

POST: Administration Clerk

LOCATION: Office of the DNC: Crime Detection, Head Office, Pretoria

LEVEL OF REMUNERATION: R216 417 per annum

REFERENCES: DNC04/09/2024 (1 post)

Generic Requirements:

- Applicants must display competency in the post-specific functions of the post;
- Be a SA Citizen;
- Be proficient in at least two official languages, of which one must be English;
- 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.

Additional Requirements:

- Be in possession of a Senior Certificate (Grade 12) / National Certificate (Vocational) recorded on the National Learner Record Database (NLRD) on NQF level 4;
- Degree / Diploma in the field of post will be an added advantage;
- Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage; and
- Be willing to work under pressure and extended hours.

Core Functions:

- Render administrative support functions, administer logistical matters;
- Maintain leave records, registers and files;
- Answer and screen all incoming calls to the office of the Section;
- Type reports, letters, minutes, agendas, handle confidential documents, keeping record of the minutes and monitor flow of documents to the office of the Deputy National Commissioner: Crime Detection;
- Liaise with other Components and Sections on matters relating to the Deputy National Commissioner: Crime Detection;
- Maintain good record keeping, filing and bring forward system;
- Operate standard equipment (photocopy machine, telephone, computers, etc.).

General:

- **The closing date for applications is 2024-09-20**
- Only the official application form (available on the SAPS website (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.
- **Applications must be e-mailed timeously. 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 **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.
- **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.**
- Persons with previous convictions are excluded.
- If a candidate is short-listed, it can be expected of him / her to undergo a personal interview and subjected to security clearance.
- Appointments will be made in terms Public Service Act, 1994 (Act 103 of 1994).
- 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.
- Hand delivered applications may only be submitted at **421 Curator Building: Corner Pretorius Street and Nelson Mandela Drive, Arcadia, Pretoria.** (Application must be deposited into the box available at the reception area).
- Applications forwarded by post to be addressed to: The Section Head: Corporate Support, **(Attention: Lt Col JL Shandu / Capt SJ Matlopela)**, Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001.
- Enquiries can be directed to Lt Col JL Shandu / Capt SJ Matlopela / W/O TB Tshabalala / SPO KK Mashiloane at telephone: 082 569 8329 / 082 906 7372.
- Enquiries can be directed to Lt Col JL Shandu/ Capt SJ Matlopela/ W/O TB Tshabalala/ SPO KK Mashiloane at telephone: 0825698329/ 0829067372.

We welcome applications from persons with disAbilities

