

# SAPS is Looking for 28 Admin Clerks in Various Areas

ADMINISTRATION CLERK INTERN 28 POSTS

Division Human Resource Development: Academies

SALARY : R4000 to R7000 per month (12 months Stipend)

CENTER :

SAPS Academy All Saints: Ref ISPD1/2017 HRD (2 posts)SAPS

Academy Arcadia: Ref ISPD2/2017 HRD (2 posts)

SAPS Academy Atteridgeville: Ref ISPD3/2017 HRD (2 posts)

SAPS Academy Benoni: Ref ISPD4/2017 HRD (2 poss)

SAPS Academy Chatsworth: Ref ISPD5/2017 HRD (2 posts)

SAPS Academy Graaff Reinet: Ref ISPD6/2017 HRD (2 posts)

SAPS Academy Hammanskraal: Ref ISPD7/2017 HRD (2 posts)

SAPS Academy Moloto: Ref ISPD8/2017 HRD (2 posts)

SAPS Academy Mankwe: Ref ISPD18/2017 HRD (2 posts)

SAPS Academy Rietondale: Ref ISPD9/2017 HRD (2 posts)

SAPS Academy Roodeplaat: Ref ISPD10/2017 HRD (2 posts)

SAPS Academy Thabong: Ref ISPD11/2017 HRD (2 posts)

SAPS Academy Thabazimbi: Ref ISPD12/2017 HRD (2 posts)

SAPS Academy Philip: Ref BPD13/2017 HRD (2 posts)

REQUIREMENTS : Be in possession of a Senior Certificate/N6/National Office Management &

Technology/Administration/ Public Admin or equivalent qualification must have no

criminal record Applicants must be unemployed and never participated in an

internship programme previously Applicants must be residents of the province

where the post is advertised Applicants are restricted to apply for 3 positions only

DUTIES : Core Functions Conduct Administration of files maintain of outgoing and incoming

correspondences Register and maintain the database dealing with telephone inquiries assist with the dairy of the office for Section Head Perform typing functions and compile reports.Update and maintain administration filling systems

### **How to Apply**

ENQUIRIES : Captain Arries Tel no. (012) 334 3551. CAC Baloyi Tinyiko Tel no. (012) 334 3699

APPLICATIONS : Division Human Resource Development: 429 Shorburg Building, Helen Joseph Street Pretoria, 6th Floor North Wing. Private Bag X117, Pretoria 0001 (For attention Captain Arries)

CLOSING DATE : 12 January 2018 at 16:00.