

POST: Secretary

LOCATION: Division: Human Resource Management, Employee Relations, Head Office, Pretoria

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

REFERENCES: HRM 6/2023 (1 post)

Generic Requirements:

- Applicants must display competency in the post-specific core functions of the post;
- Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational);
- Be (proficient) in at least two official languages, of which one must be English;
- Must be a SA citizen.
- Must have no previous convictions or cases pending.
- Applicants will be subjected to a vetting process which will include security screening and fingerprints verification.
- Computer Literacy.
- Interpersonal, communication and Organizational Skills.
- Analytical, Self-Management and Problem Solving Skills.
- Report Writing, Client Orientation and Customer Focus.
- Service Delivery Innovation. Ability to work under pressure as well as extended hours.

Core Functions:

- To perform secretarial support and coordinate office activities to the Component / Section Head
- Perform professional secretarial assignments to the Component / Section Head
- Plan and organize meetings/ workshops for the Component / Section Head
- Perform administrative support duties for the Component / Section Head.

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. 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.**
- Only comprehensive Curriculum Vitae must be submitted together with the application form. Applicants are not required to submit copies of qualifications and other relevant documents.
- Only shortlisted candidates will be required to submit originals of all educational qualifications, proof of Academic Record of qualifications from recognized institutions (SAQA Accredited), drivers' license (not a pre-requisite) and identity document during the interview process.
- 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 posted / submitted timeously. **Late applications will not be accepted or considered.** The closing date for applications is **2023-05-26 at 16:00.**
- If a candidate is short-listed, it will be expected of him / her to undergo a personal interview.

- All short-listed candidates will be subjected to fingerprint screening and reference checking.
- **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 the process.**
- **The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database.**
- Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded.
- 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 South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.
- The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.
- **Late applications will not be accepted or considered. The closing date for applications is 2023-05-26.**
- Hand delivered applications may only be submitted at Koedoe Building, 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Streets, Koedoe Arcade, Pretoria. Application must be deposited into the box available at the reception area.
- Applications can be submitted by post to be addressed to: The Section Head: Support Services, (**Attention: Lt Col TR Motsepa /Capt LV Mabasa/ PO M Makondo/ PO BP Mabena**), Division: Human Resource Management, South African Police Service, Private Bag X 94, Pretoria, 0001.
- Enquiries can be directed to **Lt Col Motsepa /Capt Mabasa/ PO Makondo/ PO BP Mabena** at telephone: (012) 393 5076 / 5062/ 5060)

We welcome applications from persons with disAbilities



