

POST: General Worker

LOCATION: Provincial Office, Greenpoint, Western Cape

LEVEL OF REMUNERATION: Salary level 2, R107 196 per annum

REFERENCES: **WCG07/2022** (2 posts)

Generic requirements:

- Applicants must display competency in the post-specific functions of the post
- Be in possession of relevant qualification for specific post
- Be a SA Citizen
- Be fluent in at least two official languages, of which one must be English
- Must have no previous convictions or cases pending. Applicants will be subjected to a vetting process which will include security screening and fingerprint verification
- be willing to work irregular hours.

Requirements:

- 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;
- A Grade 10 qualification will serve as an advantage;
- Basic literacy, numeracy and communication skills; be able to read and write;
- the ability to operate elementary machines and equipment;
- willing to work extended hours, when necessary.

Duties:

- Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters;
- Performing tasks of a routine nature, such as dusting; Polish furniture and floors. Vacuum carpets and mopping of tile floor;
- Remove refuse;
- Perform maintenance tasks in and around the assigned premises;
- Clean Bathrooms and kitchens;
- Safekeeping and handling of a variety of Aids in the cleaning of the premise;
- Loading and unloading of goods.
- Garden maintenance services; Washing and cleaning of state vehicles, kitchenware and utensils.

General:

- Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) 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 as well as copies of an applicant's ID, **Senior Certificate and all educational qualifications obtained**, service certificates of previous employers stating the occupation and **proof of the relevant experience in**

the field of the post and motor vehicle driver's license (where required) must be submitted together with the application form.

- **The copies do not have to be certified and original documentation must be produced during the selection process as requested.**
 - **Qualifications and driver's licenses 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 (ACT NO. 103 OF 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 2022-12-02 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.
 - The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.
- Applications may be hand –delivered as follows:
South African Police Service
25 Alfred Street
Green Point
Cape Town
- Application forwarded by posts to be addressed to:
SA Police Service
Private Bag X9004
Cape Town
8000
- Enquiries: Tel no (021) 4177 231 / (021) 4177 235

We welcome applications from persons with disAbilities

