

**POST:** Personnel Practitioner (Warrant Officer)

**LOCATION:** Quality of Work Life: HIV&AIDS, STIs and TB (HAST) Management – Provincial Head Office (Zwelitsha), Eastern Cape

**LEVEL OF REMUNERATION:** (Band B1) R351 570 per annum

**REFERENCES:** EC05/12/2024 (1 post)

### **Generic Requirements:**

- Applicant must display competency in the post-specific functions of the post;
- Be in possession of a Senior Certificate (Grade 12);
- Be proficient in at least two official languages, of which one must be English;
- Must be a SA citizen;
- Must have no criminal record or pending criminal/ department cases;
- Computer Literacy;
- Interpersonal, communication and Organizational Skills.
- Analytical, Self-Management and Problem-Solving Skills;
- Report Writing, presentation, development skills;
- Be in possession of at least a valid light driver's license;
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification;
- Applicants must be willing to travel extensively;
- Relevant courses in the field of the post may be an advantage
- Must not have visible tattoos when wearing SAPS uniform;
- Successful candidate must be willing to travel and attend courses when required.

### **Additional Requirements:**

- Applicants must be in possession of a Degree in Social Work, Psychology, Nursing Science or related qualification (accredited by SAQA at NQF level 7 or higher).
- Minimum of two (2) years' experience in the field of the post will serve as an added advantage;
- Must be registered with the relevant professional regulatory/ legislative body and **must submit proof of registration for the 2024/2025 financial year;**
- Project management certificate will be an added advantage;
- Must have the ability to work with diverse groups;
- Must have good interpersonal, communication, presentation/group facilitation, problem solving and administrative skill;
- Be conversant with the latest National Strategic Plan (NSP) for HIV & AIDS, STIs and TB;
- Be well conversant with the DPSA Strategic Framework for Employee Health and Wellness (EHW) and any other relevant legislations.

### **Core Functions:**

- Implementation of the HIV & AIDS STI's and TB (HAST) and Covid-19 workplace programme within Head Office Divisions in line with related HAST legislations.
- Provide inputs regarding strategic/ policy related matters to ensure effective implementation of HAST programme.
- Ensure the facilitation and implementation of the HAST and wellness related interventions.
- Knowledge in the establishment of wellness support groups as well as Peer Education Programme.
- Ensure accessibility and availability of Wellness screening/ testing services.
- Assist in the development and management of the HAST business and operational plans for Head Office Divisions.
- Coordinate the physical, human and financial resources allocated to the immediate post environment
- Implement research, monitoring and evaluation processes within the immediate post environment.

## General:

- **The closing date for applications is 2025-01-31.**
- Only the official application form (available on the SAPS website ([www.saps.gov.za](http://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.
- **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* as well as well as **uncertified copies** of an applicant's ID document, motor vehicle driver's licence (where required), all educational qualifications obtained together with academic records thereof and service certificates of previous employers stating the occupation, must be submitted together with the application form.
- 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 with the relevant institutions.**
- The South African Police Service will verify the residential address of applicants and conduct reference checks on all short listed candidates.
- All short-listed candidates will be subjected to fingerprint screening.
- Candidates short-listed 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 of Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to the post. All short-listed candidates will be subjected to fingerprint screening.
- 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 Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database.
- Applicants appointed in terms of 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.
- Persons with previous convictions are excluded.
- **Appointments will be made in terms of the South African Police Service Act, (Act 68 of 1995) as applicable to the post environment.**
- 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.
- The South African Police Service is under no obligation to fill a post after the advertisement thereof.
- Application forms may be hand delivered or couriered to the following addresses:

PROVINCE	POSTAL ADDRESS	CONTACT PERSON	TEL NR	PHYSICAL ADDRESS
Eastern Cape	The Provincial Commissioner South African Police Service Recruitment Office Private Bag X 7471 <b>KING WILLIAMS TOWN</b> 5601	For attention / enquiries  Lt Col Madlingozi / Capt E Du Randt / PPO Nxitywa	(040) 608 7153 / 7156 / 7157 / 7158 / 7245 / 7248 / 7161	Applications can be hand delivered at: Recruitment & Staffing SAPS Provincial Head Office Old Griffiths Mxenge Building Buffalo Street <b>ZWELITSHA</b>

**We welcome applications from persons with disAbilities**

