

POST: Communication Official: Digital Content Administrator (Warrant Officer)
LOCATION: Executive Support Services, Executive Secretariat and Information Management, Head Office, Pretoria
LEVEL OF REMUNERATION: Band B1: R 351 570 per annum
REFERENCES: DPCI/HO/11/2025 (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 (2) official languages, of which one (1) must be English;
- Must be a South African citizen;
- Must have no previous criminal/departmental convictions or criminal or departmental cases pending;
- Applicants will be subjected to a vetting process which will include security screening;
- Be in possession of at least a valid light motor vehicle driver's licence
- Must **not have tattoos** which will be visible when wearing any uniform of the Service;
- Relevant courses in the field of the post may be an advantage.

Additional requirements:

- A three (3) year Diploma/Degree (SAQA accredited on NQF level 6 or higher) in Information Technology/ Computer Science or other related fields of study. Experience in the field of the post will serve as an advantage.

Core Functions:

- Responsible for overseeing, maintaining and managing DPCI digital platforms, website content, on boarding, addressing queries, and contributing to the continuous improvement of DPCI digital services;
- Aid with the design, development, maintenance, collection, and coordination of website content; format raw content materials into website-ready content, including some design and basic copy editing of text;
- Assist with general technical support within the department;
- Supervise and exercise control over human, physical and financial resources allocated to the environment.

Please take note of the following requirements and instructions:

- Only the official application form (for salary level 1-12) which will be available at all SAPS Offices, Stations and may also be downloaded on the SAPS website will 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.
- Comprehensive Curriculum Vitae (CV) must be submitted together with the application form as well as copies (**which need not to be certified**) of an applicant's:
 - ✓ Identity document,
 - ✓ Valid motor vehicle driver's license,
 - ✓ Matric/Senior Certificate, Degree/ Diploma certificate (Study/ academic records of qualification alone do not suffice) of all educational qualifications;
 - ✓ **Study/ academic records** should be attached to verify modules/subjects where necessary.
 - ✓ Certificates of courses/programmes obtained
- 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. Late applications will not be accepted or considered.

- Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons, as well as 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.
 - Applicants appointed under the Police Service Act will be subjected to a medical assessment by a medical practitioner as determined by SAPS prescripts.
 - **It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided below (Please note that applications that are submitted to an incorrect physical address will not be considered).** Failure to which the applications would not be considered.
 - The closing date for all applications is **17 April 2025. Late applications will not be accepted or considered.**
 - If an applicant is short-listed, it can be expected of him/ her to undergo a personal interview as well as practical assessment. 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.
 - 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. All short-listed candidates will be subjected to fingerprint screening. 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 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.
 - 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 advertisement thereof.
- ✓ Application forms may be hand delivered or couriered to the following addresses:

NATIONAL OFFICE: HEAD OFFICE, PRETORIA

Hand delivered or couriered to:

Main Security gate at 1 Cresswell Avenue, Promat Building
SILVERTON

Enquiries can be directed to:

Colonel A Wessels, Lieutenant Colonel BK Mhlahlo and Captain MJ Modisha
Telephone number: (012) 846 4067/4110

We welcome applications from persons with disAbilities

