

**LOCATION:** Protection and Security Services: Human Resource Management (Pretoria)

**REFERENCES: PSS HO HRM 05/17 (1 post)**

**Generic Requirements:**

- Applicants must display competency in the post-specific functions of the post
- Be a South African Citizen
- Be in possession of a Senior Certificate (General Worker excluded)
- Be fluent in at least two official languages, of which one must be English
- Be in possession of at least a light motor vehicle driver's licence (SAPS Act only)
- Competency in MS Word, Excel and PowerPoint will be an added advantage
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

**Additional Requirements:**

- Applicants in possession of a higher qualification in the specific field or who have completed an internship in the Public Service may receive preference;

**Core Functions:**

- To provide secretarial support functions,
- be able to draft and type correspondence in MS Word format & PowerPoint.
- Arrange, prepare meetings, agendas, typing and taking minutes. Answer and screen all incoming calls to the office of the Head. Be able to coordinate with all relevant stake holders
- Maintain good record keeping, filing system and brought forward system,
- Handle confidential documents. Process and submit claims, make travel and accommodation arrangements and manage the diary as well as receive and hosts visitors at the office.
- Operate standard equipment (fax, photo copy machine, telephone, computers etc.).
- Serving of refreshments to visitors during meetings. Manage office inventor

**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 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 document, all educational qualifications obtained together with academic record thereof and service certificates of previous employers stating the occupation, must also be submitted and attached to every application.
- 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.
- Applications must be mailed timeously. **Late and faxed applications will not be accepted or considered.**
- **The closing date for the applications is 2017-02-03**

- If a candidate is short listed, it can be expected of him/her to undergo a personal interview.
- The South African Police Service will verify the residential address and qualifications of applicants, as well as citizenship. Reference checking will be conducted on all short listed applicants.
- 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.
- The application forms can be obtained from any Recruitment Office within the South African Police Service.

**Applications for the various posts in the respective provinces must be submitted to the following addresses:-**

**PSS HEAD OFFICE**

The Divisional Commissioner  
Protection and Security Services  
Private Bag X784  
Pretoria  
0001

Hand delivery:-  
Maupa Naga Building  
c/o Park and Troye Street  
Sunnyside  
Pretoria

Lt. Colonel Kondilati  
Captain Mudau  
SPO Kekana  
SPO Salman  
SPO Majatladi

(012) 400 6648  
(012) 400 5468  
(012) 400 5216  
(012) 400 6555  
(012) 400 5800

**We welcome applications from persons with disAbilities**

