

POST: Administration Clerk

LOCATION: Technology Management Services, Head Office, Pretoria

LEVEL OF REMUNERATION: Salary level 5, R181 599 per annum

REFERENCES: TMS 52/2023 (1 post)

Generic Requirements:

- Applicants must display competency in the post-specific core functions of the post;
- Be a South African Citizen;
- Be fluent in at least two of the official languages, of which one must be English;
- 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;
- Be willing to work under pressure as well as extended hours.

Additional Post Requirements:

- Be in possession of a Senior Certificate (Grade 12) or National Certificate Vocational recorded on the National Learner Record Database on NQF level 4;
- A three (3) Diploma / Degree recorded on the National Learner Record Database (NLRD) on NQF level 6 or higher in the field of post, will serve as an added advantage;
- Competency in MS Word, Excel and Power Point will serve as an added advantage.

Core Functions:

- Type reports, letters, memorandums and monitor flow of documents to the office of the Divisional Commissioner;
- Assist with secretarial and administrative support functions;
- Assist to manage the diary, receive and host visitors of the Divisional Commissioner;
- Arrange travelling and subsistence allowance for the Divisional Commissioner.

General:

- **The closing date for applications 03 April 2023 at 15:30.**
- Only the official application form (available on the SAPS website (www.saps.gov.za) and at SAPS recruitment offices/Police Stations) will be accepted. All instructions on the application form must be adhere to. Failure to do so may result in the rejection of the application. The Z83 previously utilized will no longer be accepted.
- **Applications must be e-mailed timeously. Late applications will not be accepted or considered.**
- **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.
- Uncertified copies of an applicant's ID document, motor vehicle driver's licence (where required), and all educational qualifications obtained together with academic records thereof and service certificates of previous employers stating the occupation, must also be submitted and attached to every application. Original documentations of short listed candidates must be produced during the selection process as requested.

- 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.
- All short-listed candidates will be subjected to fingerprint screening.
- Persons with previous convictions are excluded.
- Applicants appointed under the Police Service Act will be subjected to a medical assessment by a medical practitioner as determined by SAPS prescripts.
- Applicants appointed under the Police Service Act will be subjected to undergo a lateral entry programme at a SAPS Academy & Training Centre and will be expected to qualify as competent and to maintain such competency throughout his or her service, by the employee to possess and use of a firearm(s) as required by the SAPS.
- If a candidate is short-listed, it can be expected of him/her to undergo a personal interview and subjected to security clearance.
- 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.
- Appointments will be made in terms of the Police Service Act, 1995 (Act 68 of 1995) and Public Service Act, 1994 (Act 103 of 1994) as stipulated.
- Reference checking will be conducted on all short listed candidates. 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.
- The South African Police Service is under no obligation to fill a post after the advertisement thereof.
- The SAPS application form can be obtained from any SAPS Recruitment Office within the South African Police Service. **Application forms may be posted or hand delivered to the following addresses:**

Postal Address: Division: Technology Management Services
 South African Police Service
 Private Bag X 22
HATFIELD
 0028

or

Hand Delivery: Office No. PPS 138/143
 Tulbach Park Building
 Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets
HATFIELD
 Pretoria.

- **Enquiries can be directed to:** Lt Colonel Xoko / Warrant Officer Mashike / Personnel Officer Nkadameng at Tel: 012 432 7709/ 7438/ 7964.

We welcome applications from persons with disAbilities

