

SOUTH AFRICAN POLICE SERVICE

- APPLICATIONS** : Application forms may be delivered by hand to: SAPS Head Office, Wachthuis Building, Thibault Arcade, 225 Pretorius Street, Pretoria, (between 07:30 and 16:00). Applications must be deposited into the box available at the reception area.
Applications may also be posted to: The Section Commander: SMS Appointment Administration, South African Police Service, Private Bag X986, Pretoria, 0001 (NB: Please note that in the event that an application is posted, it must reach the indicated office before or on the closing date and time specified in the advertisement).
Applications may be emailed to: SeniorAppointmentsHQ5@saps.gov.za or Senappoint@saps.gov.za (Please note that only an application form together with a comprehensive Curriculum Vitae must be submitted)
- CLOSING DATE** : 02 December 2024 at 16:00
- NOTE** : Only the official application form (Levels1-12) (available on the SAPS website (www.saps.gov.za) and at SAPS Police Stations) 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. Only an application form together with a comprehensive Curriculum Vitae must be submitted. Applicants are not required to submit copies of qualifications and other relevant documents. Only shortlisted candidates will be required to submit certified copies of all educational qualifications, drivers' licence, identity document and proof of relevant experience in the field of the post during the interview process. Qualifications and drivers' licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants. Appointment will be made in terms of the Public Service Act, 1994. Applications must be submitted / posted timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it will be expected of him/her to undergo a personal interview. Reference checking and fingerprint screening will be conducted on all shortlisted candidates. Correspondence will be conducted with successful candidates only. If an applicant has not been contacted within 3 months after the closing date of this advertisement, it should be accepted that his/her application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained, free of charge, from any SAPS Recruitment Office within the South African Police Service. External advertisement of post for appointment purposes: parliamentary and cabinet support: Public Service Act, 1994 (act no. 103 of 1994): South African Police Service: Ministry of Police.

OTHER POST

- POST 42/26** : **PARLIAMENTARY AND CABINET SUPPORT REF NO: MIN 01/10/2024**
- SALARY** : R849 702 per annum (Level 11), all-inclusive package
- CENTRE** : Office of the Ministry of Police (Pretoria)
- REQUIREMENTS** : National Diploma in Politics / Administration / Management or equivalent qualification accredited by SAQA on NQF level 6 with minimum of 3 years' relevant experience; Must be in possession of a valid light motor vehicle drivers' license; Must display the following key competencies: Knowledge of Ministry's operations, Working knowledge of the political and parliamentary processes in South Africa, Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio, Knowledge of Public Service policies and prescripts in Policing sector; Must have good written and verbal communication skills, computer literacy, problem solving, negotiation skills; Must have the following skills: Management, planning, leading, organizing, report writing and good interpersonal relations; Must be proficient in at least two official languages, of which one must be English; Must be a South African Citizen; Must not have a criminal record or pending criminal/departmental cases; Applicants will be subjected to a vetting process, which will include security screening and fingerprint verification; Relevant

courses in the field of the post may be an advantage; Must be able to work under pressure as well as extended hours.

DUTIES

: Provide and Manage support to the office of the executive authority on matters pertaining to/or have bearing on his/her portfolio; Co-ordinate activities between Pretoria and Cape Town offices for Parliamentary sessions; Monitor the overall support of the portfolio of the executive authority; Monitor events in Parliamentary / Legislature and Cabinet / Executive Council to identify matters that have bearing on the portfolio of the executive authority.

ENQUIRIES

: Enquires can be directed to ANY of the following personnel: Colonel Naicker, Lieutenant Colonel Rivombo, Captain Mashile or Captain Mbokane Tel No: (012) 393 4463 / 1112 / 2773 / 1078 / 1016 / 2436 / 2484.

NOTE

: Appointment Act: Public Service Act, 1994 (Act 103 of 1994)