

LOCATION: SAPS Umkomaas, Kwazulu-Natal

REFERENCES: KZN GW 22/03/2020

Generic Requirements:

- Applicants must display competency in the post-specific functions of the post;
- Be a South African Citizen;
- A grade 10 certificate will serve as an advantage;
- Basic literacy, numeracy and communication skills. Be able to read and write, willing to work extended hours when necessary;
- Must have no previous convictions or criminal cases pending;
- Applicant must be subjected to a vetting process which will include security screening and fingerprints verification;
- Fluency in at least two languages, of which one must be English;
- Be willing to work irregular hours.

Core Responsibilities:

- Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters;
- Performing tasks of a routine nature, such as dusting the environment;
- Polish furniture and floors;
- Vacuum carpets and mopping of tile floors;
- Remove refuse.

General:

- Only the official application form (available on the SAPS website 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.
- Certified copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field.
- The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months
- Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions.
- Appointments will be made in terms of the Public Service Act as applicable to the post environment.
- Applications must be mailed timeously. Late applications will not be accepted or considered.
- **The closing date for applications is: 2020-04-10**
- If a candidate 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 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.
- All short-listed candidates will be subjected to fingerprint screening.
- 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.

Application forms can be hand delivered to:

Provincial Head Office

Lt Col SN Zondo/ Capt M Chazi/W/O Machaie
Contact no: 031-325 4808/ 6404/4957
15 Bramfisher Road, Durban

Or posted to:

Lt Col S N Zondo
PO BOX 1965
DURBAN
4000

We welcome applications from persons with disAbilities

