

SOUTH AFRICAN POLICE SERVICE

CLOSING DATE
NOTE

: 17 July 2026 at 16:00

: Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Short-listed candidates for appointments 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. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. 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 will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. 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.

OTHER POSTS

POST 23/139

: **FINANCIAL CLERK SUPERVISOR REF NO: PSS FMS07/26 (X1 POST)**

: PSS Financial Management

SALARY
CENTRE
REQUIREMENTS

: R338 106 per annum (Level 07)

: Pretoria

: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the

SAPS Academy Thabazimbi: Hand delivery or courier to: Buffelshoek Farm, Gate 325, Alma Gravel Road, Thabazimbi Email address: PelserJ@saps.gov.za

SAPS Academy Moloto: Hand delivery or courier to: Jakkalsdans Farm 243 JR, Plot Road 2, Dewagensdrift, Moloto Road Email address: NgetoZBL@saps.gov.za / MtimunyeB2@saps.gov.za / MasemolaF@saps.gov.za

SAPS Academy Mankwe: Hand delivery or courier to: R510 Rustenburg to Northam Road, Mogwase: Email address: KatjediMA@saps.gov.za

POST 23/246

: **ADMINISTRATION CLERK (X19 POSTS)**
Division: Human Resource Development

SALARY CENTRE

: R237 453 per annum (Level 05)
:
SAPS Academy Chatsworth: Ref No: HRD 33/06/2026 (X1 Post)
SAPS Academy Paarl (Learner Support): Ref No: HRD 34/06/2026 (X1 Post)
SAPS Academy Paarl (M&E): Ref No: HRD 35/06/2026 (X1 Post)
SAPS Academy Hammanskraal (Learner Sup): Ref No: HRD 36/06/2026 (X1 Post)
SAPS Academy Hammanskraal (M&E): Ref No: HRD 37/06/2026 (X1 Post)
SAPS Academy Roodeplaat (M&E): Ref No: HRD 38/06/2026 (X1 Post)
SAPS Academy Addo (M&E): Ref No: HRD 39/06/2026 (X1 Post)
SAPS Academy All Saints (M&E): Ref No: HRD 40/06/2026 (X1 Post)
Division HRD: ISPD Comp Head, Pretoria: Ref No: HRD 42/06/2026 (X1 Post)
Division: HRD: ISPD Leadership, Management & International Development, Pretoria: Ref No: HRD 43/06/2026 (X1 Post)
SAPS Academy Benoni (M&E): (Ref No: HRD 44/06/2026) (X1 Post)
Division HRD: BPD Ceremonial Discipline, PTA: Ref No: HRD 46/06/2026 (X1 Post)
SAPS Academy Bhisho (Learner Support): Ref No: HRD 47/06/2026 (X1 Post)
SAPS Academy Graaff Reinet (Learner Sup) Ref No: HRD 52/06/2026 (X1 Post)
SAPS Academy Philippi (Learner Support): Ref No: HRD 58/06/2026 (X1 Post)
Division HRD: ETD CDS, Research and Quality Management, Pretoria: Ref No: HRD 64/06/2026 (X1 Post)
Division HRD: ETD CDS, Quality Assurance & Quality Control Coordination, Pretoria: Ref No: HRD 65/06/2026 (X1 Post)
Division HRD: ETD CDS, Research & Impact Studies, Pretoria Ref No: HRD 66/06/2026 (X1 Post)
Division: HRD: ETD CDS, Curriculum Development, Tactical Policing, Pretoria: Ref No: HRD 69/06/2026 (X1 Post)

REQUIREMENTS

: Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES

: Perform general clerical duties. Update registers and statistics. Handle routine and inquiries. Make photocopies. Distribute documents/packages to various stakeholders as required on a daily basis. Deliver and collect documents from areas surrounding the office; maintain the filing system for the Directorate. Type letters and other correspondence, provide administrative support functions in the relevant office; Type reports; letters, memoranda and monitor flow of documents to and from the relevant office ;Maintain an updated filing system in the relevant office, distribute correspondence and circulars to the relevant stakeholders and keep the register of all incoming and outcoming post

up to date, handle routine correspondence, send and receive e-mails immediately; answer and make telephone calls on behalf of the Head of the office and take messages professionally; provide support during meetings and workshops involving the relevant office; handling confidential documents, be able to operate standard equipment (photocopy machine, telephone, computers etc.).

ENQUIRIES

- : **SAPS Academy Chatsworth:** Enquiries can be directed to: Capt Molefe: Tel No: 031 402 7012 / 031 402 7020 / 031 402 7019
SAPS Academy Paarl: Enquiries can be directed to: Lt Col C Davids: Tel No: 021 807 9019
SAPS Academy Hammanskraal: Enquiries can be directed to: Lt Col Pitsi M: at 082 725 9995/012 711 8028
SAPS Academy Roodeplaat: Enquiries can be directed to: Lt Colonel SC Oosthuizen/ PPO PW Boshoff Tel No: 012 808 8664/ 012 808 8666
SAPS Academy Addo: Enquiries can be directed to: Lt Col P Ganas/Capt PT Zahela: at 0824616166 / 0743345632
SAPS Academy All Saints: Enquiries can be directed to: Lt Colonel Ngubekile / Sergeant Ndarana / PO Jongile at 076 411 9279 /072 679 6536 / 083 490 4975
DIVISION: Human Resource Development (DIV: HRD): Enquiries can be directed to: Lt Col GM Masemola/Capt Hagen: Tel No: 012 334 3796 / 012 334 3663
SAPS Academy Benoni: Enquiries can be directed to: WO L Theron Tel No: 011 871 5835:
SAPS Academy Bhisho: Enquiries can be directed to: Capt Mfengu & PPO Mdlankomo: Tel No: 040 608 8258/67
SAPS Academy Graaff-Reinet: Enquiries can be directed to: Capt U Meyer / Sergeant Z Deyssel: Tel No: 049 891 0050
SAPS Academy Philippi: Enquiries can be directed to: Capt Khabiqheya: Tel No: 021 3702652/50

APPLICATIONS

- : Application forms must be hand delivered or e-mailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Division: Human Resource Development (DIV: HRD) Hand delivery or courier to : Shorburg Building, 429 Helen Joseph Street, Pretoria: Email address: hagenn@saps.gov.za
SAPS Academy Tshwane: Hand delivery or courier to: 1 Rebecca Street, Pretoria West Email address: traincoladmin@saps.gov.za
SAPS Academy Oudtshoorn: Hand delivery or courier to: Park Road South 1, Wesbank, Oudtshoorn Email address: divhrd.odnss@saps.gov.za
SAPS Academy Bishop Lavis: Hand delivery or courier to: 100 Myrtle Street, Bishop Lavis Email address: blahhrm@saps.gov.za and bishoplavis.sec@saps.gov.za
SAPS Academy Philippi: Hand delivery or courier to: 55 New Eisleben Road, Philippi: Email address: SwartlandE@saps.gov.za
SAPS Academy Bhisho: Hand delivery or courier to: R63 Konga Road, Bhisho: E-Mail Adress: MfenguXC@saps.gov.za/ MdlankomoM@saps.gov.za
SAPS Academy Mthatha: Hand delivery or courier to: No.1 Vukuzana Street, Police Camp Area, Police Camp, Mthatha, 5099: Email address: DalindyeboT@saps.gov.za and DalasaM@saps.gov.za
SAPS Academy Graaff-Reinet: Hand delivery or courier to: 22 College Road, Robert Sobukwe, 6280: Email address: MeyerU@saps.gov.za; DeysselZ@saps.gov.za
SAPS Academy Ulundi: Hand delivery or courier to: Ingulube Street Unit A, Ulundi Email address: MhlunguS@saps.gov.za
SAPS Academy Atteridgeville: Hand delivery or courier to: 100 Predustria, Pretoria -West. Emailaddress:Kgopathuso@saps.gov.za or NombangaSH@saps.gov.za
SAPS Academy Hammanskraal:Hand delivery or courier to:1 Gwala Avenue, Hammanskraal. Email address: PitsiM@saps.gov.za
SAPS Academy Benoni: Hand delivery or courier to: 36 Hospital Road, NorthMead, Benoni Email address: theronjl@saps.gov.za
SAPS Academy Rietondale:Hand delivery or courier to: Alben Building, 661 Chamberlain Str, Rietfontein Email address: MohaleT@saps.gov.za / ChaukeT5@saps.gov.za

SAPS Academy Chatsworth: Hand delivery or courier to: 241 Moorton Drive, Chatsworth, Durban Email address: MolefeM4@saps.gov.za or NaidooM10@saps.gov.za GumedeSandile@saps.gov.za

SAPS Academy Potchefstroom: Hand delivery or courier to: Welgegund Farm, R53 Ventersdorp Road, Potchefstroom. Email address: monyemorekq@saps.gov.za

SAPS Academy Thabazimbi: Hand delivery or courier to: Buffelshoek Farm, Gate 325, Alma Gravel Road, Thabazimbi Email address: PelserJ@saps.gov.za

SAPS Academy Moloto: Hand delivery or courier to: Jakkalsdans Farm 243 JR, Plot Road 2, Dewagendrift, Moloto Road Email address: NgetoZBL@saps.gov.za / MtimunyeB2@saps.gov.za / MasemolaF@saps.gov.za

SAPS Academy Addo: Hand delivery or courier to: Farm 7, Slagboom, Addo: Email address: Ganasp3@saps.gov.za or ZahelaPT@saps.gov.za

SAPS Academy Mankwe: Hand delivery or courier to: R510 Rustenburg to Northam Road, Mogwase : Email address: KatjediMA@saps.gov.za

SAPS Academy All Saints: Hand delivery or courier to: R63, Komga Road, Bhisho: Email address: NgubekileBG@saps.gov.za , JonjileXP@saps.gov.za

SAPS Academy Arcadia: Hand delivery or courier to: 640 Francis Baard Street, Arcadia, Pretoria: Email address: boshoffk@saps.gov.za

SAPS Academy Roodeplaat: Hand delivery or courier to: Remainder of Portion 3 of 293 Jr Moloto Road, Roodeplaat.: Email address: QosthuizenSterna@saps.gov.za Or BoshoffP@saps.gov.za

SAPS Academy Paarl: Hand delivery or courier to: 429 Main Street, Lemoenkloof, Paarl: Email address: davidsc3@saps.gov.za

POST 23/247

ADMINISTRATION CLERK REF NO: HRD 70/06/2026 (X1 POST)

Division: Human Resource Development

Division HRD: Management Information & Strategic Planning

SALARY CENTRE

R237 453 per annum (Level 05)

Pretoria

REQUIREMENTS

Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES

Administer the process of strategic planning in the Division. Administer the process of implementation of facilitation of Enterprise Risk Management. Administer the service of monitoring and evaluation for all Operational and Performance Plans, Enterprise Risk Management and Service Delivery Improvement Plan. Provide support functions in the office of graphic design. Render general administrative support.

ENQUIRIES

Division: Human Resource Development (DIV: HRD): Enquiries can be directed to: Lt Col GM Masemola/Capt Hagen: Tel No: (012) 334 3796 / 012 334 3663

APPLICATIONS

Application forms must be hand delivered or e-mailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you): Division: Human Resource Development (DIV: HRD) Hand delivery or courier to: Shorburg Building, 429 Helen Joseph Street, Pretoria: Email address: hagenn@saps.gov.za

<u>POST 23/248</u>	:	<u>ADMINISTRATION CLERK (X4 POSTS)</u> Division: Human Resource Development
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) SAPS Academy Bishop Lavis (Mess): Ref No: HRD 50/06/2026 (X1 Post) SAPS Academy Mthatha (Mess) Ref No: HRD 54/06/2026 (X1 Post) SAPS Academy Oudtshoorn (Mess): Ref No: HRD 57/06/2026 (X1 Post) SAPS Academy Tshwane (Mess): Ref No: HRD 61/06/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Assist with the compiling of the 4 week menu for trainees. Responsible for the ordering of stock according to the planned menu. Checking of delivered stock against stock ordered and the invoice received. Providing invoices to the Financial Office for payment of suppliers. Assist with the monthly stock taking in the mess. Providing quotations to clients for planned events or meetings. Render assistance during events and meetings regarding the venue setup and client service during the event. Assist to manage the assets with the asset register in the Mess. Adhere to Occupational, Health and Safety Act in daily activities by ensuring that dining halls and kitchens are cleaned according to prescripts. Checking overtime claims of shift workers for correct-and completeness and submitting claims. Drawing up of monthly reports on the meals that were served, food consumption and wastage of food.
<u>ENQUIRIES</u>	:	SAPS Academy Bishop Lavis: Enquiries can be directed to: Capt Mavango: Tel No: (021) 935 5571/ 75 SAPS Academy Mthatha: Enquiries can be directed to: Capt Dalindyebo: Tel No: (047) 531 1026 Ext 1056 / 1009 or 082 523 3257 SAPS Academy Oudtshoorn: Enquiries can be directed to: Lt Col RM Arries / Capt D Moores Tel No: (044) 203 2223 SAPS Academy Tshwane: Enquiries can be directed to: Colonel JL Muridili; Captain Nkuna at 071 313 3604; 082 608 3902
<u>POST 23/249</u>	:	<u>SECRETARY (X5 POSTS)</u> Division: Human Resource Development
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) Division HRD: ISPD: Comp Head, Pretoria: Ref No: HRD 41/06/2026 (X1 Post) Division HRD: BPD: Comp Head, Pretoria: Ref No: HRD 45/06/2026 (X1 Post) Division HRD: Support Services, Pretoria: Ref No: HRD 62/06/2026 (X1 Post) Division HRD: ETD CDS, ETD Skills Development, Pretoria Ref No: HRD 67/06/2026 (X1 Post) Division HRD: ETD CDS, Curriculum Development Technology Management & Support, Pretoria: Ref No: HRD 68/06/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written

**PROVINCIAL ADMINISTRATION: MPUMALANGA
SOUTH AFRICAN POLICE SERVICE**

<u>APPLICATIONS</u>	:	Applications may be hand-delivered, as follows: 4 Ehmke Street, Nelspruit 1200. Application must be addressed to Recruitment Section, (Attention: Captain Hlubi / SAC Lukhele) South African Police Service, or e-mailed to HlubiJ@saps.gov.za
<u>CLOSING DATE</u>	:	17 July 2026 at 16:00
<u>NOTE</u>	:	Applications must be submitted on a Z83 Form (2021 version), obtainable from http://www.dpsa.gov.za/dpsa2g/vacancies.asp , which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS, will be expected to undergo a personal interview and shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Short-listed candidates for appointments 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. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. 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 will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. 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.

OTHER POSTS

<u>POST 23/443</u>	:	<u>FINANCIAL CLERK SUPERVISOR (X6 POSTS)</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)

Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor vehicle, will serve as an added advantage. Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Assist management in the monitoring and evaluation of performance plans as well as cross-cutting plans in terms of the Strategic Management Framework. Provide an oversight and administrative role in terms of data gathering and verification of performance information, for the purposes of quarterly and annual reporting. Compile and submit relevant quarterly and annual returns which are required to prove the implementation of strategic and operational plans. Conduct compliance inspections at all business units within the province to evaluate the implementation of strategic policy, including but not limited to Annual Operational Plans, Service Delivery Improvement Plans and Audit Action Plans. Manage and oversee the administrative function pertaining to the conducting of physical and virtual meetings, associated with the strategic environment.

ENQUIRIES : Capt Hlubi / SAC Lukhele Tel No: (013) 762 4813 / 013 762 4808/ 013 762 4417

POST 23/448 : **ADMINISTRATION CLERK (X16 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Ngodwana SAPS Ref No: MP 26/06/2026 (X1 Post)
 Ogies SAPS Ref No: MP 27/06/2026 (X1 Post)
 Dullstroom SAPS Ref No: MP 28/06/2026 (X1 Post)
 Nkangala District Office Ref No: MP 29/06/2026 (X1 Post)
 Morgenzon SAPS Ref No: MP 30/06/2026 (X1 Post)
 Amersfoort SAPS Ref No: MP 31/06/2026 (X1 Post)
 Breyten SAPS Ref No: MP 32/06/2026 (X1 Post)
 Tonga SAPS Ref No: MP 33/06/2026 (X1 Post)
 Pilgrim's Rest SAPS Ref No: MP 34/06/2026 (X1 Post)
 Sabie SAPS Ref No: MP 35/06/2026 (X1 Post)
 PHO: Legal Services Ref No: MP 36/06/2026 (X2 Posts)
 Ermelo Garage Ref No: MP 37/06/2026 (X2 Posts)
 Standerton Garage Ref No: MP 38/06/2026 (X1 Post)
 KwaMhlanga Garage Ref No: MP 39/06/2026 (X1 Post)

REQUIREMENTS : Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : To provide an administrative and clerical support service to personnel in respect of personnel administration of the station. Administer correspondence and accurate record keeping of files. Administer logistical matters. Manage and

		control human and physical resources of the station. Implement and maintain the performance management process and job descriptions at the station.
<u>ENQUIRIES</u>	:	Capt Hlubi / SAC Lukhele Tel No: (013) 762 4813 / 013 762 4808/ 013 762 4417
<u>POST 23/449</u>	:	<u>SECRETARY (X15 POSTS)</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05)
	:	PHO: ORS Ref No: MP 40/06/2026 (X1 Post)
	:	PHO: Communication Ref No: MP 41/06/2026 (X1 Post)
	:	PHO: PES Ref No: MP 42/06/2026 (X1 Post)
	:	PHO: POCC Ref No: MP 43/06/2026 (X1 Post)
	:	PHO: Supply Chain Management Ref No: MP 44/06/2026 (X1 Post)
	:	PHO: Finance Ref No: MP 45/06/2026 (1 post)
	:	PHO: Visible Policing – Flash Ref No: MP 46/06/2026 (X1 Post)
	:	PHO: Human Resources Management Ref No: MP 47/06/2026 (X1 Post)
	:	PHO: Technology Management and Services Ref No: MP 48/06/2026 (X1 Post)
	:	PHO: Organisational Development and Strategic Management Ref No: MP 49/06/2026 (X1 Post)
	:	Ehlanzeni District Office: Ref No: MP 50/06/2026 (X1 Post)
	:	PHO: Detectives: Commercial Crime Ref No: MP 51/06/2026 (X1 Post)
	:	Serious and Violent Crime Ref No: MP 52/06/2026 (X1 Post)
	:	Organised Crime Ref No: MP 53/06/2026 (X1 Post)
	:	Crime Investigation Ref No: MP 54/06/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the day of the interview. Be in possession of Grade 12/ Senior Certificate/ NCV Level 4 or equivalent qualification (NQF Level 4 as recognized by SAQA). At least four (4) years' experience in the field of the post. An applicable three (3) year Diploma / Degree (NQF level 6 or higher as recognized by SAQA) as well as relevant training courses in the field of the post will serve as an added advantage. A valid driver's license for at least a light motor Knowledge, Skills and Competencies: Knowledge of relevant prescripts applicable to the Public Service. Good verbal and written communication skills. General Computer literacy (MS Word, MS Excel, MS Office, MS Power Point, MS Outlook). Demonstrate competency in acting independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Strong interpersonal skills. Report writing. Presentation Skills, Problem Solving, Sound Planning, Organising and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	To provide secretarial support functions to the Section Head. Arrange, prepare meetings, agendas, typing and taking Minutes. Answer and screen all incoming calls to the office of the Section Head. Liaise with other Sections and components on matters relating to the Section Head's office. Maintain good Recordkeeping, filing and bring forward system. Handle confidential documents. Process and submit claims, make travelling and accommodation arrangements. Manage the diary as well as receive and host visitors of the office. Operate standard equipment (fax, photocopy machine, telephone, Computer etc.). Serving refreshment to visitors and during Meetings. Manage office inventory.
<u>ENQUIRIES</u>	:	Capt Hlubi / SAC Lukhele Tel No: (013) 762 4813 / 013 762 4808/ 013 762 4417
<u>POST 23/450</u>	:	<u>SECURITY OFFICERS (X18 POSTS)</u>
<u>SALARY CENTRE</u>	:	R170 226 per annum (Level 03)
	:	PHO: Nelspruit Ref No: MP 55/06/2026 (X8 Posts)
	:	Komartipoort VSS Ref No: MP 56/06/2026 (X1 Post)
	:	Middelburg District Office Ref No: MP 57/06/2026 (X3 Posts)
	:	Middelburg Garage Ref No: MP 58/06/2026 (X3 Posts)
	:	Middelburg Armourer Ref No: MP 59/06/2026 (X1 Post)
	:	KwaMhlanga VSS Ref No: MP 60/06/2026 (X2 Posts)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the core functions of the post. Be proficient in at least English and one other official language. Be a citizen of the Republic of South Africa of which documentary proof must be furnished on the