

**POST:** Forensic Analyst (Warrant Officer)

**LOCATION:** Quality Assurance, Quality Management, Questioned Documents, Forensic Science Laboratory, Head Office, Pretoria

**LEVEL OF REMUNERATION:** Band B1, Salary Notch 3, R304 851 per annum

**REFERENCES:** FS 92/2021

**Generic Requirements:**

- Applicants must display competency in the core functions of the post;
- Be fluent in at least two of the official languages, of which one must be English;
- Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational);
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification;
- Must have no criminal record or pending criminal/ departmental cases;
- Computer literacy, interpersonal communication (verbal and written) and organizational skills;
- At least a valid light vehicle driver's license).
- The post requirements are applicable as specified in addition to the generic minimum requirements as specified in the specific post.

**Additional Post Requirements:**

- Be in possession of a three (3) year Degree or Diploma recorded on the National Learner Record Database at NQF level 6 or higher in Natural Sciences or Quality Management;
- Knowledge of ISO 9001, 17025, 17020, Minimum Information Security Standard (MISS) Act and Good Laboratory / Manufacturing Practice will be an added advantage;
- Relevant experience in the field of the post will be an advantage;
- Skills in respect of decision-making, communication, strategic thinking, presentation, report writing, word processing, excel spread sheets, facilitation, inter- and intra-personnel relations and management skills.

**Core Responsibilities:**

- Implement Quality Assurances principles;
- Facilitate the development and review of Quality Manual, SOPs and related forms;
- Archiving of Obsolete documents;
- Conduct quality audits and inspections;
- Compile and communicate inspection/audit reports;
- Conduct witnessing for the examination types in the respective provinces/environment;
- Plan and conduct quality circles;
- Maintain personal competency records;
- Develop and administer the Proficiency Test (PT) Program for the environment/province, including database and conduct trend analysis on the PT success.

### **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 and all previous/pending criminal/disciplinary 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. A separate application form must be completed for each post.
- A comprehensive Curriculum Vitae must be submitted together with the application form.
- Certified copies (certification preferably by Police Officers) of an applicant's ID document, motor vehicle driver's license (Police Act appointments), Senior Certificate and all educational qualifications obtained together with the academic record (statement of results) thereof and service certificates of previous employers stating the occupation and the period, must also be submitted and attached to every application. The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than six (6) months. All qualifications and driver's licenses submitted will be subjected to verification checking with the relevant institutions.
- The closing date for the applications is **2021-05-07**. Applications must be mailed timeously. Late applications will not be accepted or considered.
- Appointments will be made in terms of the SAPS Act as applicable to the post environment.
- If a candidate is short-listed, it can be expected of him/her to undergo a personal interview.
- Successful applicants to be appointed in terms of the South African Police Service Act, 1995 (Act no 68 of 1995) and applicants not yet appointed in terms of the South African Police Service Act, 1995 (Act no 68 of 1995) will have to undergo a medical examination and maybe subjected to a psychometric assessment and found to be medically and psychologically fit.
- They will further have to comply with the prescripts on the SAPS Dress Order, whereby tattoos may not be visible when wearing uniform, must be willing to undergo the prescribed Introductory Police Development Learning Programme and are expected to work flexi hours or shifts in the execution of their duties.

- The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2015 requires that all new recruits (appointments) in the South African Police Service as from 31st of January 2015 provide a buccal sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to 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.
- All short-listed candidates will be subjected to fingerprint screening. Candidates will be subjected to a vetting process which will include security screening and fingerprint verification.
- Correspondence will be conducted with successful candidates only. If you have not been contacted within three (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 and enquiries can be directed to:  
Lt Colonel G Moonsamy / Captain S Maharaj  
Tel: (012) 421-0155  
Tel: (012) 421-0193

Postal Address:  
Private Bag X 322  
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**We welcome applications from persons with disAbilities**

