

POST: Senior Administrative Officer: Staff Officer: (Captain)

LOCATION: Division: Executive Support and International Relations, Head Office, Pretoria

LEVEL OF REMUNERATION: Band C, R 417 963 per annum

REFERENCES: NC04/05/2023 (1 post)

Generic Requirements:

- Be in possession of at least a valid light motor vehicle driver's license (South African Police Act posts);
- Must have no previous criminal/ departmental convictions or criminal/ departmental cases pending;
- Must not have any tattoo marks which will be visible when wearing summer uniform (South African Police Act posts);
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

Additional Requirements:

- Be in possession of an applicable Degree or Diploma (SAQA accredited-NQF Level 6 or higher)
- A minimum of two (2) years relevant experience in the field of the post, of which one (1) should be on supervisory level.
- Be able to work under pressure as well as extended hours.

Core Functions:

- Provide management control on administrative functions and services in the office of the Section Head: Officer Manager to ensure the maintaining of good organizational systems on document management, document movement is aligned with Registry and Archive system;
- Secretarial and other services and functions are properly organized and applied and commitments are professionally attended to;
- Manage stakeholder consultations and recording of decisions in ensuring that consultations are properly organized for information management and properly recorded, proper record keeping of decisions and provide and communicate general briefing information on decisions taken;
- Undertake quality control of reporting, document control and information management of the office, with the managing of personnel's performance, ensure performance management and agreement reporting, compliance with MISS and document control, handle grievances and conflicts;
- Manage and control human and physical resources of the office with the implementation of financial control measures and safe-keeping of face value statements, submission of claims on expenditure on time and travelling arrangements be made and accommodation secured.

General:

- **The closing date for applications is 2023-06-09.**
- 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/or 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 must be forwarded to the following address(es):**

- **Hand delivered applications:** 152 Johannes Ramokhoase Street, Telkom Towers North, Pretoria (Application must be deposited into the box available at the reception area).
- **Posted applications:** The Section Head: Corporate Support, (**Attention: Lt Col JL Shandu/ Capt SJ Matlopela**), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001.
- .Enquiries can be directed to Lt Col JL Shandu/ Capt SJ Matlopela/ W/O TB Tshabalala/ SPO KK Mashiloane at telephone: (012) 397 7256/7240.

We welcome applications from persons with disAbilities

