

RE-ADVERTISEMENT: EXTERNAL ADVERTISEMENT: POSTS FOR APPOINTMENT TO POSITIONS FROM SALARY LEVEL 5 TO 10: DIVISION: FORENSIC SERVICES: SOUTH AFRICAN POLICE SERVICE

1. The posts contained in this circular are vacant and will be re-advertised externally in the **Rapport, Sunday Times** and **City Press** on **2014-07-27** for appointment purposes as contemplated in National Instruction 6 of 2005. 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 a completed SAQA accredited NQF 4 qualification *No criminal record or pending criminal / departmental 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 a completed SAQA accredited NQF 4 qualification. Experience in the core functions of the post would be beneficial.

1. **Post:** Secretary
Division: Forensic Services
Location of the post: Provincial Head: Criminal Record and Crime Scene Management: Western Cape (1 Post) **(Ref FS 91/2014)**
Section Head: Questioned Documents: Pretoria (1 Post) **(Ref FS 92/2014)**
Component Head: Criminal Record and Crime Scene Management: Pretoria (1 Post) **(Ref FS 93/2014)**
Salary Level: Level 5: Salary Notch R123 738 (Per Annum)

Additional Requirements:

- Relevant experience in handling diverse secretarial matters.
- Experience in arranging events, meetings and workshops.
- Able to work under pressure and be customer orientated.
- Qualification in Office Management / Administration or other secretarial courses will be an advantage

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.

2. **Post:** Data Typist
Sub-Section: Adjudication: Local Criminal Record Centre
Section: Criminalistic Bureau: Local Criminal Record Centre

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Component: Criminal Record and Crime Scene Management
Location of the post: Musina: Limpopo (2 Posts) (Ref FS 94/2014)
 Ladysmith: Kwazulu-Natal (1 Post) (Ref FS 95/2014)
 Lichtenburg: North West (1 Post) (Ref FS 96/2014)
 Queenstown: Eastern Cape (1 Post) (Ref FS 97/2014)
 Mthatha: Eastern Cape (1 Post) (Ref FS 98/2014)
Salary Level: Level 5: Salary Notch R123 738 (Per Annum)

Core Responsibilities:

- Administer the provisioning of previous conviction reports including all processes with regard to tracing of previous convictions.
- Processing of all SAP 76 source documents
- Administer the processing of fingerprint related enquiries on AFIS in respect of criminal and civilian searches.
- General administration duties

3. **Post:** Administration Clerk
Sub-Section: Local Criminal Record Centre
Component: Criminal Record and Crime Scene Management
Location of the post: Cradock: Eastern Cape (1 Post) (Ref FS 99/2014)
 Bellville: Western Cape (1 Post) (Ref FS 100/2014)
Salary Level: Level 5: Salary Notch R123 738 (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 administration duties.

4. **Post:** Accounting Clerk
Sub-Section: Nodal Support Centre
Section: Provincial: Criminal Record and Crime Scene Management: Northern Cape
Component: Criminal Record and Crime Scene Management
Location of the post: Kimberley: Northern Cape (1 Post) (Ref FS 101/2014)
Salary Level: Level 5: Salary Notch R123 738 (Per Annum)

Core Responsibilities:

- Assist with the administration with the budget management service.
- Consolidate the allocated budget of the Criminal Record and Crime Scene Management: Northern Cape.
- Assist with the preparation of reports related to budgetary matters.
- Monitor and update of the actual expenditure and correct vesting of funds.

5. **Post:** Personnel Officer
Sub-Section: Nodal Support Centre
Section: Provincial: Criminal Record and Crime Scene Management: Eastern Cape
Component: Criminal Record and Crime Scene Management
Location of the post: King Williams Town: Eastern Cape (1 Post) (Ref FS 102/2014)
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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.

6. **Post:** Provisioning Administration Clerk
Sub-Section: Nodal Support Centre
Section: Provincial: Criminal Record and Crime Scene Management: Kwazulu-Natal
 Provincial: Criminal Record and Crime Scene Management: Eastern Cape
Component: Criminal Record and Crime Scene Management
Location of the post: Durban: Kwazulu-Natal (1 Post) (**Ref FS 103/2014**)
 King Williams Town: Eastern Cape (1 Post) (**Ref FS 104/2014**)
Salary Level: Level 5: Salary Notch R123 738 (Per Annum)

Core Responsibilities:

- Receive all stock and equipment from supplies.
- Distribute stock to end users according to end user list.
- Record keeping of all receipts and issues of equipment including consumable items.
- General administrative duties.

7. **Post:** Administration Clerk
Section: Victim Identification Centre
Component: Forensic Science Laboratory
Location of the post: Pretoria (1 Post) (**Ref FS 105/2014**)
Salary Level: Level 5: Salary Notch R123 738 (Per Annum)

Core Responsibilities:

- Allocate cases to analysts and render administrative assistance with regards to PlassData.
- Assist with the safe keeping and placement of exhibits.
- Assist with placement of particulars on the FSL Admin System and PlassData.
- Register all case information on PlassData System.
- Perform 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,**

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INCLUDING THE CURRICULUM VITAE (CV) AND ALL ANNEXURES THAT ARE ATTACHED.

- 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 **8th of August 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:

Lt Colonel Klopper / Lt Moonsamy

Tel: (012) 421-0194

Tel: (012) 421-0584

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 

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