

**LOCATION: Division: Protection and Security Services: Provincial Head: (Gauteng)**

**REFERENCES: PSS PH GP 03/20 (1 post)**

**Generic Requirements:**

- Applicants must display competency in the post-specific functions of the post;
- Be in possession of a Senior Certificate (Grade 12). Be fluent in at least two official languages, of which one must be English
- Must be a SA citizen
- Appropriate / relevant experience in the field of the post as well as competency in MS Word, Excel and PowerPoint will be an advantage. Must have no previous convictions or cases pending
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification
- Willing to work irregular / extended hours when necessary.

**Core Functions:**

- To provide secretarial support functions such as to arrange and prepare meetings, agendas, typing and taking minutes. Answer and screen all incoming calls. Liaise with all other Components, Sections and Provincial Heads on matters relating to the Division: Protection and Security Services. Maintain good record keeping, filing system and bring forward. Handle confidential documents. Process and submit claims, make travel and accommodation arrangements and manage the diary as well as receive and hosts visitors at the office. Operate standard equipment (fax, photo copy machine, telephone, computers etc.). Serving of refreshments to visitors during meetings. Manage office inventory.

**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 and **all other educational qualifications. It is not necessary for certification and commissioning of applications at this stage due to COVID-19 restrictions. Qualifications submitted will be subjected to verification checking with the relevant institutions.**
- **Appointment will be made in terms of the Public Service Act, 1994 as applicable to the post environment.**
- 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.**
- 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. Applications must be mailed timeously. Late applications will not be accepted or considered. **The closing date for applications is: 2020-10-02.**

**Due to restriction of movement as a result of COVID-19, application forms may be e-mailed to the e-mail addresses below:**

**GAUTENG**

The Provincial Head  
Protection and Security Services  
Private Bag X650  
Pretoria  
01 0001  
02

Hand delivery:-  
Land Affairs Building  
184 Jeff Masemola  
Pretoria

Lt Col Naidoo [NaidooT@saps.gov.za](mailto:NaidooT@saps.gov.za), (012) 353-6701  
Lt Col Bonga [BongaJS@saps.gov.za](mailto:BongaJS@saps.gov.za), (012) 353-6779  
Capt Pieters [PietersJ4@saps.gov.za](mailto:PietersJ4@saps.gov.za), (012) 353-6739  
PPO Tebele [TebeleHelen@saps.gov.za](mailto:TebeleHelen@saps.gov.za), (012) 353-6729

**We welcome applications from persons with disAbilities**

