

**POST:** Personal Assistant

**LOCATION:** Divisional Commissioner legal Services

**LEVEL OF REMUNERATION:** Salary Level 7, R294 321 per annum

**REFERENCES:** LS 08/2023

**Generic Competencies:**

- Applicants must display competency in the post-specific functions of the post.
- Be in possession of a Senior Certificate (Grade 12) / National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4 with at least 2 years relevant secretarial experience and or related administrative experience.
- Diploma / Degree recorded on the National Learner Record Database on NQF level 6 or higher will be an added advantage;
- Be a South African Citizen.
- Be in possession of at least a valid light motor vehicle driver's license will serve as an advantage;
- Relevant courses in the field of the post may be an advantage;
- Be proficient in at least two official languages, of which one must be English.
- Basic literacy, numeracy and communication skills;
- Be able to read and write;
- Demonstrate competency in acting independently, professionally, accountable and with credibility.
- General Computer literacy.
- Language skills and ability to communicate well with people at different levels and from different background.
- Good telephone etiquette and above average planning and organising skills.
- Good people skills.
- High level of reliability.
- Written and communication skills.
- Ability to conduct legal research.
- Ability to act with discretion.
- Ability to identify and handle confidential matters, and to keep confidential matters as such.
- Good grooming, presentation and professionalism.
- Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector.
- 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.
- Be able to work under pressure as well as extended hours.

**Core Functions:**

- Provide Secretarial, administration support and personal assistance service to the Divisional Commissioner.
- Monitor the flow of documents to and from the office of the Divisional Commissioner (electronically and manually).

- Manage the diary of the Divisional Commissioner.
- Type reports, letters and memorandums.
- Submit all claims on time, make travel arrangements and secure accommodation bookings.
- Organize passport and related documents for overseas travel.
- Consolidate and compile monthly returns.
- Manage the supply of stationery to the office of the Divisional Commissioner.
- Distribute post and circulars to the relevant receivers and keep all registers up to date including making copies of documents.
- Handle routine correspondence immediately, send and receive e-mails answer and make telephone calls on behalf of the Divisional Commissioner and take direct messages professionally.
- Provide support during meetings of the Divisional Commissioner and take minutes.
- Facilitate leave management within the office of the Divisional Commissioner.
- Ensure sufficient data capturing.
- Ensure safeguarding of documents and information in line with POPIA.
- Manage the brought forward system.

#### **General:**

- Only the official application form (available on the SAPS website ([www.saps.gov.za](http://www.saps.gov.za)) and at SAPS Recruitment Offices) will be accepted. The Z83 previously utilized will no longer 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.
- A comprehensive Curriculum Vitae must be submitted together with the application form and all qualifications obtained.
- Only shortlisted candidates will be required to submit originals of all educational qualifications, proof of Academic Record of qualifications from recognized institutions (SAQA Accredited), driver's licence (not a pre-requisite) and identify document during the interview process.
- The South African Police Service will verify the residential address of applicants and conduct reference checks.
- Appointments will be made in terms of the Public Service Act, (Act 103 of 1994) applicable to the post environment.
- Applications must be posted timeously and late applications will not be accepted or considered. No e-mailed applications will be accepted.
- The closing date for applications is **2023-06-19 at 16:00**.
- If a candidate is short-listed, it can be expected of him/her to undergo a personal interview.
- All short-listed candidates will be subjected to fingerprint screening.
- Reference checking will be conducted on all short listed applicants.

- 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.
- 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 the advertisement thereof.

Hand deliver applications may only be submitted at:

Telkom Towers North  
152 Johannes Ramokhoase Street  
Pretoria

**(Applications must be deposited into the box available at reception area).**

Applications forwarded by post to be addressed to:

Section Head: Support Services (Attention: Lt Colonel ME Mokholoane/  
Captain KM Masetlwa)  
Division Legal Services  
South African Police Service  
Private Bag X94  
Pretoria  
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Enquiries can be directed to Lt Colonel ME Mokholoane / Captain KM Masetlwa on 012 397 7264 / 7205

**We welcome applications from persons with disAbilities**

