

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).

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.

REQUIREMENTS: FORENSIC ANALYSTS (WARRANT OFFICERS):

[Applicable to Post Numbers: Post No. FS 211/2013 to Post No. FS 217/2013]

A three year relevant NQF 6 qualification. The additional requirements are applicable to all posts in addition to generic minimum requirements and in addition to any other requirements as specified in the specific post.

REQUIREMENTS: WARRANT OFFICERS

[Applicable to Post Numbers: Post No. FS 218/2013 to Post No. FS 233/2013]

A three year relevant NQF 6 qualification with at least 2 years' relevant experience or alternatively Senior Certificate / at least completed SAQA accredited NQF 4 qualification and 4 years relevant experience in the field of the post. The additional requirements are applicable to all posts in addition to generic minimum requirements and in addition to any other requirements as specified in the specific post.

FORENSIC SCIENCE LABORATORY:

ADDITIONAL REQUIREMENTS FOR THE DISCIPLINE: BIOLOGY POSTS ON BAND B1 NOTCH 3 (FORENSIC ANALYSTS):

- A three year NQF 6 qualification in Natural Sciences.
- A Degree or Diploma (NQF 6) with the following modules: Biochemistry/Micro-Biology, Genetics, Medical Sciences, Medical Technology, Molecular Biology and Physiology will be an advantage.

ADDITIONAL REQUIREMENTS FOR THE DISCIPLINES: CHEMISTRY AND SCIENTIFIC ANALYSIS POSTS ON BAND B1 NOTCH 3 (FORENSIC ANALYSTS):

- A relevant three year NQF 6 qualification in Fire Investigation or in Chemistry.

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- A three year NQF 6 qualification majoring in one or more of the following: Forensic Science / Investigation, Police Administration, Mathematics, Statistics, Applied Mathematics, Chemistry, Analytical Chemistry, Organic Chemistry, Pure and Applied Chemistry, Physical Chemistry and Toxicology will be an advantage.
- Experience in the relevant forensic discipline would be beneficial.

ADDITIONAL REQUIREMENTS FOR THE DISCIPLINE: BALLISTICS POSTS ON BAND B1 NOTCH 3 (FORENSIC ANALYSTS):

- A three year NQF 6 qualification majoring in one or more of the following: Forensic Investigation/ Science, Criminalistics, Police Science, Armorer, Criminology, Police Administration, Police Management, Criminal Law, Criminal Procedure; Law of Evidence, Medical Technology, Medical Science, Physics, Chemistry –Analytical / Pure & Applied, Computer Science, Mathematical Statistics, Applied Mathematics, Metallurgy will be an advantage.
- Experience in the relevant forensic discipline would be beneficial.

POLICE ACT POSTS:

- Post:** Forensic Analyst (Warrant Officer)
Sub Section: DNA Analysis
Component: Forensic Science Laboratory
Section: Biology
Location of the post: Western Cape: Platteklouf (45 Posts) **(Ref FS 195/2013)**
Pretoria: Arcadia (12 Posts) **(Ref FS 196/2013)**
Salary Level: Band B1 Salary Notch 3 R212 286.00 (Per Annum)

Core Responsibilities:

- Analysis of biological material to the level of evidence processing, sample DNA analysis and DNA results analysis.
- Open exhibits and capture them on STRLab and related IT systems.
- Processing of Samples in the Semi-Automated System.
- Submit cases related to the Reference Index Lane and Crime Index Lane.
- Submission of reports and present testimony in court regarding analysis performed.
- Manage the utilization of all physical resources allocated to the immediate post environment.

- Post:** Forensic Analyst (Warrant Officer)
Sub Section: Evidence Recovery
Section: Biology
Component: Forensic Science Laboratory
Location of the post: Port Elizabeth: Eastern Cape (1 Post) **(Ref FS 198/2013)**
Salary Level: BAND B1 Salary Notch 3 R212 286 (Per Annum)

Core Responsibilities:

- Analysis of biological material up to the level of evidence processing or analysis of DNA results.
- Submission of reports regarding analyses performed.
- Present expert testimony in court.

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- Attendance of all applicable training interventions.
- General administrative duties related to case work.
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3. **Post:** Forensic Analyst (Warrant Officer)
Sub Section: Ballistics Analysis
Section: Ballistics
Component: Forensic Science Laboratory
Location of the post: Pretoria: Gauteng (2 Posts) **(Ref FS 199/2013)**
 Amanzimtoti: Kwazulu Natal (3 Posts) **(Ref FS 200/2013)**
 Port Elizabeth: Eastern Cape (2 Posts) **(Ref FS 201/2013)**
Salary Level: BAND B1 Salary Notch 3 R212 286 (Per Annum)

Core Responsibilities:

- Examine ballistic related cases.
- Conduct investigation on ballistic related crime scenes.
- Present expert testimony in court.
- Retrieve specimens for further comparisons.

4. **Post:** Forensic Analyst (Warrant Officer)
Sub Section: Chemical Analysis: Drugs General
Section: Chemistry
Component: Forensic Science Laboratory
Location of the post: Amanzimtoti: Kwazulu Natal (3 Posts) **(Ref FS 202/2013)**
Salary Level: BAND B1 Salary Notch 3 R212 286 (Per Annum)

Core Responsibilities:

- Perform effective analysis of exhibit material for drug and medicine related substances.
- Technical and administrative review on case files.
- Perform forensic investigation including crime scene investigation.
- Provide expert testimony in court.
- Chemical Analysis.

5. **Post:** Forensic Analyst (Warrant Officer)
Sub Section: Chemical Investigation: Fire Investigation
Section: Chemistry
Component: Forensic Science Laboratory
Location of the post: Pretoria: Gauteng (3 Posts) **(Ref FS 205/2013)**
Salary Level: BAND B1 Salary Notch 3 R212 286 (Per Annum)

Core Responsibilities:

- Perform fire origin and cause determination.
- Perform crime scene reconstruction of fire scenes.
- Provide testimony in court.

6. **Post:** Forensic Analyst (Warrant Officer)
Sub Section: Primer Residue
Section: Scientific Analysis
Component: Forensic Science Laboratory

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Location of the post: Silverton: Pretoria (1 Post) (Ref FS 206/2013)
Salary Level: BAND B1 Salary Notch 3 R212 286 (Per Annum)

Core Responsibilities:

- Perform Primer residue analysis casework.
- Provide testimony in court.
- Provide training.
- Crime scene attendance.

7. **Post:** Forensic Analyst (Warrant Officer)
Sub Section: Trace Analysis
Section: Scientific Analysis
Component: Forensic Science Laboratory
Location of the post: Silverton: Pretoria (3 Posts) (Ref FS 207/2013)
Salary Level: BAND B1 Salary Notch 3 R212 286 (Per Annum)

Core Responsibilities:

- Perform microscopy analysis,
- Perform explosives and diverse analysis
- Perform paint and coating casework.
- Provide testimony in court.
- Crime scene attendance.

8. **Post:** Forensic Analyst (Warrant Officer)
Sub Section: Precious Metals
Section: Scientific Analysis
Component: Forensic Science Laboratory
Location of the post: Silverton: Pretoria (1 Post) (Ref FS 208/2013)
Salary Level: BAND B1 Salary Notch 3 R212 286 (Per Annum)

Core Responsibilities:

- Perform forensic precious metal analysis casework
- Provide testimony in court.
- Crime scene attendance.

9. **Post:** Forensic Analyst (Warrant Officer)
Sub Section: Environmental Compliance: Questioned Documents
Section: Regional Quality Management
Component: Quality Management
Location of the post: Amanzimtoti: Kwazulu-Natal (1 Post) (Ref FS 209/2013)
 Plattekloof: Western Cape (1 Post) ((Ref FS 210/2013)
Salary Level: BAND B1 Salary Notch 3 R212 286 (Per Annum)

Additional Requirements:

- A relevant three year NQF 6 qualification.
- Knowledge of COIDA, OHS Act, Waste Management Act and NEMA, including ISO 9001,

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14001 and OHSAS 18001.

- At least 1 year applicable work experience will be an added advantage.

Core Responsibilities:

- Facilitate the quality, environmental systems, non-conformance program and audit plan for service provider / supplier within the environment.
- Verify the validity of reported results.
- Administer the different Indices and data interface between legacy systems.
- Load forensic DNA profiles to the DNA Gateway.

10. Post:	Forensic Analyst (Warrant Officer)
Sub Section:	DNA Database Administration
Section:	Forensic Database Management
Component:	Quality Management
Location of the post:	Pretoria: National Office: Gauteng (2 Posts) (Ref FS 211/2013)
Salary Level:	BAND B1 Salary Notch 3 R212 286 (Per Annum)

Additional Requirements:

- A three year relevant NQF 6 qualification in Forensic Science will be an advantage and with 3 years' experience in forensic DNA database or DNA casework administration.
- Knowledge in good database practice and administration will be an advantage.

Core Responsibilities:

- Administer and consolidate forensic DNA lead information.
- Ensure expunging of forensic DNA profiles.
- Administer the different Indices and data interface between legacy systems.
- Load forensic DNA profiles to the DNA Gateway.
- The proper management and utilization of all resources allocated to the post.

11. Post:	Forensic Analyst (Warrant Officer)
Sub-Section:	Chemical Processing
Section:	Crime Scene Management
Component:	Criminal Record and Crime Scene Management
Location of the post:	Pretoria: National Office (1 Post) (Ref FS 212/2013)
Salary Level:	BAND B1 Salary Notch 3 R212 286 (Per Annum)

Additional Requirements:

- A three year NQF 6 qualification in Natural Sciences.
- A Degree or Diploma (NQF 6) with the following modules: Biochemistry/Micro-Biology, Genetics, Medical Sciences, Medical Technology, Molecular Biology and Physiology will be an advantage.

Core Responsibilities:

- Process exhibits by utilizing the process flow as set out by the standards.
- Render an effective laboratory service in accordance with the strategic objectives.
- Present evidence in court.

12. Post:	Forensic Analyst (Warrant Officer)
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Section:	Crime Scene Laboratories
Component:	Criminal Record and Crime Scene Management
Location of the post:	Johannesburg: Gauteng (1 Post) (Ref FS 213/2013) Provincial CR&CSM: Cape Town: Western Cape (2 Posts) (Ref FS 214/2013) Kimberley: Northern Cape (1 Post) (Ref FS 215/2013) Springbok: Northern Cape (1 Post) (Ref FS 216/2013) Kuruman: Northern Cape (1 Post) (Ref FS 217/2013)
Salary Level:	BAND B1 Salary Notch 3 R212 286 (Per Annum)

Additional Requirements:

- A relevant three year NQF 6 qualification.
- A three year NQF 6 qualification majoring in one or more of the following: Forensic Investigation/ Science, Criminalistics, Police Science, Armorer, Criminology, Police Administration, Police Management, Criminal Law, Criminal Procedure; Law of Evidence, Medical Technology, Medical Science, Physics, Chemistry –Analytical / Pure & Applied, Computer Science, Mathematical Statistics, Applied Mathematics, Metallurgy will be an 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.

13. Post:	State Accountant (Warrant Officer)
Sub Section:	Finance and Administration Services
Section:	Nodal Support Centre
Component:	Forensic Science Laboratory
Location of the post:	Port Elizabeth: Eastern Cape (1 Post) (Ref FS 218/2013)
Salary Level:	BAND B Salary Notch R196 269 (Per Annum)

Additional Requirements:

- A three year NQF 6 qualification in Financial Management / Accounting / Business Management / Economics will be an advantage.

Core Responsibilities:

- Render a financial and accounting service, expenditure administration and financial auxiliary service.
- Administering of the Cashier Service point.
- Provide an administration service relating to salaries, deductions and allowances.

14. Post:	State Accountant (Warrant Officer)
Sub-Section:	Budget Management: Financial and Administration Services
Section:	Nodal Support Centre
Component:	Criminal Record and Crime Scene Management (1 Post) (Ref FS 219/2013) Forensic Science Laboratory (1 Post) (Ref FS 220/2013)

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Quality Management (1 Post) (Ref FS 221/2013)

Location of the post:

Pretoria: Gauteng

Salary Notch:

BAND B Salary Notch R196 269 (Per Annum)

Additional Requirements:

- A three year NQF 6 qualification in Financial Management / Accounting / Business Management / Budget Management / Economics will be an advantage.

Core Responsibilities:

- Manage the yearly budget allocated to the Component.
- Prepare reports related to budgetary matters at the respective Nodal Centres.
- Monitor and control all budgetary matters in terms of any relevant legislation and directives.
- Monitor the actual expenditure and correct vesting of funds.

15. **Post:** Provisioning Administration Officer (Warrant Officer)
Sub Section: Supply Chain Management: Procurement
Section: Nodal Support Centre
Component: Forensic Science Laboratory
Location of the post: Port Elizabeth: Eastern Cape (1 Post) (Ref FS 222/2013)
Salary Level: BAND B Salary Notch R196 269 (Per Annum)

Additional Requirements:

- A three year NQF 6 qualification in Supply Chain Management will be an advantage.
- Comprehensive knowledge in POLFIN.

Core Responsibilities:

- Administer the procurement of cost effective logistical items and services in accordance with approved legislation and internal instructions.
- Administer the requisition and issuing of official orders.
- Administer applications in terms of Contracts and Bids

16. **Post:** Personnel Practitioner (Warrant Officer)
Sub-Section: Personnel Management
Section: Support Services
Division: Forensic Services
Location of the post: Pretoria: Gauteng (1 Post) (Ref FS 223/2013)
Salary Notch: BAND B Salary Notch R196 269 (Per Annum)

Additional Requirements:

- A three year NQF 6 qualification in Human Resource Management will be an advantage.

Core Responsibilities:

- Coordinate, validate and updating statistical information related to human resource.
- Gathering of information for strategic monitoring and evaluation processes.
- Develop, implement, monitor and manage HRM Information.
- Fast track the administration of documents received from provinces and sections.

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17. Post: Personnel Practitioner (Warrant Officer)
Sub-Section: Personnel Management: Grievance Management
Section: Support Services
Location of the post: Pretoria: Gauteng (1 Post) **(Ref FS 224/2013)**
Salary Notch: BAND B Salary Notch R196 269 (Per Annum)

Additional Requirements:

- A three year NQF 6 qualification in Human Resource Management / Management / Labour Relations will be an advantage.
- Knowledge in PERSAL and PERSAP.

Core Responsibilities:

- Administer and monitor grievances nationally.
- Prepare quarterly reports regarding grievance progress.
- Monitor the investigation and administration of grievances at all levels.
- Monitor the resolution of grievances within the prescribed time frames.
- Update the grievance database.

18. Post: Personnel Practitioner (Warrant Officer)
Sub-Section: Employee Relations
Section: Nodal Support Centre
Component: Criminal Record and Crime Scene Management (1 Post) **(Ref FS 225/2013)**
 Forensic Science Laboratory (1 Post) **(Ref FS 226/2013)**
 Quality Management (1 Post) **(Ref FS 227/2013)**
Location of the post: Pretoria: Gauteng
Salary Notch: BAND B Salary Notch R196 269 (Per Annum)

Additional Requirements:

- A three year NQF 6 qualification in Human Resource Management / Management / Labour Relations will be an advantage.
- Knowledge in PERSAL and PERSAP.

Core Responsibilities:

- Ensure proper record keeping in respect of suspensions, appeals and disciplinary hearing records for audit and inspection purposes.
- Facilitate the finalization of disciplinary matters in respect of investigations.
- Facilitate the collection of documents for purposes of appeals.
- Monitor the resolution of grievances within the prescribed time frames.

19. Post: Personnel Practitioner (Warrant Officer)
Sub-Section: Personnel Management: Data Integrity & Translations
Section: Support Services
Division: Forensic Services
Location of the post: Arcadia: Pretoria (1 Post) **(Ref FS 228/2013)**
Salary Notch: BAND B Salary Notch R196 269 (Per Annum)

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Additional Requirements:

- A three year NQF 6 qualification in Human Resource Management / Management / Records Management will be an advantage.
- Knowledge in PERSAL and PERSAP.

Core Responsibilities:

- Capture personnel information on the PERSAP System.
- Verify personnel information (SAP 172) on the PERSAP System.
- Update of PERSAL/PERSAP System in terms of transfers, Promotions, Appointments and Service Terminations.

20. Post:	Personnel Practitioner (Warrant Officer)
Sub-Section:	Medical Administration & Absenteeism
Section:	Nodal Support Centre
Component:	Forensic Science Laboratory (1 Post) (Ref FS 229/2013) Criminal Record and Crime Scene Management (1 Post) (Ref FS 230/2013) Support Services (1 Post) (Ref FS 231/2013)
Location of the post:	Pretoria: Gauteng
Salary Notch:	BAND B Salary Notch R196 269 (Per Annum)

Additional Requirements:

- A three year NQF 6 qualification in Human Resource Management will be an advantage.
- Knowledge in PERSAL and PERSAP.

Core Responsibilities:

- Administrate Ill Health retirement applications
- Monitor the process of medical and death boards
- Administer the process the injury on/ off duty boards.
- Administer all injuries and Civil Claims in respect of Injury on / off Duty.

21. Post:	Personnel Practitioner (Warrant Officer)
Sub-Section:	Service Terminations
Section:	Support Services
Division:	Forensic Services
Location of the post:	Arcadia: Pretoria (1 Post) (Ref FS 232/2013)
Salary Notch:	BAND B Salary Notch R196 269 (Per Annum)

Additional Requirements:

- A three year NQF 6 qualification in Human Resource Management will be an advantage.
- Knowledge in PERSAL and PERSAP.

Core Responsibilities:

- Administer and monitor all absenteeism within the Division.
- Update all service termination related to death, inter-departmental transfers, discharge, resignation, retirement within the Division.
- Compile monthly and quarterly service termination progress reports.

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22. Post:	Personnel Practitioner (Warrant Officer)
Sub-Section:	Skills Development Facilitation
Section:	Support Services
Division:	Forensic Services
Location of the post:	Arcadia: Pretoria (1 Post) (Ref FS 233/2013)
Salary Notch:	BAND B Salary Notch R196 269 (Per Annum)

Additional Requirements:

- Relevant programs in Skills Development will be an advantage.
- Knowledge in Training Administration System (TAS).

Core Responsibilities:

- Facilitate the training needs of employees within the Division.
- Coordinate the assessment of employees against unit standards.
- Assist in the drafting and facilitation of a training plan for employees within the Division.
- Provide inputs for reviewing of training programmes.
- Assist in the capturing of qualifications of employees on the Training Administration System (TAS).

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.
- Applicants appointed under the Police Service Act will be subjected to undergo a lateral entry programme at a

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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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Cnr Beckett and Pretorius Street

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We welcome applications from persons with disAbilities 

