LOCATION: Division Human Resource Management: Spiritual Services: Employee Health and Wellness (Pretoria)
REFERENCES: HRM 4/1/2020 (3 posts)

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:

- Applicants must at least have a three year theological qualification at a recognized institution, Recorded on the National Learner Record Database (NLRD) on at least an NQF 6 or higher level.
- Proof of Academic Record of qualification/s from recognized institution (SAQA accredited - NQF level 6).
- Proof of a valid Ordination certificate as preacher (i.e. minister of religion) recognised by the current ecclesiastical denomination concerned.
- Applicant must submit proof of a valid good standing certificate/ letter issued by the current ecclesiastical denomination concerned.
- Knowledge, skills and 3 years extensive proven post-ordination experience as a minister of religion.
- Must be able to work in a diverse group, have good interpersonal, communication, facilitation and presentation, monitoring and evaluation, report writing, problem solving, conflict resolution and computer skills (Ms Word, Ms PowerPoint and Ms Outlook). A knowledge of Ms Excel will be advantage.

Core Functions:

- Develop and render professional Spiritual Services interventions to SAPS employees.
- Minister to SAPS employees through developing and rendering support (general and pastoral care) programmes, interventions and projects to address the spiritual needs of the SAPS employees.
- Address the spiritual needs of SAPS employees and their families through profession specific Pro- and Re-Active -Spiritual Services ministry.
- Develop and implement the multi-disciplinary
- Approach interventions within the Employee Health and Wellness environment.
- Develop and maintain the protocols and policies in terms of the set standards of the Section Spiritual Services and the Employee Health and Wellness policies
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

We welcome applications from persons with disAbilities