

POST: General Worker

LOCATION: Human Resource Development, SAPS Band, (Kimberley) Northern Cape

LEVEL OF REMUNERATION: Salary level 2, R 125 373 per annum

REFERENCES: NC01/2023 (1 post)

Additional Post Requirements:

- Applicants must display competency in the post-specific core functions of the post.
- Be a South African Citizen.
- Basic literacy, numeracy and communication skills.
- Be able to read and write.
- A Grade 10 qualification will serve as an advantage.
- The ability to operate elementary machines and equipment.
- Willing to work extended hours when necessary.
- Must have no previous criminal / departmental convictions or criminal / departmental cases pending.
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

Core Functions:

- Maintaining of high level hygiene in and around the SAPS premises where routine tasks are to be performed, which may include either inner or outer parameters.
- Performing routine tasks such as dusting, polishing furniture and floors, removing refuse bags.
- Mopping of all tiled flooring. Cleaning bathrooms, kitchenware and utensils.
- Safekeeping and handling of a variety of cleaning materials.

General:

- **The closing date for applications is 2023-06-19.**
- 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 criminal convictions are excluded.
- 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.
- 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.
- Applications must be delivered timeously. No e-mails will be accepted. Late applications will not be accepted or considered.
- **Application forms must be hand delivered and enquiries directed as per post number to the following addresses:**

PROVINCE AND POST NUMBER	CONTACT PERSON	TEL NR	PHYSICAL ADDRESS
Northern Cape NC01/2023	Lt Col Diamond W/O Teise	(053) 839 2510/ 2813/ 2518/ 3724	Lewende Hawe Building, 19 George Street (locked silver container at entrance) KIMBERLEY

We welcome applications from persons with disAbilities



