

EXTERNAL ADVERTISEMENT: VACANT POSTS FOR APPOINTMENT TO POSITIONS FROM SALARY LEVEL 5 TO 7: DIVISION: FORENSIC SERVICES: SOUTH AFRICAN POLICE SERVICE

1. The posts contained in this circular are vacant and are advertised externally in the **Rapport, Sunday Times** and **City Press** on **2014-05-11** for appointment purposes as contemplated in National Instruction 6 of 2005. Employees on other levels than those advertised and that conform to the requirements are invited to apply. The contents of this circular will be available on the South African Police Service website and will also be circulated to all email users by means of Communications Nodal Point and must be made available to all employees of the South African Police Service.
2. The generic minimum requirements applicable to all posts unless specified differently are as follows:

Applicants must display competency in the post-specific core functions *Be fluent in at least two of the official languages, of which one must be English *Be in possession of a senior certificate or at least a completed SAQA accredited NQF 4 qualification *Must have no criminal record or pending criminal / departmental or civil cases. *Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. *Computer literacy, interpersonal communication (verbal and written) and organizational skills. *At least a valid light vehicle driver's license (SAPS Act appointments only).

REQUIREMENTS: PUBLIC SERVICE ACT POSTS

A senior certificate or at least a completed SAQA accredited NQF 4 qualification. Candidates short-listed for the post class of "Typist", will be subjected to a department typing test.

PUBLIC SERVICE ACT POSTS:

1. **Post:** Administration Clerk
Division: Forensic Services
Location of the post: Criminal Record and Crime Scene Management: Explosives: National Office: Pretoria (1 Post) **(Ref FS 234/2013)**
Support Services: Financial and Administration Services: Auxiliary Services: Arcadia: Pretoria (1 Post) **(Ref FS 235/2013)**
Salary Level: Salary Level 5 Notch R115 212 (Per Annum)

Core Responsibilities:

- Complete and file monthly vehicle returns.
- Keep register and record of documentation received & delivered.
- Collect of store & purchased items and equipment.

2. **Post:** Administration Clerk
Section: Authorisations: Explosives
Component: Criminal Record and Crime Scene Management
Location of the post: National Office: Pretoria (1 Post) **(Ref FS 236/2013)**
Salary Level: Salary Level 5 Notch R115 212 (Per Annum)

Core Responsibilities:

- Filing of authorizations according to authorization numbers.
- Capture requests for service database in respect of Explosives Control.

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- General administrative duties.

3. **Post:** Administration Clerk
Section: Explosives
Component: Criminal Record and Crime Scene Management
Location of the post: Welkom: Free State (1 Post) **(Ref FS 237/2013)**
 Kuruman: Northern Cape (1 Post) **(Ref FS 238/2013)**
 Potchefstroom: North West (1 Post) **(Ref FS 239/2013)**
Salary Level: Salary Level 5 Notch R115 212 (Per Annum)

Core Responsibilities:

- Administration of Procurement and Logistical processes.
- Administration and processing of Leave, Temporary Incapacity, Transfers, Service Terminations and PEP applications / files.
- General administrative duties

4. **Post:** Administration Clerk
Division: Forensic Services
Location of the post: Criminal Record and Crime Scene Management: Investigative Psychology: Pretoria: Gauteng (1 Post) **(Ref FS 240/2013)**
 Forensic Science Laboratory: Chemistry: Silverton: Pretoria (1 Post) **(Ref FS 241/2013)**
 Forensic Science Laboratory: Questioned Documents: Case Management: Pretoria: Gauteng (1 Post) **(Ref FS 242/2013)**
 Quality Management: Silverton: Chemistry: Pretoria (2 Posts) **(Ref FS 243/2013)**
 Quality Management: Arcadia: Pretoria (1 Post) **(Ref FS 244/2013)**
 Quality Management: Pretoria Central Explosives (1 Post) **(Ref FS 245/2013)**
Salary Level: Salary Level 5 Notch R115 212 (Per Annum)

Core Responsibilities:

- Perform administrative duties in the Section.
- Handle personnel administration.
- Handle financial / logistical administration.
- Perform record-keeping and produce statistics.

5. **Post:** Typist
Sub Section: Primer Residue: Case Administration
Section: Scientific Analysis
Component: Forensic Science Laboratory
Location of the post: Silverton: Pretoria (1 Post) **(Ref FS 246/2013)**
Salary Notch: Salary Level 5 Notch R115 212 (Per Annum)

Core Responsibilities:

- Typing of affidavits, certificates, letters and other correspondence.
- Capture information on database.

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- General administrative duties.

6. **Post:** Secretary
Section: Ballistics
Component: Forensic Science Laboratory
Location of the post: Silverton: Pretoria (1 Post) **(Ref FS 247/2013)**
Salary Notch: Salary Level 5 Notch R115 212 (Per Annum)

Core Responsibilities:

- Type reports, letters, memorandums, handle confidential documents and monitor flow of documents to the office of the Section Head.
- Coordinate and maintain smooth running of the office activities.
- Manage the diary of the Section Head.
- Arrange traveling and subsistence allowances for the Section Head.
- Provide support at meetings and workshops.
- The rendering of a general reception service.

7. **Post:** Administration Clerk
Sub Section: Case Reception & Registration
Section: Case Management
Component: Forensic Science Laboratory
Location of the post: Platteklouf: Western Cape (1 Post) **(Ref FS 248/2013)**
Port Elizabeth: Eastern Cape (1 Post) **(Ref FS 249/2013)**
Amazimtoti: Kwazulu Natal (1 Post) **(Ref FS 250/2013)**
Salary Notch: Salary Level 5 Notch R115 212 (Per Annum)

Core Responsibilities:

- Allocate cases and render assistance with case administration function.
- Register and capture all exhibits on the database.
- Administer all incoming cases.
- General administrative duties

8. **Post:** Personnel Officer
Sub-Section: Skills Development Facilitation
Section: Nodal Support Centre
Component: Forensic Science Laboratory
Location of the post: Silverton: Pretoria (1 Post) **(Ref FS 251/2013)**
Salary Notch: Salary Level 5 Notch R115 212 (Per Annum)

Core Responsibilities:

- Ensure effective and efficient administration with regard to all course administration.
- Administer and capture activities in respect of maintenance and fitness.
- Assist with general administration of the sub-section.

9. **Post:** Administration Clerk
Section: Forensic Database Management

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Component: Quality Management
Location of the post: Arcadia: Pretoria (2 Posts) (Ref FS 252/2013)
Salary Notch: Salary Level 5 Notch R115 212 (Per Annum)

Core Responsibilities:

- The retrieval and archiving of case files.
- Packaging of case files for dispatch.
- Performing track-and-trace functions of the relevant system.
- Attending to enquiries the retrieval of case files for verification of leads.
- Typing of correspondence and letter.

10. Post: Personnel Officer
Section: Nodal Support Centre
Component: Quality Management
Location of the post: Arcadia: Pretoria (1 Post) (Ref FS 253/2013)
Salary Notch: Salary Level 5 Notch R115 212 (Per Annum)

Core Responsibilities:

- Administer and process Leave, Temporary Incapacity, PEP, etc.
- Administer and process administration of Service Termination (eg. Discharge, resignation)
- Administration of IOD's and Medical Boards.

11. Post: Personnel Officer
Sub-Section: Skills Development Facilitation
Section: Support Services
Division: Forensic Services
Location of the post: Arcadia: Pretoria (2 Posts) (Ref FS 254/2013)
Salary Notch: Salary Level 5 Notch R115 212 (Per Annum)

Core Responsibilities:

- Assist with the implementation of the Workplace Skills Plan for the Component.
- Assist with Training administrative support.
- Assist with the collecting, interpreting and compiling of monthly and quarterly statistics and feedback.
- Monitoring and record keeping of information on the Training Administration System (TAS).

12. Post: Provisioning Administration Clerk
Sub-Section: Supply Chain Management: Government Property Account
Section: Support Services
Division: Forensic Services
Location of the post: Arcadia: Pretoria (1 Post) (Ref FS 255/2013)
Salary Notch: Salary Level 5 Notch R115 212 (Per Annum)

Core Responsibilities:

- Render an effective and efficient administrative service including but not limited to logistical functions, task related to management of procurement and inventories.
- General administrative duties.

13. Post: Provisioning Administration Clerk
Sub-Section: Supply Chain Management: CRC Stores

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Section:	Support Services
Division:	Forensic Services
Location of the post:	Arcadia: Pretoria (1 Post) (Ref FS 256/2013)
Salary Notch:	Salary Level 5 Notch R115 212 (Per Annum)

Core Responsibilities:

- Render Logistical and procurement administrative support to all the sections in the CRC regarding stock, equipment and furniture.
- General administrative duties.

14. Post:	Personnel Officer
Sub-Section:	Personnel Management
Section:	Support Services
Division:	Forensic Services
Location of the post:	Arcadia: Pretoria (1 Post) (Ref FS 257/2013)
Salary Notch:	Salary Level 5 Notch R115 212 (Per Annum)

Core Responsibilities:

- Administer recruitment, selection and appointment processes.
- General administrative duties.

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 and previous criminal convictions must be declared. 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.
- 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.
- A comprehensive **Curriculum Vitae** must be submitted together with the application form.
- Certified copies (certification preferably by Police Officers) of an applicant's ID document, motor vehicle drivers license (Police Act appointments), Senior Certificate and all educational qualifications obtained and service certificates of previous employers stating the occupation and the period, must also be submitted and attached to every application.
- Applicants are requested to initial each and every page of the application form, CV and annexures.
- The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months.
- All qualifications and driver's licenses submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks.
- Applications must be mailed timeously. Late applications will not be accepted or considered.
- The closing date for the applications is **23rd of May 2014.**
- Appointments will be made in terms of the SAPS Act or Public Service Act as applicable to the post environment.
- If a candidate is short-listed, it can be expected of him/her to undergo a personal interview.
- Applicants appointed under the Police Service Act will be subjected to a medical assessment by a medical practitioner as determined by SAPS prescripts.

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- Applicants appointed under the Police Service Act will be subjected to undergo a lateral entry programme at a SAPS training institution, where applicable.
- 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 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.
- The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/appointment/promotion will promote representivity will therefore receive preference.

Applications and enquiries can be directed to:

Lt Colonel Klopper / Captain Mashakane

Tel: (012) 421-0194

Tel: (012) 421-0539

Postal Address:

Private Bag X 322

PRETORIA

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Hand Delivery:

Cnr Beckett and Pretorius Street

Strelitzia Building

Arcadia

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We welcome applications from persons with disAbilities 

