

POST: General Worker

LOCATION: **Division:** Detective and Forensic Services, Local Criminal Record Centre
Port Alfred, Criminal Record and Crime Scene Management, Eastern Cape

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

REFERENCES: FS 56/2022 (1 post)

Generic 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 criminal record or pending criminal/departmental cases.
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- The post requirements are applicable as specified in addition to the generic minimum requirements as specified in the specific post.

Additional Post Requirements:

- A Grade 10/ Standard 8 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

Core Functions:

- Maintaining 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 the environment;
- Polish furniture and floors;
- Vacuum carpets and mopping of floors;
- 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/careers) 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.
- 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.
- Uncertified copies of an applicant's ID, **Senior Certificate and 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** (where required), must be attached to the application.
- The **closing date for the applications is 2022-12-19** Applications must be mailed timeously. Late applications will not be accepted or considered.
- Appointments will be made in terms of the PSA 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.
- 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 / PPO PM Phahlane

Tel: (012) 421-0584/ 0193/ 0155

Postal Address:

Private Bag X 322

PRETORIA

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Hand Delivery Address:

Cnr Beckett and Pretorius Street

Strelitzia Building

Arcadia

0083

We welcome applications from persons with disAbilities

