

# REGISTRY CLERK

SAPS

LOCATION: Division Technology Management Services, Head Office, Pretoria

REFERENCES: TMS 05/2018

SALARY: R152 862 per annum

## GENERIC REQUIREMENTS:

- Applicants must display competency in the post specific core functions;
- Be proficient in at least two official languages, of which one must be English;
- Must be SA citizen;
- Must have no previous criminal convictions or cases pending;
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.

## ADDITIONAL REQUIREMENTS:

- Be in possession of a Senior Certificate/Grade12;
- Applicants with a higher qualification in the specific field or an internship in the Public Service may receive preference;
- Appropriate / relevant experience in the field of the post and competency in MS Word, Excel and PowerPoint may be an advantage.

## CORE FUNCTIONS:

- Render administrative support function within the environment.
- Dispatch files and documents and record outgoing

correspondence.

- Draft and type documents for environment.
- Arrange, schedule and organize meetings or appointments and remind the personnel within the environment of such meetings.
- Assist environment with general administrative duties including logistics, SCM, Financial Service and HRM.

#### GENERAL:

- Only the official application form (newly developed form is available from all police station, on the SAPS website [www.saps.gov.za](http://www.saps.gov.za) and at the SAPS Recruitment offices) will 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.
- Comprehensive Curriculum Vitae must be submitted together with the application form.
- Certified copies of an applicant ID document, valid motor vehicle driver's license and all educational qualification obtained must submitted together with the application form
- Applicants are requested to initial each and every page of the application form, CV and all annexures.
- Through the filling of the above mentioned posts, an applicant whose appointment will promote representivity may receive preference. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview which may include practical test or presentation.

- The South African Police Service will verify the residential address and qualification of applicants, as well as citizenship. Reference checking will be conducted on all short listed applicants.
- Applications must be mailed in time, as late applications will not be accepted. No faxed or e-mailed applications will be accepted.
- If you have not been contacted within 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 the post after the advertisement therefore.
- 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.
- People with disabilities are welcome to apply.
- Correspondence will be conducted with successful applicants only.
- Recommended candidates will be subjected to fingerprint screening.
- Short-listed candidates will be subjected to security clearance.
- Appointments will be made in terms of the Public Service Act as applicable to the post environment.
- The Division is under no obligation to fill a post after the advertisement thereof. Although the post is advertised, the National Commissioner may withdraw the post from the advertisement, re-advertise the post or fill the post by transferring a person at the same level where is deemed to be in the interest of service delivery.

APPLICATIONS MUST BE POSTED TO: Applications can be forwarded (for attention Lt Col MS Matsomane/ W0 PS Ramalepe) to:  
Division: Technology Management Services South African Police Service Private Bag X 22 Hatfield 0028

HAND DELIVERED TO: Applications can be forwarded (for attention Lt Col MS Matsomane/ W0 PS Ramalepe) to: Office No. PPS 138/143 Tulbach Park Building Cnr. Stanza Bopape (Church) and Jan Shoba (Duncan) Streets Hatfield Pretoria

ENQUIRIES CAN BE DIRECTED TO: Colonel RM Moloto Lt Col MS Matsomane Warrant Officer PS Ramalepe Warrant Officer TM Chazi  
Tel: 012 432 7377/012 432 7194/7206/7401