

POST TITLE: Section Head: Criminal Record and Crime Scene Management: Quality Management

LOCATION: Division: Detective and Forensic Services, Head Office, Pretoria

LEVEL OF REMUNERATION: Level of Brigadier – Salary Level 13

Band A (SMS) = All-inclusive flexible remuneration package of R1 182 765

REFERENCES: 23/06/3508

Generic Competencies:

- The post requires skills in: strategic capability, analytical ability and leadership, programme and project management, financial management, change management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, audit and assurance, audit and risk management experience, stake holder relations and customer focus.
- Applicants must have knowledge of systems, processes, procedures, policies and legislation relevant to the field of the post, such as the Minimum Information Security Standards (MISS), Public Service Act, South African Police Service Act, as well as Public Finance Management Act, Treasury Regulations, Police / Public Service Regulations, Risk Management Framework in the Public Sector and other relevant legislation.
- Applicants must also be computer literate (Microsoft Word / Power Point / Excel).

Appointment Requirements:

Applicants:

- Must have at least a three (3) year Degree or Diploma (accredited by SAQA on NQF level 6 or higher) in Natural Sciences, Policing, Quality Management, Environmental Management, Health and Safety, Environmental and/or Occupational Health, or related fields of study.
- Must have competencies in the following ISO Standards: ISO 9001, 17025, 17020, 14001, 45001, 19011, 31000. Relevant Criminal Record and Crime Scene Management courses.
- Must have knowledge in the following legislation: Occupational Health and Safety (OHS) Act, National Environmental Management Act [NEMA], the Compensation for Occupational Injuries and Diseases Act [COIDA], Public Finance Management Act (PFMA) and Criminal Law (Forensic Procedures) Amendment Act.
- An applicable post graduate qualification relevant to the core functions of the post, relevant training and development in a Middle Management Learning Programme, Leadership and Management Training Programme, and / or Programme and Project Management may be an advantage;
- Must have a minimum of three years' appropriate managerial experience in the field of the post;
- Must be fluent in at least two of the official languages, of which one must be English;
- Must have a valid motor vehicle drivers' license; and

- Will be required to undergo a security vetting process to the level of Top Secret and obtain a security clearance of Top Secret within six months after appointment (if not already in possession of such a valid security clearance).

Core Functions:

- Management and implementation of the Quality Assurance Principles in line with ISO 17020, 17025 and 31000.
- Management of document review, risk assessments, technical and system audits, and proficiency testing programme for the Criminal Record Crime Scene Management.
- Management and implementation of Quality Control Principles in line with ISO 17020, 17025 and 19011.
- Conduct Quality Management inspections, quality circles, quality checks and quality case reviews.
- Management and implementation of Environmental Compliance Principles [ECO] in line with the relevant legislation, ISO 45001, 14001 and 31000. Manage the medical surveillance programme, emergency preparedness, waste management, Hazard Identification and Risk Assessment, SHE Induction, legal appointments and occupational hygiene survey.
- Manage performance information and reporting of Sectional performance, including compliance with the Minimum Information Security Standards {MISS} prescripts.
- Manage and utilize human, financial, physical and information resources in the immediate post environment in accordance with the strategies, priorities and regulatory framework of the SAPS.

General:

- Application forms specifically developed for this advertisement (containing the closing date for applications in Red on page 1), will be available from:

SAPS Head Office
 2nd Floor, Room T208
 Wachthuis Building
 Thibault Arcade
 225 Pretorius Street
 PRETORIA

- The use of any other (old) application form may result in the rejection of the application.
- Application forms will also be available at Provincial Offices, Human Resource Management and on the SAPS Website:
<https://www.saps.gov.za>.

- Application forms may be delivered (between 07:30 and 16:00) by hand to:

SAPS Head Office
Subsection: SMS Appointment Administration
2nd Floor, Room T208
Wachthuis Building
Thibault Arcade
225 Pretorius Street
PRETORIA

or may be posted to (please note that in the event that an application is posted, it must be reached at the indicated office before or on 3 July 2023 at 16:00):

The South African Police Service
Subsection: SMS Appointment Administration
Private Bag X986
PRETORIA
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- The onus is on the candidate to obtain a reference number as proof of registration of the application.
- Late applications will not be accepted or considered.
- Enquiries can be directed to ANY of the personnel at SMS Appointment Administration: Head Office including Colonel Naicker, Lieutenant Colonel Host, Lieutenant Colonel Rivombo, Captain Mashile or Captain Mbokane at telephone number: 012 393-4463 / 1112 / 1078 / 1014 / 2484 / 2773 / 2436.

PLEASE TAKE NOTE OF THE FOLLOWING REQUIREMENTS:

- The closing date for applications is: **3 July 2023 at 16:00.**
- Only the official application form (specifically developed for this advertisement) as mentioned in paragraph 6 supra will be accepted. The use of any other (old) application form may result in the rejection of the application. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The initials and surname of the applicant must be endorsed on every page of the application form in the space provided.
- The post particulars and number of the post must be correctly specified on the application form.
- A separate application form and CV must be submitted for each post applied for.
- The CV must contain full particulars of:
 - *all boards on which an applicant serves;
 - *current employment and other business interests;

- *career promotions, appointments, career developments, career history, and current studies and qualifications.
- An applicant must also attach to every application copies of ONLY the following documents (which need not be certified):
 - *ID document;
 - *valid motor vehicle drivers' licence (must be valid on closing date for applications as stipulated in the advertisement);
 - *post school qualification - Degree / Diploma certificates of all educational qualifications obtained (academic records and / or statements of results only do not suffice); and
 - *any specific document required in the advertisement.
- Applicants must declare all interests or involvement in a public- or private board or council or any other private entity of which such interest may create a conflict of interest.
- Applicant must indicate in the application form whether he / she has been found guilty of a criminal / departmental / disciplinary offence or whether any civil judgment have been delivered against him / her.
- Applicant must indicate in the application form whether he / she has any criminal / departmental / disciplinary investigation or hearing, or civil matters pending against him / her.
- Applicants must not have any tattoo marks which will be visible when wearing the prescribed Police summer uniform and must also not have any tattoo marks anywhere (visible or not visible when wearing the prescribed Police summer uniform) that will be irreconcilable with the objectives of the SAPS.
- Successful candidates for appointment, will be vetted in terms of Chapter 7, Part 2 of the Children's Act, 2005 (Act No 38 of 2005) or the National Sex Offenders Register [Section 42 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007)]. A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, may be disqualified from appointment to that post.
- If it appears after an applicant's appointment that his or her name appears in either of the indicated registers, his or her appointment may be re-considered.
- Candidates are expected to disclose if he / she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act No 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment to that post.
- The final selected candidate must disclose any financial interest, in the prescribed format, as provided for in the SAPS Employment Regulations, 2018 for newly appointed SMS candidates or proof of the electronic submission for the previous disclosure period.

- The successful candidate will be required to undergo a security vetting process to the level of Top Secret and obtain a security clearance of Top Secret within six months after appointment (if not already in possession of such a valid security clearance).
- Appointments will be made in terms of the SAPS Act, 1995 (Act No 68 of 1995).
- Correspondence will be conducted with successful candidates only.
- Shortlisted candidates will have to submit one (1) set of fingerprints to the secretary of the selection committee.
- All shortlisted candidates will be subjected to an assessment centre process, which will be used to test the relevant technical elements of the job and the generic managerial competencies, the logistics of which will be communicated by the department.
- The successful candidate will have to conclude a contract of employment (if newly appointed to the SMS), enter into a performance agreement and disclose all financial interests in terms of the South African Police Service Employment Regulations, 2018, and the Public Service Regulations, 2016.
- The South African Police Service is under no obligation to fill a post after the advertisement thereof.
- Although the posts are advertised, the National Commissioner may withdraw any post from the advertisement, re-advertise such post or fill the post by transferring a person at the same level where this is deemed to be in the interest of service delivery.
- In accordance with National Instruction 9 of 2016, as well as Regulation 24 of the SAPS General Regulations, expenses with regard to travel and accommodation of candidates may be paid by the South African Police Service.
- The appointment of the successful applicant will come into effect on the first day of the month following the date on which the National Commissioner approved the appointment or date of assumption of duty.

We welcome applications from persons with disAbilities

