

POST: Secretary

LOCATION: SAPS Academy, Hammanskraal

LEVEL OF REMUNERATION: Salary Level 5, R176 310 per annum

REFERENCES: HAM1/3/22

Generic Competencies:

- Applicants must display competency in the post-specific core functions of the post;
- Be fluent in at least two of the official languages, of which one must be English;
- Be a South African Citizen;
- must have no previous criminal / departmental convictions or criminal / departmental cases pending;
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

Additional Requirements:

- In possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4;
- Computer literacy in MS Office, Excel and Power Point may serve as an advantage.

Core Responsibilities:

- Provide secretarial support to the Academy Commander;
- Manage correspondences of the Office of the Academy Commander;
- Manage the diary of the Academy Commander for internal and external engagements;
- Co-ordinate travel arrangements, including accommodation, subsistence allowances and claims;
- Manage emails and telephones in the Office of the Academy Commander;
- Manage the brought forward system in the Office of the Academy Commander.

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, all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license.
- Qualifications and driver's licences 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.
- Appointments 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: **2022-04-29 at 16:00.**
- 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 can be posted or hand delivered at the following address:

Shorburg Building 6th Floor (HRM)
 429 Helen Joseph Street
 PRETORIA
 0001

Or

Private Bag X177
Pretoria
0001

- Enquiries may be directed to: Lt Colonel Masemola (012 334 3893) / Captain Hagen (012 334 3796) / PPO Mahlangu (012 407 2112) / PO Moreme (012 334 3894) / PO Kekana (012 334 3513)

We welcome applications from persons with disAbilities

