

POST: Secretary

LOCATION: Division: Detective and Forensic Services, Organised Crime Investigations, Head Office, Pretoria

LEVEL OF REMUNERATION: Salary level 5, R 202 233 per annum

REFERENCES: DS 02/2023 (1 post)

Generic Requirements:

- Applicants must display competency in the post-specific core functions.
- Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database (NLRD) on at least NQF 4.
- Applicants must display competency in the post-specific core functions of the post;
- Be fluent in at least two official languages of which one must be English.
- Be a South African Citizen.
- Computer literacy, interpersonal communication (verbal and written) and organizing skills.
- Must have no previous criminal / departmental convictions or criminal / departmental cases pending. Degree / Diploma in the field Administration will be an added advantage.
- Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage.
- Be willing to work under pressure and extended hours.

Core Functions:

- To provide secretarial support functions to the office of the Component Head.
- Arrange, prepare meetings, agendas, typing and taking minutes.
- Answer and screen all incoming calls to the office of the Component Head.
- Liaise with other Components and Sections on matters relating to the Component Head's office.
- Maintain good record keeping, filing and bring forward system.
- Handle confidential documents.
- Process and submit claims, make travelling and accommodation arrangement. Manage the diary manually and electronically as well as receive and host visitors of the office.
- Operate standard equipment (fax, photocopy machine, telephone, computer).
- Serve refreshment to visitors and during meetings. Manage office inventory.

General:

- **Only the official application form (available on the SAPS website (www.saps.gov.za) 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 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.

- Uncertified copies of an applicant's ID, **Senior Certificate and all educational qualifications obtained**, proof Academic Records of qualification/s from recognised institution/s (SAQA accredited), service certificates of previous employers stating the occupation, **proof of relevant experience in the field of the post and motor vehicle driver's license**, must be attached to the application. **Original documentation of short listed candidates must be produced during the selection process as requested.**
- 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 the applications is 19 May 2023 at 15:30.**

- If a candidate is short-listed, it will be expected of him/her to undergo a personal interview as well as practical assessment.
- Reference checking will be conducted on all short listed applicants.
- 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.

Enquiries can be directed to:

Lt Col WB Chauke Tel: (012) 393-1633/ 4478

Capt S Ntuli Tel: (012) 393 4478

PPO TS Kgwedi Tel: (012) 393-1277

PPO NT Lehapana Tel: (012) 393-1968

Applications may be submitted to the following address mentioned below:

Postal Address:

South African Police Service

Private Bag X 302

PRETORIA

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Hand Delivery

231 Watchuis Building

Francis Baard Street

Pretoria

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We welcome applications from persons with disAbilities

