the post environment.**
- Applicants appointed under the Police Service Act, 1995 will be subjected to a medical assessment by a medical practitioner as determined by SAPS prescripts.
- They will further have to comply with the prescripts on the SAPS Dress Order, whereby tattoos may not visible when wearing uniform and must be willing to undergo the prescribed introductory Police Development Learning Programme at a SAPS training institution, where applicable.
- **The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31ST of January 2015 provides a buccal (inside check) 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.**
- **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.**
- 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.
Hand delivered applications may only be submitted at Koedoe Building, 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Streets, Koedoe Building (arcade), Pretoria. Application must be deposited into the box available at the reception area. Due to COVID-19 restriction it is advised that applications be e-mailed to one of the e-mail address indicated below.

Applications can be forwarded by post to be addressed to: The Section Head: Support Services, (Attention: Lt Col M Williams/ Capt LV Mabasa/ PO M Makondo/ PO BP Mabena), Division: Human Resource Management, South African Police Service, Private Bag X 94, Pretoria, 0001; or email at WilliamsMarcia@saps.gov.za, MabasaLovey@saps.gov.za, MakondoM@saps.gov.za, MabenaB@saps.gov.za

Enquiries can be directed to Capt Mabasa/ PO Makondo/ PO Mabena at telephone: (012) 393 5076/ 5060 /5061