

POST: Secretary

LOCATION: Office of the Section Head: Procurement Management: Facility Management: Supply Chain Management, Silverton, Pretoria

LEVEL OF REMUNERATION: R173 703.00 per annum (Salary level 5)

REFERENCES: SCM96/2021

Generic Requirements:

- Applicants must display competency in the post-specific functions of the post
- Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational)
- Be proficient in at least two official languages, of which one must be English
- Must be a SA citizen
- Must have no previous convictions or cases pending
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification
- Appropriate/ relevant experience in the field of the post as well as competency in MS Word, Excel and PowerPoint will be an advantage.

Core Responsibilities:

- Provide secretarial support functions to the Section Head
- Type reports, letters, memoranda and monitor flow of documents to and from the office of the Sections Head
- Manage the diary of the Section Heads for internal and external engagements
- Co-ordinate travel arrangements, including accommodation and subsistence allowances
- Maintain an updated filing system for the office of the Section Head
- Distribute correspondence and circulars to the relevant stakeholders and keep a register of all incoming and outgoing post up to date
- Handle routine correspondence , send and receive e-mails and faxes immediately
- Answer and make telephone calls on behalf of the Section Head and take messages professionally
- Provide support during meetings and workshops involving the office of the Sections Head

General:

- Only the official application form (available on the SAPS website and at SAPS recruitment offices) 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 Z83 previously utilized will no longer be accepted.
- **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. Due to current lockdown restrictions, uncertified copies will be accepted of an applicant's ID, Senior Certificate and all educational qualifications obtained together with Academic Record thereof and service certificates of previous employers stating the occupational period must also be submitted and attached to the application form. Certified copies will be obtained during the course of the selection process.
- Qualifications will be subjected to verification checking with the relevant institution. 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 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. Persons who retired due to medical reasons, may however be considered if they can provide recent and conclusive proof of recovery.
- Applications must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview. Short-listed candidates will be subjected to security clearance.
- 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.
- Appointments will be made in terms of the Public Services Act, 1994 (Act 103 of 1994) as stipulated.
- The South African Police Service is under no obligation to fill a post after advertisement thereof.
- **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 of Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to the 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.**
- The closing date for all applications is **12 March 2021 at 14:00.**

Due to restriction of movement as a result of COVID-19, application forms can be e-mailed to **ONLY ONE** of the following e-mail addresses: TrishaChetty@saps.gov.za or KolaFN@saps.gov.za. No further e-mail correspondence will be entertained after submission of application.

Applications forwarded by post to be addressed to: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For attention PPO Chetty)

Hand delivered applications can be submitted to The Divisional Commissioner: SCM, 117 Cresswell Road (cnr Cresswell and Pretoria Road), Silverton, Pretoria (For attention PPO Chetty) at the box available at the main entrance to the premises.

Enquiries can be directed to PPO Chetty, Tel no (012) 841 7876 or PO Kola, Tel no (012) 841 7456

We welcome applications from persons with disAbilities

