

POST: Secretary

LOCATION: Division: Supply Chain Management, Programme and Project Management, Lynnwood, Perseour Park, Pretoria

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

REFERENCES: **SCM 3/2023** (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.
- Be a SA Citizen.
- Must have no previous criminal / departmental convictions or criminal cases pending.
- Applicants will be subjected to a vetting process which will include security screening and fingerprints verification.

Additional 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.
- Degree / Diploma in the field of the post will be an added advantage.
- Appropriate/relevant experience in the field of the post as well competency in MS Word, Excel and PowerPoint will be an advantage.

Core Functions:

- Type reports, letters, minutes, agendas, memoranda and handle confidential documents.
- Monitor the work flow of documents to and from the office of the Senior Manager by keeping a register.
- Manage the diary of the Senior Manager for internal and external engagements.
- Co-ordinate travel arrangements, including accommodation and subsistence allowances.
- Maintain good record keeping, filing and bring forward system.
- Distribute correspondence and circulars to the relevant stakeholders.
- Handle routine correspondence, send and receive e-mails and faxes immediately.
- Answer and make telephone calls on behalf of the Senior Manager and take messages professionally.
- Receive and host visitors in the office.
- Assist in serving refreshments to visitors during meetings.
- Assist in arranging and booking of venues for the meetings in accordance with the number of people expected to attend.
- Provide support during meetings and workshops involving the office of the Senior Manager.
- Operate standard equipment (fax, emails, photocopy machine, telephone and computers).

General:

- 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.
- **The post particulars and reference number of the post must be correctly specified on the application form.**
- All instructions on the application form must be adhered to, failure to do so may result in the rejection of the application.
- A comprehensive *Curriculum Vitae* must be submitted together with the application form;
- Original documentations of short listed candidates must be produced during the selection process as requested;
- 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.
- 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.
- Applications must be delivered timeously. No e-mails will be accepted. Late applications will not be accepted or considered. **The closing date for applications is 2023-05-26 at 14:00.**
- 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 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 forms can be obtained from any SAPS Recruitment Office within the South African Police Service. **NO E-MAILED APPLICATIONS WILL BE ACCEPTED.**

➤ APPLICATIONS CAN BE POSTED TO THE FOLLOWING ADDRESS:

The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For attention PPO S Babana or PO FH Mudau)

(Please note that **in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2023-05-26 at 14:00**)

➤ **APPLICATIONS HAND DELIVERED:**

The Divisional Commissioner: SCM, 117 Cresswell Road (cnr Cresswell and Pretoria Road), Silverton, Pretoria (Main Entrance, in the Wooden Box at the security)

➤ **ENQUIRIES:**

PPO S Babana, Tel no (012) 841 7123, PO FH Mudau, Tel no (012) 841 7217 and PO I Mphethi Tel no (012) 841 7179

We welcome applications from persons with disAbilities

