

POST: Secretary

LOCATION: Division: Legal Services, Arbitrations, Head Office, Pretoria

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

REFERENCES: LS 04/2023 (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:

- Keeping the diary accurately and coordinate meetings;
- Remind the Section Head on meeting schedules;
- Arrange and book venues for the meetings in accordance with the number of people expected to attend;
- Arrange refreshments for the attendees of the meeting;
- Handle routine correspondence;
- Render general reception service;
- Type documents, reports, letters, memorandums etc.
- Effective administration of a bring-forward system;
- Make travel and accommodation arrangements;
- Organize passport and related documentation for overseas trips;
- Submit claims of accommodation and expenditure after trips;
- Manage human and physical resources attached to the office.

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. 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), driver's licence (not a pre-requisite) and identify document during the interview process.

- 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, (Act 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 applications is 2023-05-26.**
- If a candidate is short-listed, it can be expected of him/her to undergo a personal interview.
- All short-listed candidates will be subjected to fingerprint screening.
- Reference checking will be conducted on all short listed applicants.
- **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.**
- 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.
- Hand deliver applications may only submitted at 152 Johannes Ramokhoase Street, Telkom Towers North, Pretoria. Applications must be deposited into the box available at reception area.
- Applications forwarded by post to be addressed to Section Head: Support Services (**Attention: Lt Colonel ME Mokholoane/ Captain KM Masetlwa**), Division: Legal Services, South African Police Service, Private Bag x94, Pretoria, 0001. Please post it timeously as late applications will be disqualified.
- Enquiries can be directed to Lt Colonel ME Mokholoane/ Captain KM Masetlwa on 082 773 3890

We welcome applications from persons with disAbilities



