

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

1. The posts contained in this circular are vacant and will be advertised externally in the **Rapport, Sunday Times and City Press** on **2014-05-25** 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).

Note: Successful applicants to be appointed in terms of the South African Police Service Act, 1995 (Act no 68 of 1995) and not yet appointed in terms of the South African Police Service Act, 1995 (Act no 68 of 1995) will have to undergo a medical examination and found to be medically fit. They will further have to comply with the prescripts on the SAPS Dress Order, whereby tattoos may not be visible when wearing uniform, must be willing to undergo the prescribed Introductory Police Development Learning Programme and are expected to work flexi hours or shifts in the execution of their duties. The additional requirements are applicable to all posts in addition to the generic minimum requirements.

1. **Post:** Warrant Officer [Forensic Analyst]
Section: Crime Scene Laboratories
Component: Criminal Record and Crime Scene Management
Location of the post: Klerksdorp: North West (1 Post) (**Ref FS 258/2013**)
Protea Glen: Gauteng (1 Post) (**Ref FS 259/2013**)
Lyttelton: Gauteng (1 Post) (**Ref FS 260/2013**)
Phuthadijaba: Free State (1 Post) (**Ref FS 261/2013**)
Salary Level: Band B1Salary Notch R 212 286.00 (Per Annum)

Additional Requirements:

- A three year NQF 6 qualification in Natural Sciences.
- Experience in the field of the post will be an added advantage.

Core Responsibilities:

- Examine evidence or exhibits at crime scenes or in the laboratory for Fingerprints using the chemical methods.
- Capture the outcome of processed evidence using digital capturing system.
- Maintain facilities in terms of general laboratory practices.
- Store and dispose exhibits according to laboratory prescripts.
- Prepare final reports and affidavits on findings for court purposes.

2. **Post:** Warrant Officer
Section: Crime Scene Investigation

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Component:	Criminal Record and Crime Scene Management
Location of the post:	Phokeng: North West (1 Post) (Ref FS 262/2013) Mmabatho: North West (1 Post) (Ref FS 263/2013) Butterworth: Eastern Cape (2 Posts) (Ref FS 264/2013) Arconhoek: Mpumalanga (1 Post) (Ref FS 265/2013) Pudimoe: North West (1 Post) (Ref FS 266/2013) Vryburg: North West (1 Post) (Ref FS 267/2013) Provincial CR & CSM: Durban: Kwazulu-Natal (2 Posts) (Ref FS 268/2013) Ulundi: Kwazulu-Natal (1 Post) (Ref FS 269/2013) Richardsbay: Kwazulu- Natal (1 Post) (Ref FS 270/2013) Dundee: Kwazulu- Natal (1 Post) (Ref FS 271/2013) Pretoria Central: Gauteng (1 Post) (Ref FS 272/2013) Provincial CR & CSM: Johannesburg: Gauteng (1 Post) (Ref FS 273/2013) Krugersdorp: Gauteng (1 Post) (Ref FS 274/2013) Phalaborwa: Limpopo (1 Post) (Ref FS 275/2013) Groblersdal: Limpopo (1 Post) (Ref FS 276/2013)
Salary Level:	BAND B Salary Notch R196 269 (Per Annum)

Additional Requirements:

- A three year NQF 6 qualification majoring in one of the following: Forensic Investigation/Science, Criminalistics, Police Science, Criminology, Police Administration, Criminal Law, Criminal Procedure Law, Law of Evidence, Mathematics, Statistics and Applied Mathematics.
- Experience in the field of the post will be an added advantage.

Core Responsibilities:

- Attend to crime scenes with purpose of reconstructing the events.
- Collect physical evidence at crime scenes for court purposes.
- Present evidence in court.
- Maximize the optimal utilization of equipment and resources at crime scene.

3. Post:	Warrant Officer [Forensic Analyst]
Sub-Section:	Post Mortem Data Collection
Section:	Victim Identification Centre
Component:	Forensic Science Laboratory
Location of the post:	Pretoria (2 Posts) (Ref FS 277/2013)
Salary Level:	Band B1Salary Notch R 212 286.00 (Per Annum)

Additional Requirements

- A three year NQF 6 qualification in Natural Sciences.
- A three year National Diploma/ Bachelor of Science degree qualification in the following modules: Microbiology, Molecular Biology, Biochemistry, Human Genetics, Medical Science/ Technology, Biotechnology, Biological Science, Human Anatomy will be an advantage.
- Experience in the field of the post will be beneficial.

Core Responsibilities:

- Document and photograph disaster/ crime scenes and un-identified bodies in mortuaries.

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- Attend post mortem in mortuaries.
- Collect fingerprint/DNA/Dental or other relevant samples from victims/remains.
- Comply with the Quality Management System and SHE requirements.
- Present testimony in court.
- Utilization of all physical resources allocated to the immediate post environment.

4. Post:	Warrant Officer [Forensic Analyst]
Section:	Victim Identification Centre
Sub - Section:	Ante Mortem Data Collection
Component:	Forensic Science Laboratory
Location of the post:	Pretoria: Gauteng (1 Post) (Ref FS 278/2013)
Salary Level:	Band B1Salary Notch R 212 286.00 (Per Annum)

Additional Requirements

- A three year qualification NQF 6 in Natural Sciences.
- A three year National Diploma/ Bachelor of Science degree qualification in the following modules: Microbiology, Molecular Biology, Biochemistry, Human Genetics, Medical Science/ Technology, Biotechnology, Biological Science, Human Anatomy will be an advantage. Experience in the field of the post will be beneficial.

Core Responsibilities:

- Collection of Ante Mortem data from Missing person and family members including:
 - Completion of PlassData forms.
 - Fingerprint data, dental data and DNA.
 - Other information including x-rays and other medical information.
- Compilation of Interpol yellow notices.
- Utilization of all physical resources allocated to the immediate post environment.

5. Post:	Warrant Officer (Provisioning Administration Officer)
Sub-Section:	Supply Chain Management: Moveable Government Property
Section:	Nodal Support Centre (1 Post) (Ref FS 279/2013)
Component:	Forensic Science Laboratory
Location of the post:	Port Elizabeth: Eastern Cape
Salary Level:	BAND B Salary Notch R196 269 (Per Annum)

Additional Requirements:

- A three year NQF 6 qualification with major subjects relevant to the post: Supply Chain Management.
- A minimum of two years relevant operational experience in the field of the post.
- The applicant must have proven skills in respect of decision making, communication, strategic thinking, presentation, report writing, facilitation.
- An applicant must display in-depth knowledge of the PFMA and competency in POLFIN.

Core Responsibilities:

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- Administer all functions related to an effective logistics management function..
- Administer all functions related to stock taking of expendable stores within the Division: Forensic Services.
- Administer all functions related to Disposal management.
- The capturing of payments on POLFIN system.

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 **6th of June 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.
- 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:

**EXTERNAL ADVERTISEMENT: POSTS FOR APPOINTMENT TO POSITIONS TO SALARY LEVEL 7:
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We welcome applications from persons with disAbilities

