

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

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. 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 : Supervise & administer the distribution of HQ accounts from E-Tel Systems. Supervise & administer the distribution of HQ Cellular Phone & 3G accounts from the converged portal. Supervise & administer the payments of Telkom landline accounts. Supervise & administer the payments & certification of Cellular Phone & 3G accounts. Supervise & utilise resources allocated to the post.

ENQUIRIES : HQ: Pretoria: Tel: Lt Col Nyathi: Tel No: (012) 400 5587; Capt Mudau: Tel No: (012) 400 5468; HRCS Kekana: Tel No: (012) 400 5216; HRC Nebodzandala: Tel No: (012) 400 5229

APPLICATIONS : **Protection And Security Services: HQ (Pretoria):** No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za, MudauTG@saps.gov.za, Kekanak@saps.gov.za, NebodzandalaT@saps.gov.za

POST 23/140 : **FINANCIAL CLERK SUPERVISOR (X6 POSTS)**
Division: Human Resource Development

SALARY CENTRE : R338 106 per annum (Level 07)
: SAPS Academy Addo (HRD 20/06/2026) (X1 Post)
: SAPS Academy Atteridgeville (HRD 21/06/2026) (X1 Post)
: SAPS Academy Chatsworth (HRD 22/06/2026) (X1 Post)
: SAPS Academy Thabazimbi (HRD 23/06/2026) (X1 Post)
: SAPS Academy Graaff-Reinet (HRD 24/06/2026) (X1 Post)
: SAPS Academy Oudtshoorn (HRD 25/06/2026) (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 : Administer all financial claims, payments, and advances. Administer payroll. Administer budget and enquiries relating to salaries, deductions and allowances. Administer incoming and outgoing correspondences. Administer IRP5 related queries. Exercise control over utilization of all resources allocated to the section. Control and monitor all telephone accounts, payments, registration on telephone system and issuing of pin codes. Ensure compliance with the Public Financial Management Act (PFMA), Treasury Regulations, Acts & Policies.

ENQUIRIES : **SAPS Academy Addo:** Enquiries can be directed to: Lt Col P Ganas/Capt PT Zahela at 0824616166 / 0743345632

	SAPS Academy Atteridgeville: Enquiries can be directed to: Lt Colonel Netshandama: at 082 778 2842 SAPS Academy Chatsworth: Enquiries can be directed to: Capt Molefe: Tel No: 031 402 7012 / 031 402 7020 / 031 402 7019 SAPS Academy Thabazimbi: Enquiries can be directed to: Lt Col JC Pelser: at 071 4109169/072 3319153 SAPS Academy Graaff-Reinet: Enquiries can be directed to: Capt U Meyer / Sergeant Z Deyssel: Tel No: 049 891 0050 SAPS Academy Oudtshoorn: Enquiries can be directed to: Lt Col RM Arries / Capt D Moores: Tel No: 044 203 2223
<u>APPLICATIONS</u>	: 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 Oudtshoorn: Hand delivery or courier to: Park Road South 1, Wesbank, Oudtshoorn Email address: divhrd.odnss@saps.gov.za divhrd.odnhrm@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 Atteridgeville: Hand delivery or courier to: 100 Predustria, Pretoria West. Email address: Kgopathuso@saps.gov.za or NombangaSH@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 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 Addo: Hand delivery or courier to: Farm 7, Slagboom, Addo: Email address: Ganasp3@saps.gov.za or ZahelaPT@saps.gov.za
<u>POST 23/141</u>	: <u>FINANCIAL CLERK SUPERVISOR REF NO: PSS HRM08/26 (X1 POST)</u> PSS: Human Resource Management & Development
<u>SALARY</u>	: R338 106 per annum (Level 07)
<u>CENTRE</u>	: North West, Mafikeng
<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. 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>	: Administration of Absenteeism according to the different leave categories: Incapacity leave, IOD's, Recruitment & Promotions processes, Service terminations & transfers. Administration of Data Integrity Management. Overseeing all other general administrative duties in the office.
<u>ENQUIRIES</u>	: Provincial Head: Northwest (PSS Building, Mafikeng): Lt. Col Maleka, HRC Ntsimane Tel: 018 397 9015 / 9018.
<u>APPLICATIONS</u>	: Provincial Head: North West (PSS Building, Mafikeng): Email Address: MalekaO@saps.gov.za , NtsimaneAM@saps.gov.za

<u>POST 23/142</u>	:	<u>FINANCIAL CLERK SUPERVISOR REF NO: SCM9/2026 (X1 POST)</u> Division Supply Chain Management Support Services: Financial Services (Facility Management)
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Persequor Park, Lynnwood, Pretoria
<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 vehicle will serve as an added. 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, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Compile weekly expenditure report; Perform financial and administrative duties for interdepartmental invoices received from DPWI; Create and compile journals and reconcile expenditure for Capital Works and Planned Maintenance; Prepare itineraries for Facility Management; Perform financial and administrative duties related to planning instructions received from Facility Management.
<u>ENQUIRIES</u>	:	Captain Naidoo Tel No: (012) 841 7876/7118/7179
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/143</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO: RS 01/06/2026 (X1 POST)</u> Management Information and Strategic Planning Component Research
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria
<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 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>	:	Administer generic administration relevant to Component Research. Administer generic/specific management information relevant to Component

		Research. Assist in the compilation of the budget for the component. Render administrative support with regard to strategic planning, performance reporting and related programmes relevant to Component Research. Render administrative support with regard to risk management for Component Research. Render administrative support with regard to the Service Delivery Improvement Plan for Component Research. Assist in coordinating and monitoring of all HRM related matters for personnel.
<u>ENQUIRIES</u>	:	Capt NM Pretorius / W/O TB Tshabalala at telephone: 068 338 7047 / 082 906 7372
<u>APPLICATIONS</u>	:	Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to MashiloaneK@saps.gov.za
<u>POST 23/144</u>	:	<u>ADMINISTRATIVE CLERK SUPERVISOR (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07)
	:	Component Head: Static Protection Services, Pretoria (Ref No: PSS SPS02/26)
	:	Component Head: Government Security Regulator, Pretoria (Re No: PSS GSR03/26)
	:	Component Head: VIP Protection Services, Pretoria (Ref No: PSS VIP04/26)
<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. 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>	:	Provide administrative services in the office of the Heads. Administration of good organizational systems of documents. Handle routine administration duties relating to the post. Administration of leave records. Registration of files in accordance with Minimum Information Security Standards (MISS) document. Efficient administration of brought forward systems. Administration and control of resources allocated to the immediate post environment.
<u>ENQUIRIES</u>	:	HQ: Pretoria: Lt Col Nyathi Tel No: 012 400 5587; Capt Mudau Tel No: 012 400 5468; HRCS: Kekana Tel No: 012 400 5216; HRC Nebodzandala Tel No: 012 400 5229
<u>APPLICATIONS</u>	:	Protection And Security Services: HQ (Pretoria): No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za , MudauTG@saps.gov.za , Kekanak@saps.gov.za , NebodzandalaT@saps.gov.za
<u>POST 23/145</u>	:	<u>ADMINISTRATIVE CLERK SUPERVISOR REF NO: PSS PMC05/26 (X1 POST)</u>
		PSS: Programme Management Centre
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07)
	:	Limpopo, Polokwane
<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. 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>	:	Core Functions: Arrange protection for VIP'. Update programmes on Risk Management (RIMAS). Efficient administration of client profiles & registers. Apply security measures for MISS document. Secure classified documents & sources of information. Facilitate service delivery meetings with the provincial Head. Attend meetings with PA's and secretaries from other departments, annually.
<u>ENQUIRIES</u>	:	Provincial Head: Limpopo (PSS Building, Polokwane): Col Mabotja, Capt Purcocks, HRC Sebola. Tel: 015 284 8545 / 8609 / 8592
<u>APPLICATIONS</u>	:	Provincial Head: Limpopo (PSS Building, Polokwane): Col Mabotja, Capt Purcocks, Email Address: MabotjaMmakgoshi@saps.gov.za , Lim:prov-PSS Training Coordinator@saps.gov.za , SebolaM4@saps.gov.za .
<u>POST 23/146</u>	:	<u>ADMINISTRATIVE CLERK SUPERVISOR REF NO: PSS MISP06/26 (X1 POST)</u> PSS Management Information & Strategic Planning
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape, Cape Town
<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. 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>	:	Core Functions: Administration of the strategic planning & reporting processes. Administration of Anti-Corruption Strategy and Risk Management. Administration of compliance to implementation of SDIP. Administration of generic/specific management information. Administration of Auditor General's findings & recommendations. Facilitation of questions and recorded responses from the Provincial Legislature relating to PSS mandates. Administration and control of human & physical resources allocated to the post.
<u>ENQUIRIES</u>	:	Provincial Head: Western Cape (PSS Building, Cape Town): Col Viljoen, Lt. Col Marthinus, HRC Roelofse. Tel: 021 467 4608 / 6535 / 6518
<u>APPLICATIONS</u>	:	Provincial Head: Western Cape (PSS Building, Cape Town): Email Address: ViljoenD2@saps.gov.za , MarthinusJ@saps.gov.za , PSSWC.hrm.leave@saps.gov.za
<u>POST 23/147</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO: SCM10/2026 (X1 POST)</u> Division Supply Chain Management Supply Chain Performance Management & Services
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Silverton: Pretoria

<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 vehicle will serve as an added. 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, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Develop of databases for managing performance information; Consolidate of performance information for all Sections within the Component and development of Performance reports; Prepare PowerPoint presentations for the Component for Performance Review and accountability sessions; Process and consolidate responses to questions in Parliament and other Strategy Reports; Manage all projects (start to finish) in the Component in support of the Divisional Priorities; Manage the external and internal stakeholder engagements for the Component.
<u>ENQUIRIES</u>	:	Captain Mahlangu (012) 841 7179/7118/7876
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/148</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO: SCM11/2026 (X1 POST)</u> Division Supply Chain Management Supply Chain Management Information and Strategic Planning
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Silverton, Pretoria
<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. Be in possession of a Diploma in Information. Technology/Business Information Systems. Have a technical knowledge to maintain systems, administer databases and utilize cloud platforms e.g. SharePoint or Be in possession of a Diploma in Data Analytics/Business Intelligence, Have a knowledge of data cleansing, establishing data security metrics and creating operational dashboards A valid driver's license for at least a light motor vehicle will serve as an added. 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, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Provide and administer support services within Division: Supply Chain Management; Perform IT related duties within Division: Supply Chain Management; Validate data integrity of Division: Supply Chain Management;

		Providing Events Management for Division: Supply Chain Management and Clients (Components and Divisions); Ensure logistical management of commodities and services in the Division; Dashboards and data analytics model data collected, purify, verify security level, apply and upload on SharePoint.
<u>ENQUIRIES</u>	:	Captain Mahlangu Tel No: (012) 841 7179/7118/7876
<u>POST 23/149</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO: HRD 27/06/2026 (X1 POST)</u> Division: Human Resource Development Division HRD, Basic Police Development
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria
<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>	:	Perform general clerical duties. Update registers and statistics. Handle routine and inquiries. Make photocopies and receive/send facsimiles. 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 outgoing 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).
<u>ENQUIRIES</u>	:	Enquiries can be directed to: Lt Col GM Masemola/Capt Hagen: Tel No: (012) 334 3796 / 012 334 3663
<u>APPLICATIONS</u>	:	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 23/150</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO: CI/HO/1/2026 (X2 POSTS)</u> Division: Crime Intelligence
<u>SALARY</u>	:	R338 106.per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Interception and Monitoring: LBS Applications, Erasmuskloof
<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) in the

	field of Law (LLB / BA Law or BCOM Law etc) 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 & 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, 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, Organizing and Administration skills, Strong Analytical Skills
<u>DUTIES</u>	: Coordinate Location Based Services (LBS) applications in terms of Section 8 of Act 70/2002. Process and disseminate written confirmations and proof of submissions to the Electronic Communication Service providers (ECSP) emanating from the activation of LBS. Submit Affidavits emanating from the activation of LBS in terms of Section 8 of Rica to the Designated Judge of interceptions. To manage the co-ordination of Section 205, Act 51/1977
<u>ENQUIRIES</u>	: Lieutenant Colonel P Marule / Captain B Feni / Captain HM Tebele Tel No: (012) 360 1415/1519.
<u>APPLICATIONS</u>	: Applications may be hand-delivered or couriered to the following addresses: Main Security gate at No. 463 Prieska Road, Erasmuskloof, 0181 (for attention The Section Commander: Personnel Management), alternatively forward to the following email addresses: recruitment1@saps.gov.za and recruitment2@saps.gov.za
<u>POST 23/151</u>	: <u>ADMINISTRATION CLERK SUPERVISOR REF NO: CI/HO/2/2026 (X1 POST)</u> Division: Crime Intelligence
<u>SALARY</u>	: R338 106 per annum (Level 07)
<u>CENTRE</u>	: Head Office: Interception and Monitoring: LBS Applications, Erasmuskloof
<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) in the field of Information Technology / IT Support or Information Systems 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 & 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, 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, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work shifts and extended hours.
<u>DUTIES</u>	: Co-ordinate Location Based Services (LBS) applications in terms of Section 8 of Act 70/2002. Process and disseminate written confirmations and proof of submissions to the Electronic Communication Service providers (ECSP) emanating from the activation of LBS. Submit Affidavits emanating from the activation of LBS in terms of Section 8 of Rica to the Designated Judge of interceptions. To manage the co-ordination of Section 205, Act 51/1977.
<u>ENQUIRIES</u>	: Lieutenant Colonel P Marule / Captain B Feni / Captain HM Tebele Tel No: (012) 360 1370/1415.
<u>APPLICATIONS</u>	: Applications may be hand-delivered or couriered to the following addresses: Main Security gate at No. 463 Prieska Road, Erasmuskloof, 0181 (for attention The Section Commander: Personnel Management), alternatively forward to the following email addresses: recruitment1@saps.gov.za and recruitment2@saps.gov.za

<u>POST 23/152</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO: CI/HO/3/2026 (X1 POST)</u> Division: Crime Intelligence Financial Management Informants Support
<u>SALARY</u>	:	R338 106.per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Secret Service Account, Erasmuskloof
<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 vehicle will serve as an added advantage. Knowledge, Skills & 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, 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, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills * Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Assist with the registration and administration of Informants, capturing of informer certification. Assist with the management and maintenance of National Informer Database. Administration for the Payments of Informer Rewards and Remuneration.
<u>ENQUIRIES</u>	:	Lieutenant Colonel P Marule / Captain B Feni / Captain HM Tebele Tel No: (012) 360 1370/1415.
<u>APPLICATIONS</u>	:	Applications may be hand-delivered or couriered to the following addresses: Main Security gate at No. 463 Prieska Road, Erasmuskloof, 0181 (for attention The Section Commander: Personnel Management), alternatively forward to the following email addresses: recruitment1@saps.gov.za and recruitment2@saps.gov.za
<u>POST 23/153</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR (MISP) REF NO: ORS 05/2026 (X1 POST)</u> Division Operational Response Service
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Border Policing Maupa Naga, Pretoria
<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 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.
<u>DUTIES</u>	:	Manage the collection and capturing crime information. Manage reports. Render general support to Component Head Police Operations. Render general support to Component: Head Border.
<u>ENQUIRIES</u>	:	Captain Mathabe 012 400 6081 or AC Winkler Tel No: (012) 400 6338
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: No. 3 Troye Maupa Naga, Arcadia, Pretoria or email to: WinklerFA@saps.gov.za

<u>POST 23/154</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO: ORS 06/2026 (X1 POST)</u> Division Operational Response Service
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Eastern Cape: Border Policing, East London Seaport
<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 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.
<u>DUTIES</u>	:	Support Services: Manage and co-ordinate an effective administration service. Provide effective corporate communication services within the unit. Manage the financial processes and activities at the Unit. Regulate, administer and ensure compliance to HRM Policies. Monitor and control loss management on the utilization of physical resources. Maintain the vehicle fleet and ensure effective and efficient SCM functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Captain Mathabe Tel No: (012) 400 6081 or AC Winkler Tel No: (012) 400 6338 Direct your application to the following addresses: No. 3 Troye Maupa Naga, Arcadia, Pretoria or email to: WinklerFA@saps.gov.za
<u>POST 23/155</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO: ORS 07/2026 (X1 POST)</u> Division Operational Response Service
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Free State: Border Policing, Sepapugate Port of Entry
<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 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.
<u>DUTIES</u>	:	Support Services: Manage and co-ordinate an effective administration service. Provide effective corporate communication services within the unit. Manage the financial processes and activities at the Unit. Regulate, administer and ensure compliance to HRM Policies. Monitor and control loss management on the utilization of physical resources. Maintain the vehicle fleet and ensure effective and efficient SCM functions.
<u>ENQUIRIES</u>	:	Captain Mathabe Tel No: 012 400 6081 or AC Winkler 012 400 6338

<u>APPLICATIONS</u>	:	Direct your application to the following addresses: No. 3 Troye Maupa Naga, Arcadia, Pretoria or email to: WinklerFA@saps.gov.za
<u>POST 23/156</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR (X3 POSTS)</u> Division Operational Response Service
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07)
	:	Component: Public Order Policing
	:	POP - HQ: Human Resource Management: Maupa Naga, Pretoria Ref No: ORS 08/2026
	:	POP - HQ Operations: Maupa Naga, Pretoria Ref No: ORS 09/2026
	:	POP - HQ Component Head: Maupa Naga, Pretoria Ref No: ORS 10/2026
<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 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.
<u>DUTIES</u>	:	Render administrative duties pertaining to POP units. Ensure accurate record keeping and efficient administration. Maintain and coordinate effective office administration. Maintain high level of discipline and professional conduct.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT4@SAPS.GOV.ZA
<u>POST 23/157</u>	:	<u>HUMAN RESOURCE CLERK SUPERVISOR REF NO: SCM12/2026 (X1 POST)</u> Division Supply Chain Management Procurement and Contract Management: Procurement Management: Facility Management
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07)
	:	Silverton, Pretoria
<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 vehicle will serve as an added. 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, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Render Human Resource Management functions for the Section: Procurement Facility Management; Administer nominations and call up instructions to the

		Section: Procurement: Facility Management; Ensure personnel sign relevant annexures and attend training courses.
<u>ENQUIRIES</u>	:	PPO Babana Tel No: (012) 841 7123/7118/7876
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/158</u>	:	<u>HUMAN RESOURCE CLERK SUPERVISOR REF NO: PSS HRP01/26 (X1 POST)</u> Human Resource Management PSS
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria
<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. 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>	:	Provide administrative services within the Division. Administration of good organizational systems of documents. Handle routine administration duties relating to the post. Administration of leave records. Registration of files in accordance with Minimum Information Security Standards (MISS) document. Efficient administration of brought forward systems. Administration and control of resources allocated to the immediate post environment.
<u>ENQUIRIES</u>	:	HQ: PRETORIA: Tel: Lt Col Nyathi: 012 400 5587; Capt Mudau: 012 400 5468; HRCS Kekana: 012 400 5216; HRC Nebodzandala: 012 400 5229
<u>APPLICATIONS</u>	:	Protection And Security Services: HQ (Pretoria): No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za , MudauTG@saps.gov.za , Kekanak@saps.gov.za , NebodzandalaT@saps.gov.za
<u>POST 23/159</u>	:	<u>HUMAN RESOURCE CLERK SUPERVISOR REF NO: SCM13/2026 (X1 POST)</u> Division Supply Chain Management Support Services: Financial Services (Auxiliary Services)
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTER</u>	:	Silverton, Pretoria
<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 on the day of the interview. Be in possession of Grade12/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 vehicle, will serve as an added. 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, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Supervise all administrative functions relating to Human Resource Management for the Section: Auxiliary Services; Supervise and coordinate Job Descriptions and Performance Plans; Supervise administrative duties regarding Career Management; Handle general administration regarding photocopier machines utilized in Division: Supply Chain Management; Supervise the Procurement functions for the purchasing of consumables and reoccurring services for the Section: Auxiliary Services.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Moleko Tel No: (012) 841 7118/7876/7179
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/160</u>	:	<u>HUMAN RESOURCE CLERK SUPERVISOR REF NO:CI/HO/4/2026 (X1 POST)</u> Division: Crime Intelligence
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Support Services: Human Resource Management, Erasmuskloof
<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 vehicle will serve as an added advantage. Knowledge, Skills & 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, 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, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills Be willing to work under pressure and
<u>DUTIES</u>	:	Render administrative support for recruitment and service termination; Administer service terminations for the Division. Administer Human Resource Practices relating to personnel enlistment and maintenance. Administer death on duty reported. Administer re-enlistments. Administer grade progressions, administer access to information and arbitration awards.
<u>ENQUIRIES</u>	:	Lieutenant Colonel P Marule / Captain B Feni / Captain HM Tebele Tel No: (012) 360 1370/1415.
<u>APPLICATIONS</u>	:	Applications may be hand-delivered or couriered to the following addresses: Main Security gate at No. 463 Prieska Road, Erasmuskloof, 0181 (for attention The Section Commander: Personnel Management), alternatively forward to the following email addresses: recruitment1@saps.gov.za and recruitment2@saps.gov.za

<u>POST 23/161</u>	:	<u>HUMAN RESOURCE CLERK SUPERVISOR REF NO: SCM14/2026 (X1 POST)</u>
		Division Supply Chain Management Support Services: Personnel Management
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTER</u>	:	Silverton, Pretoria
<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 vehicle will serve as an added. 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 PowerPoint, 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, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Develop Integrity Management Implementation Plan; Enhance Integrity Management support and coordination; Participate and prepare, presentations for Ethics Coordinators Forum; Supervise the coordination for the submission of Financial Disclosures for SMS, MMS (level 12) , level 9/10 and employees below level 9 performing duties within Supply Chain Management and finance environment; Process Other Remunerative Work (ORW) applications received, enhance the detection of conflict of interest and conduct inspections; Supervise the coordination of the submission of gift register received; Ensure facilitation of Ethics Risk assessment and monitoring; Ensure facilitation of Fraud Risk assessment and; Supervise the administration of Data Integrity of Division: SCM personnel; Supervise and coordinate GEPF WP1002 forms and the Code of Conduct; Administer the recruitment, selection & appointment process; Administer, coordinate rank translations & the probation of personnel; Perform administrative tasks within Personnel Management environment; Administer, handle and coordinate acting appointment and allowances; Administer and co-ordinate the transfers within the Division: Supply Chain Management; Co-ordinate the administration process of Service Decorations, Medals, Awards as well as applications for Cash Bonus.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Moleko Tel No: (012) 841 7118/7876/7179
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/162</u>	:	<u>HUMAN RESOURCE CLERK SUPERVISOR REF NO: HRM 14/2026 (X2 POSTS)</u>
		Division: Human Resource Management
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	HQ: Recruitment and Staffing, Pretoria
<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 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, 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, Organizing and Administration skills. Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administration of staff employment processes. Administration of police trainees. Administration on re-enlistments and re-instatements Administration on inter-departmental transfers. Administration of reservists' appointments. Administration on permanent appointments of Public Service Act personnel on successful completion of the probationary period.
<u>ENQUIRIES</u>	:	Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)
<u>APPLICATIONS</u>	:	Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za / LibanyanaNR@saps.gov.za
<u>POST 23/163</u>	:	<u>HUMAN RESOURCE CLERK SUPERVISOR REF NO: HRM 15/2026</u> Division: Human Resource Management
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	HQ: Absenteeism Management, Pretoria
<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) years 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, 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, Organizing and Administration skills. Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Supervise the administration and processing of temporary incapacity leave applications for designation. Supervise and monitor the submission of temporary incapacity leave applications for designation Provinces/Divisions Supervise the administration and processing of temporary incapacity leave applications for designation MIC Ensure, maintain and monitor the effective administrative functions at the MIC. Handle and maintain statistics Conduct inspections and training regarding leave matters nationally Supervise and ensure the optimal utilization of human, physical and financial resources allocated to the post.
<u>ENQUIRIES</u>	:	Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)
<u>APPLICATIONS</u>	:	Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za / LibanyanaNR@saps.gov.za
<u>POST 23/164</u>	:	<u>HUMAN RESOURCE CLERK SUPERVISOR REF NO: HRM 16/2026</u> Division: Human Resource Management
<u>SALARY</u>	:	R338 106 per annum (level 07)

<u>CENTRE REQUIREMENTS</u>	:	HQ: Promotion Services, 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 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, 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, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Assist the supervise with the process of verifying the content of the posts scheduled by Provincial/ Divisional commissioners to ensure the timeous and correct advertisement of the posts for promotion purpose. Assist and supervise with the administration of the applicability recognition of improved qualifications obtained by employees in respect of Persal numbers responsible for, to ensure payment is done by Financial Management services. Assist and supervise the post Promotions, implementation process and administration of recommended candidates for promotion. Assist and supervise the administration of all grade progression of all employees of the SAPS in respect of all Provinces and Divisions responsible for. Supervise develop and training of all subordinate responsible for, and the effective and efficient utilisation of all resources allocated to the sub-section. Supervise the ratification, updating and monitoring of PEP documents/ Job descriptions of employees in the Sub-Section Promotion Services.
<u>ENQUIRIES</u>	:	Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)
<u>APPLICATIONS</u>	:	Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za / LibanyanaNR@saps.gov.za
<u>POST 23/165</u>	:	<u>HUMAN RESOURCE CLERK SUPERVISOR REF NO: HRM 17/2026 (X2 POSTS)</u> Division: Human Resource Management
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE REQUIREMENTS</u>	:	HQ: Occupational Incidents, 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 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, 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, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Monitor and finalize IOD related accounts. Monitor the administration of Compensation Fund claims. Supervise, co-ordinate, facilitate, monitor and approve injury/illness documents and the administration of documents of

		employees/ex-employees and reservists. Monitor the Physical, Financial and Human Resources allocated to the office.
<u>ENQUIRIES</u>	:	Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)
<u>APPLICATIONS</u>	:	Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za / LibanyanaNR@saps.gov.za
<u>POST 23/166</u>	:	<u>HUMAN RESOURCE CLERK SUPERVISOR REF NO: HRM 18/2026</u> Division: Human Resource Management Organizational Development: MISP and Work Study Admin Support
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria
<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 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, 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, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administer the action logs related to Component Organisational Development for submission to the relevant functionaries. Administer the documentation associated with all Parliamentary Questions. Administer the coordination of Request for information (RFI) from Auditor General of South Africa (AGSA) and responses associated with such requests. Administer the coordination and development of the annual operation Plan (AOP) of the Component. Maintaining the archive of all Parliamentary Liaison-related matters and approved work-study investigation reports. Administer the diary of the Component OD. Liaise with provincial Heads of OD.
<u>ENQUIRIES</u>	:	Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)
<u>APPLICATIONS</u>	:	Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za / LibanyanaNR@saps.gov.za
<u>POST 23/167</u>	:	<u>HUMAN RESOURCE CLERK SUPERVISOR REF NO: HRM 19/2026</u> Division: Human Resource Management HQ: Support Service: Management Information and Strategic Planning,
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria
<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). Relevant courses in the field of post 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, 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, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	: Monitor and facilitate strategic planning / management within the Division: Human Resource Management. Monitoring and evaluation of performance in the Division. Supervise and coordinate specific administration issues in the Section.
<u>ENQUIRIES</u>	: Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)
<u>APPLICATIONS</u>	: Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za / LibanyanaNR@saps.gov.za
<u>POST 23/168</u>	: <u>HUMAN RESOURCE CLEK SUPERVISOR REF NO: ORS 01/2026 (X1 POST)</u> Division Operational Response Service Support Services: Human Resource Practices & Administration (Recruitment & Staffing)
<u>SALARY</u>	: R338 106 per annum (Level 07)
<u>CENTRE</u>	: Schindler House, Pretoria
<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 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.
<u>DUTIES</u>	: Administer all types of recruitment for employees appointed under the Police Act and Public Service Act within the division. Administer permanent appointments for employees appointed under Police Act and Public Service Act. Administer rank translation, cash bonus and scarce skills allowance. Perform general administration duties and co-ordinate an effective administration service.
<u>ENQUIRIES</u>	: Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798
<u>APPLICATIONS</u>	: Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT1@SAPS.GOV.ZA
<u>POST 23/169</u>	: <u>HUMAN RESOURCE CLEK SUPERVISOR REF NO: ORS 02/2026 (X1 POST)</u> Division Operational Response Service Support Services: Human Resource Utilization
<u>SALARY</u>	: R338 106 per annum (Level 07)
<u>CENTRE</u>	: Schindler House, Pretoria
<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 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, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administer and monitor the maintenance of Job Descriptions within the Division. Administer the co-ordination, maintenance and monitoring of performance management system for levels 1- 12 and Senior Management within the Division. Administer and monitor the compliance and conducting of inspections, capturing of PEP documents in centralized offices and inspections at Decentralized Units. Administer and ensure effective administration relating to pay progression enquiries. Administer the maintenance, facilitation and monitoring of the implementation of SAPS Employment Equity issues. Monitor and attend climate study interventions for the Division. Administer the co-ordination, maintenance, consolidation of reports and monitoring of Labour Relations matters within the Division
<u>ENQUIRIES</u>	:	Lieutenant Colonel Mashau or Captain Modiba: Tel No: (012) 400 3787/3802/3761/3798
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT2@SAPS.GOV.ZA
<u>POST 23/170</u>	:	<u>HUMAN RESOURCE CLERK SUPERVISOR REF NO: HRM 20/2026 (X2 POSTS)</u> Division: Human Resource Management
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	HQ: Employee Relations, Pretoria
<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). Relevant courses in the field of the post 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, 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, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Supervise the effective administration of Discipline processes. Supervise the finalization of investigations, suspensions and cases placed on hearing roll. Supervise BF files related to enquiries/complaints relevant to discipline.
<u>ENQUIRIES</u>	:	Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)
<u>APPLICATIONS</u>	:	Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MakondoM@saps.gov.za
<u>POST 23/171</u>	:	<u>SUPPLY CHAIN CLERK SUPERVISOR REF NO: SCM6/2026 (X1 POST)</u> Division Supply Chain Management Demand Management: Demand & Asset Management
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Silverton: Pretoria
<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 vehicle will serve as an added. 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, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.

DUTIES : Determine needs in respect of diverse, services & special requests; Perform functions related to the execution of an economic appraisal with regard to diverse, services & special requests; Execute functions related to the planning of life cycle of MGP Diverse, Services & Special requests in the Supply Chain Management process; Determine/obtain specifications for diverse, services & special requests; Compile/consolidate reports for Demand Section.

ENQUIRIES : Lieutenant Colonel Moleko Tel No: (012) 841 7118/7876/7179
APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/172 : **ADMINISTRATION CLERK SUPERVISOR**
 Division: Detective And Forensic Services

SALARY : R338 106 per annum (Level 07)
CENTRE : Provincial CR & CSM: Polokwane: Limpopo: Ref No: FS 1/2026 (X1 Post)
 Provincial CR & CSM: Bloemfontein Free State: Ref No FS 2/2026 (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 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 : To optimise, standardise and manage FIPS processes on a provincial level through compliance with the national norms and standards and the monitoring/evaluation thereof. Record and monitor work received from LCRC offices, administer faults and enquiries. Monitor quality assurance and verify documents. Complete circulation cancelation from detectives. Conduct awareness with aspects related to FIPS.

ENQUIRIES : Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
APPLICATIONS : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X 322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail

address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

<u>POST 23/173</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO FS 3/2026 (X1 POST)</u> Division: Detective And Forensic Services Local Criminal Record Centre
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Richards Bay: KwaZulu-Natal
<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 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.
<u>DUTIES</u>	:	Supervise the processing and production of criminal and non-criminal source documents received within CRIM Section. Supervise the process of adjudication administration and supervise CRIM related administrative function.
<u>ENQUIRIES</u>	:	Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
<u>APPLICATIONS</u>	:	Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X 322 Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).
<u>POST 23/174</u>	:	<u>HUMAN RESOURCE CLERK SUPERVISOR REF NO. FS 4/2026 (X1 POST)</u> Division: Detective And Forensic Services HRM: Nodal Support Centre: Provincial CR & CSM
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Potchefstroom: North West
<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 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.
<u>DUTIES</u>	:	The rendering of Human Resource Management related functions within the post environment. Administer and process all Service Terminations, Medical administration and Absenteeism related matters within the environment.

		Create, monitor and maintain database for all Service Terminations, Medical administration and Absenteeism related matters within the environment. Ensure that probation reports are submitted timeously of Public Service Act personnel on successful completion of probation period. Administration of transfers. Administration and capturing of JD's and PEP files. Administration and capturing WP1002 Beneficiary forms, Code of Conduct and driver's Licences. General administration duties.
<u>ENQUIRIES</u>	:	Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
<u>APPLICATIONS</u>	:	Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X 322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).
<u>POST 23/175</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO. FS 5/2026 (X1 POST)</u> Division: Detective And Forensic Services MIC: Provincial CR & CSM
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Gauteng: Johannesburg Central
<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 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.
<u>DUTIES</u>	:	Gather and consolidate management information. The timely and accurate capturing of information. Update and maintain the management information database. The providing of support in the generating and consolidation of management information for specific purposes. The providing of assistance in the compiling of reports and PowerPoint presentations. Provide support in the facilitation of the Provincial Head: CR & CSM Annual Performance Plan and the generating of relevant performance information.
<u>ENQUIRIES</u>	:	Lt Colonel G Moonsamy / Captain SM Maja: Tel: (012) 421-0501/0193
<u>APPLICATIONS</u>	:	Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).
<u>POST 23/176</u>	:	<u>SUPPLY CHAIN CLERK SUPERVISOR REF NO. FS 6/2026 (X1 POST)</u> Division: Detective And Forensic Services SCM: Nodal Support Centre: Criminal Record and Crime Scene Management
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	National Head Office: Bothongo Plaza: Pretoria
<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 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.
<u>DUTIES</u>	:	Maintain and administer new requisitions submitted within the Criminal Record and Crime Scene Management. Administer maintenance of the administrative process and database of suppliers. Administer and ensure maintenance of the administrative process regarding the database of transversal contracts. Administer the functions related to the acquisition management environment within the Component.
<u>ENQUIRIES</u>	:	Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
<u>APPLICATIONS</u>	:	Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X 322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).
<u>POST 23/177</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO. FS 7/2026 (X1 POST)</u> Division: Detective And Forensic Services Case Management: Forensic Science Laboratory
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	National Head Office: Silverton: Pretoria
<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 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.
<u>DUTIES</u>	:	Administer the receipt and registration of criminal cases on the FSL IT Systems, in terms of the Standard Operating Procedures. Carry and handle large and heavy objects. Hand-over and / or transfer of cases from the FSL Case Management to Sections. Maintain and administer optimum safekeeping of cases received and registered. Provide an accurate and professional service to the internal and external clients of FSL Case Management. Monitor, record and solve problem cases. Compile statements for court purposes and provide testimony in court. Distribute and monitor the utilization of physical resources.
<u>ENQUIRIES</u>	:	Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
<u>APPLICATIONS</u>	:	Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

<u>POST 23/178</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO. FS 8/2026 (X1 POST)</u> Division: Detective And Forensic Services Forensic Science Laboratory
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	National Head Office: Silverton: Pretoria
<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 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 PowerPoint, 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>	:	Monitor statistical data for Component: FSL. Monitor project related enquiries. Draft and facilitate Parliament submission feedback. Monitor SAPS tasking logs and request for information for Component: FSL. Monitor audit reports to ensure response feedback submission. Facilitate enquire special projects. Facilitate and monitor post audit action plan.
<u>ENQUIRIES</u>	:	Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
<u>APPLICATIONS</u>	:	Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X 322 Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).
<u>POST 23/179</u>	:	<u>HUMAN RESOURCE CLERK SUPERVISOR REF NO. FS 9/2026 (X1 POST)</u> Division: Detective And Forensic Services HRM: Nodal Support Centre: Quality Management
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	National Head Office: Arcadia: Pretoria
<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 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 PowerPoint, 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>	:	Render administrative duties pertaining to HR regarding Personnel Services related functions within Quality Management: Discipline, Absenteeism, Service Termination, Transfers, Data Integrity. Render administrative duties pertaining to HR regarding Human Resource Utilisation and related functions: Grievance, and Performance Management (PEP)
<u>ENQUIRIES</u>	:	Lt Colonel G Moonsamy / Captain SM Maja: Tel: (012) 421-0501/0193

<u>APPLICATIONS</u>	:	Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X 322 PRETORIA 0001 Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).
<u>POST 23/180</u>	:	<u>ADMINISTRATION CLERK SUPERVISOR REF NO. FS 10/2026 (X1 POST)</u> Division: Detective And Forensic Services Human Resource Utilization: Support Services
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	National Head Office: Arcadia: Pretoria
<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 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.
<u>DUTIES</u>	:	Gather and consolidate management information. Maintain the management information database. The providing of assistance in the compiling of reports and PowerPoint presentation. Handle and update fixed establishment of the Division, compile HR plan according to monthly reports submitted by then components within the Division. Administer, compile one HR Deployment template monthly. Administer in developing and updating of all templates for the Division. Administer in provisioning of training to Component's HRU representatives.
<u>ENQUIRIES</u>	:	Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
<u>APPLICATIONS</u>	:	Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).
<u>POST 23/181</u>	:	<u>SUPPLY CHAIN CLERK SUPERVISOR REF NO: SCM7/2026 (X1 POST)</u> Division Supply Chain Management Procurement and Contract Management: Procurement Management: Tact
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Silverton, Pretoria
<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 vehicle, will serve as an added. 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, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. *Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Ensure an effective and efficient procurement process within Supply Chain Management with regards to bids; Ensure an effective and efficient procurement process within SCM with regards to quotations; Receive applications from Demand Management to invite bids for end users; Capture bids; Compile submissions to the BAC for recommendation and approval; Compile contracts for relevant signatures; Advertise end results on E-Tender and SAPS website; and filing of all BID documents received.
<u>ENQUIRIES APPLICATIONS</u>	:	Lieutenant Colonel Moleko Tel No: (012) 841 7118/7876/7179
	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/182</u>	:	<u>SUPPLY CHAIN CLERK SUPERVISOR REF NO: SCM8/2026 (X1 POST)</u> Division Supply Chain Management Procurement and Contract Management: Procurement Management: S C It & Radio Equipment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07)
	:	Silverton, 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 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 vehicle will serve as an added. 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, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Ensure an effective and efficient procurement process for Radio, IT, Stationery and clothing Procurement within Supply Chain Management with regard to bids and quotations for contract items; Ensure compliance with the Constitution of the Republic of South Africa, PFMA Act, PPPFA Act, Treasury regulations, Treasury Instruction Notes, Departmental Policies and Procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Captain Naidoo Tel No: (012) 841 7876/7118/7179
	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/183</u>	:	<u>SUPPLY CHAIN CLERK SUPERVISOR REF NO: HRD26/06/2026 (X1 POST)</u> Division: Human Resource Development
<u>SALARY</u>	:	R338 106 per annum (Level 07)

<u>CENTRE REQUIREMENTS</u>	:	SAPS Academy Philippi
	:	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>	:	Administer and monitor demand, moveable government property, fleet and procurement management, logistical matters; administer and maintain a filing system; Coordinate and process all reports; Ensure compliance with the Public Finance Management Act.
<u>ENQUIRIES APPLICATIONS</u>	:	Enquiries can be directed to: Capt Khabiqheya: Tel No: (021) 3702652/50 SAPS Academy Philippi: Hand delivery or courier to: 55 New Eisleben Road, Philippi: Email address: SwartlandE@saps.gov.za
<u>POST 23/184</u>	:	<u>SUPPLY CHAIN CLERK SUPERVISOR REF NO: ORS 03/2026 (X1 POST)</u> Division Operational Response Service Specialized Operations: Special Task Force
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07)
	:	Durban
	:	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 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.
<u>DUTIES</u>	:	Ensure optimal fleet availability. Render a supportive service in maintaining the vehicle fleet. Ensure optimal vehicle replacement at the end of their life cycle. Ensure the fleet has the maximum possible lifespan. Ensure the administration of fuel consumption and exception reports. Always ensure system integrity across all vehicles and systems in the logistical environment.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Zuma or Captain Simmers: Tel No: (031) 466 7200/7211/7220
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: No. 77 Stott Road, Bluff, Durban or email to: simmersn@saps.gov.za
<u>POST 23/185</u>	:	<u>SUPPLY CHAIN CLERK SUPERVISOR REF NO: ORS 04/2026 (X1 POST)</u> Division Operational Response Service Specialised Operations: National Intervention Unit
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07)
	:	Operations: Maupa Naga, Sunnyside, Pretoria

<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 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.
<u>DUTIES</u>	:	Ensure optimal fleet availability. Render a supportive service in maintaining the vehicle fleet. Ensure optimal vehicle replacement at the end of their life cycle. Ensure the fleet has the maximum possible lifespan. Ensure the administration of fuel consumption and exception reports. Always ensure system integrity across all vehicles and systems in the logistical environment.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 87/3802/3761/3798
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: No. 629 Lavender Road, Bon Accord email to LekalakalaJM@saps.gov.za
<u>POST 23/186</u>	:	<u>SUPPLY CHAIN CLERK SUPERVISOR REF NO: CI/HO/5/2026 (X1 POST)</u> Division: Crime Intelligence
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Support Services: Movable Government Property, Erasmuskloof
<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 vehicle will serve as an added advantage. Knowledge, Skills & 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, 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, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Execute all functions related to an effective Logistics Management function. Execute all functions related to the stock taking of expendable items. Administer disposal management function. Capture payments on POLFIN system. Manage evaluation quality, assurance, execution of SCM evaluations and assessments.
<u>ENQUIRIES</u>	:	Lieutenant Colonel P Marule / Captain B Feni / Captain HM Tebele Tel No: (012) 360 1370/1415.
<u>APPLICATIONS</u>	:	Applications may be hand-delivered or couriered to the following addresses: Main Security gate at No. 463 Prieska Road, Erasmuskloof, 0181 (for attention The Section Commander: Personnel Management), alternatively forward to the following email addresses: recruitment1@saps.gov.za and recruitment2@saps.gov.za

<u>POST 23/187</u>	:	<u>SECRETARY (X2 POSTS)</u> Division: Human Resource Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	HQ: Section Head: Quality of Work Life, Pretoria Ref No: HRM 21/2026 Section Head: Personnel Placement and Records Management Ref No: HRM 22/2026
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	To perform Secretarial support and coordinate office activities to the Component / Section Head. Perform professional secretarial assignments to the Component / Section Head. Plan and organize meetings/ workshops for the Component / Section Head. Perform administrative support for the Component / Section Head.
<u>ENQUIRIES</u>	:	Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)
<u>APPLICATIONS</u>	:	Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za / LibanyanaNR@saps.gov.za
<u>POST 23/188</u>	:	<u>HUMAN RESOURCE CLERK REF NO: HRM 23/2026</u> Division: Human Resource Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	HQ: SMS Appointments Administration, Pretoria
<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). Relevant courses in the field of post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Coordinate the administration of Senior Management, Recruitment, selection and appointments processes. Coordinate administrative duties allocated, in conjunction with the Subsection Commander: SMS Appointment Administration. Render Adhoc administrative duties allocated in conjunction with the Subsection Commander: SMS Appointment Administration.
<u>ENQUIRIES</u>	:	Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)
<u>APPLICATIONS</u>	:	Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za / LibanyanaNR@saps.gov.za

<u>POST 23/189</u>	:	<u>HUMAN RESOURCE CLERK REF NO: HRM 24/2026</u> Division: Human Resource Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	HQ: Absenteeism Management, Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administer and process all temporary incapacity leave applications for designation Provinces/Divisions/National Components Process temporary incapacity leave applications at Head Office level and monitor. Ensure and control the physical and financial resources of the Division.
<u>ENQUIRIES</u>	:	Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)
<u>APPLICATIONS</u>	:	Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za / LibanyanaNR@saps.gov.za
<u>POST 23/190</u>	:	<u>HUMAN RESOURCE CLERK REF NO: HRM 25/2026 (X2 POSTS)</u> Division: Human Resource Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	HQ: Recruitment and Staffing, Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administration of staff employment processes Administration of police trainees Administration on re-enlistments and re-instatements Administration on inter-departmental transfers. Administration of reservists appointments Administration on permanent appointments of Public Service Act personnel on successful completion of the probationary period. Ensure and co-ordinate temporary employment for infrastructure maintenance service.
<u>ENQUIRIES</u>	:	Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)
<u>APPLICATIONS</u>	:	Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za / LibanyanaNR@saps.gov.za
<u>POST 23/191</u>	:	<u>HUMAN RESOURCE CLERK REF NO: HRM 26/2026</u> Division: Human Resource Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	HQ: Service Termination, Pretoria

<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). Relevant courses in the field of post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administer and process all types of service termination for designation Provinces/Divisions/National Components. Process service terminations cases at head office level and cases paid and rejected by Pension fund. Ensure and control the physical and financial resources of the Division.
<u>ENQUIRIES</u>	:	Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)
<u>APPLICATIONS</u>	:	Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za / LibanyanaNR@saps.gov.za
<u>POST 23/192</u>	:	<u>HUMAN RESOURCE CLERK (X2 POSTS)</u> Division: Human Resource Management
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) HQ: Organizational Development: MISP and Work Study Admin Support, Pretoria Ref No: HRM 27/2026 Component Head: Organisational Development Ref No: HRM 28/2026
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administer the flow of correspondence, documents and stationery within the office. Taking minutes of the meetings and drafting routine correspondence. Accurately inputting records, updating databases and managing filing system. Maintain effective record keeping and administration services in the office of Component Head: OD. Maintain a proper filing system. Maintain data base of all documents received and booked out of the office of Component Head: OD.
<u>APPLICATIONS</u>	:	Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za / LibanyanaNR@saps.gov.za
<u>POST 23/193</u>	:	<u>HUMAN RESOURCE CLERK REF NO: HRM 29/2026</u> Division: Human Resource Management
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) HQ: Promotion Services, Pretoria
<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).

		Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administer the process of the verifying of the context of post scheduled by Provincial/Divisional Commissioners to ensure the timeous and correct advertisement of post for promotion purposes. Administer the administration of the applicability recognition of improved qualifications obtained by employees in respect of PERSAL numbers responsible for, ensure payment is done by Financial Management Services. Administer the post promotions implementation process and administration of recommended candidates for promotion. The administration of all grade progression of all employees of SAPS in respect of provinces and Divisions responsible for. Administer the typing of letters, the administration of ADHOC tasks performed. Administer the administration of Deeds of Commission for Commissioning Officers. Administer the capturing of leave/SAP26 A register the Z8 attendance register for the Section. Administer the administration of all stationery and stocktaking of the Section.
<u>ENQUIRIES</u>	:	Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)
<u>APPLICATIONS</u>	:	Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za / LibanyanaNR@saps.gov.za
<u>POST 23/194</u>	:	<u>HUMAN RESOURCE CLERK REF NO: HRM 30/2026</u> Division: Human Resource Management HQ: Support Services: Management Information and Strategic Planning
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administer and facilitate the strategic planning / management within the Division: Human Resource Management Administer the monitoring and evaluation of performance in the Division. Coordinate of specific administration issues in the Section.
<u>ENQUIRIES</u>	:	Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060)
<u>APPLICATIONS</u>	:	Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za / LibanyanaNR@saps.gov.za
<u>POST 23/195</u>	:	<u>HUMAN RESOURCE CLERK REF NO: HRM 31/2026 (X3 POSTS)</u> Division: Human Resource Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	HQ: Employee relations, Pretoria

<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administer effective Discipline processes. Administer the finalization of investigations, suspensions and cases placed on hearing roll. Administer BF files related to enquiries/complaints relevant to discipline.
<u>ENQUIRIES</u>	:	Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060
<u>APPLICATIONS</u>	:	Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za / LibanyanaNR@saps.gov.za
<u>POST 23/196</u>	:	<u>HUMAN RESOURCE CLERK REF NO: HRM 32/2026</u> Division: Human Resource Management HQ: Human Resource Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administer Absenteeism within the Division Administer Data Integrity within the Division. Administer Recruitment, Selection and Appointment within the Division: Human Resource Management. Administer probation within the Division. Administer HRM Functions.
<u>ENQUIRIES</u>	:	Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060
<u>APPLICATIONS</u>	:	Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za / LibanyanaNR@saps.gov.za
<u>POST 23/197</u>	:	<u>HUMAN RESOURCE CLERK REF NO: HRM 33/2026 (X2 POSTS)</u> Division: Human Resource Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	HQ: Occupational Incidents, Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS

		Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administer and approve all injury and illness documents and control injury on duty claims of primary customer. Maintain physical and financial resources allocated to the sub-section. Receive and process all documentation and accounts pertaining to Injury on Duty. Process all accounts pertaining to IOD :as per minimum requirement for services rendered.
<u>ENQUIRIES</u>	:	Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060
<u>APPLICATIONS</u>	:	Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za / LibanyanaNR@saps.gov.za
<u>POST 23/198</u>	:	<u>HUMAN RESOURCE CLERK REF NO: HRM 34/2026</u> Division: Human Resource Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	HQ: Performance Management, Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administer correspondence and files Administer logistical matters. Maintain leave records, records, registers and files. Maintain physical and financial resources allocated to the Sub-section.
<u>ENQUIRIES</u>	:	Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060
<u>APPLICATIONS</u>	:	Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za / LibanyanaNR@saps.gov.za
<u>POST 23/199</u>	:	<u>SECRETARY (X2 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria: Component Research Section Head: Operational Research Ref No: RS 02/06/2026 Section Head: Organisational Research Ref No: RS 03/06/2026
<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 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, Organizing and Administration skills, Strong Analytical Skills and Facilitation Skills. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Render secretarial and administrative support functions. Keeping the diary accurately and coordinating meetings for the Section Head. Arrange and book venues for meetings, take minutes during meetings, and prepare the necessary refreshments. Type documents, reports, letters, memorandums etc., and monitor the flow of documents. Handle general correspondence, including emails. Screening of all incoming and outgoing calls. Effective administration of a brought forward system. Make travel and accommodation arrangements.
<u>ENQUIRIES</u>	:	Capt NM Pretorius / W/O TB Tshabalala at 068 338 7047 / 082 906 7372
<u>APPLICATIONS</u>	:	Applications may be hand-delivered, as follows: 152 Johannes Ramakhoase Street, Telkom Towers North, Pretoria. Application must be deposited into the box available at the reception area. Applications forwarded by post to be addressed to The Section Head: Corporate Support, (Attention: Captain Pretorius / W/O Tshabalala), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001 or e-mailed to MashiloaneK@saps.gov.za
<u>POST 23/200</u>	:	<u>SECRETARY (X6 POSTS)</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Section Head: Static Protection, Pretoria Ref No: PSS SP09/26 Section Head: Specialised & Technical Support, Pretoria Ref No: PSS ST10/26 Section Head: National Key Point & Strategic Installations, Pretoria Ref No: PSS NKP11/26 Provincial Head: Eastern Cape, King Williams Town Ref No: PSS EC12/26 Provincial Head: Limpopo, Polokwane Ref No: PSS LIM 13/26 Provincial Head: Western Cape, Cape Town Ref No: PSS WC 14/26
<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). Relevant courses in the field of the post 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.
<u>DUTIES</u>	:	To provide secretarial support functions such as to arrange and prepare meetings, agendas, typing and taking minutes. Answer and screen all incoming calls. Liaise with all other, Components, Sections and Provincial Heads on matters relating to the Division: PSS. Maintain good record keeping, filling system and bring forward. Handle confidential documents. Process and submit financial claims. Make travel and accommodation arrangements. Manage the diary, receive and host visitors at the office. Operate standard equipment (fax, photocopy machine, telephone, computers etc.). Serving of refreshments to visitors during meetings. Manage office inventory.
<u>ENQUIRIES</u>	:	HQ: Pretoria: Lt Col Nyathi: 012 400 5587; Capt Mudau: 012 400 5468; HRCS Kekana: Tel No: 012 400 5216; HRC Nebodzandala: Tel No: 012 400 5229. Provincial Head: Eastern Cape (PSS Building, King Williams): Tel: Capt Noqayi, WO De Jager; RCS Mnyaka, HRC Diko, HRC Mulwa: Tel No: 043 604 1069 / 1094 / 1103/ 1104. Provincial Head: Limpopo (PSS Building, Polokwane): Tel: Col Mabotja, Capt Purcocks, HRC Sebola. Tel No: 015 284 8545 / 8609 / 8592 Provincial Head: Western Cape (PSS Building, Cape Town): Tel: Col Viljoen, Lt. Col Marthinus, HRC Roelofse. Tel No: 021 467 4608 / 6535 / 6518
<u>APPLICATIONS</u>	:	Protection And Security Services: HQ (Pretoria): No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address:

NyathiPM@saps.gov.za, MudauTG@saps.gov.za, Kekanak@saps.gov.za,
NebodzandalaT@saps.gov.za

Provincial Head: Limpopo (PSS Building, Polokwane): Col Mabotja, Capt Purcocks, Email Address: MabotjaMmakgoshi@saps.gov.za, Lim:prov-PSS Training Coordinator@saps.gov.za, SebolaM4@saps.gov.za

Provincial Head: Eastern Cape (PSS Building: King Williams Town): No. 49 Amatola Road, King Williams Town, 5600 Email Address: NogayiNLL@saps.gov.za, DeJagerNaomi@saps.gov.za,
MnyakaZ@saps.gov.za, DikoL@saps.gov.za, MulwaVA@saps.gov.za,

Provincial Head: Western Cape (PSS Building: Cape Town): No. 121 Plein Street, Garmour House, Cape Email Address: Town, 8015. Email Address: ViljoenD2@saps.gov.za, MarthinusJ@saps.gov.za,
PSSWC.hrm.leave@saps.gov.za

POST 23/201

SUPPLY CHAIN CLERK REF NO: PSS SCM15/26 (X1 POST)

SALARY

CENTRE

REQUIREMENTS

R237 453 per annum (Level 05)

Supply Chain Management, 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 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). Relevant courses in the field of the post 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

Administration & monitoring of accounting for the State Property. Administration of Room Inventories. Administration & monitoring of physical inspections for State Property. Administration & monitoring of the receipts & issuing of State Property within Division PSS Head Office. Administration & monitoring of the disposal of State Property.

ENQUIRIES

HQ: Pretoria: Tel: Lt Col Nyathi: Tel No: (012) 400 5587; Capt Mudau Tel No: (012) 400 5468; HRCS Kekana Tel No: (012) 400 5216; HRC Nebodzandala Tel No: (012) 400 5229

APPLICATIONS

Protection And Security Services: HQ (Pretoria): No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za, MudauTG@saps.gov.za, Kekanak@saps.gov.za,
NebodzandalaT@saps.gov.za

POST 23/202

SUPPLY CHAIN CLERK REF NO: PSS NC16/26 (X1 POST)

Supply Chain Management

SALARY

CENTRE

REQUIREMENTS

R237 453 per annum (Level 05)

Northern Cape, Kimberley

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). Relevant courses in the field of the post 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.
<u>DUTIES</u>	:	Core Functions: Maintenance of vehicle fleet management. Administration of effective logistical services. Administration of mechanical services for the maintenance of vehicle fleet.
<u>ENQUIRIES</u>	:	Provincial Head: Northern Cape (PSS Building, Kimberley): Capt Potgieter, HRC Ross, HRC Arends. Tel No: (053) 836 9309 / 9363 / 9361.
<u>APPLICATIONS</u>	:	Provincial Head: Northern Cape (PSS Building: Kimberly): No. 88 Kenilworth Street, De Beers Extension, Kimberly, 8300 Email Address: PSS.NC.discipline@saps.gov.za ncprov.pss.leave@saps.gov.za ArendsN@saps.gov.za
<u>POST 23/203</u>	:	<u>SUPPLY CHAIN CLERK REF NO: PSS MP17/26 (X1 POST)</u> Supply Chain Management (Acquisition)
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Mpumalanga, Nelspruit
<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). Relevant courses in the field of the post 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.
<u>DUTIES</u>	:	Administration of effective supplier database. Administration & management of POLFIN functions to ensure efficient receiving of payments for suppliers of goods and services on all global Financial Authorities. To ensure effective Acquisition management and Demand administration. Administration of Property Management and Housing allowance in accounting office. Administration and facilitation of occupational safety and environmental matters. Perform the chief user function process on logistics and Loss management.
<u>ENQUIRIES</u>	:	Provincial Head: Mpumalanga (PSS Building, Nelspruit): Lt Col Maphanga, HRCS Hadebe, HRC Mosehla Tel No: (013) 756 0261 / 0254 / 0259.
<u>APPLICATIONS</u>	:	Provincial Head: Mpumalanga (PSS Building, Nelspruit): Email Address: MaphangaKL@saps.gov.za HadebeTV@saps.gov.za MosehlaPL@saps.gov.za
<u>POST 23/204</u>	:	<u>SUPPLY CHAIN CLERK REF NO: PSS MP18/26 (X1 POST)</u> Supply Chain Management (Movable Government Property)
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Mpumalanga, Nelspruit
<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). Relevant courses in the field of the post 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.
<u>DUTIES</u>	:	Administration of Loss management. Administration of Movable government property. Manage and maintain storeroom and disposal of items. Inventory controller. Render administrative duties pertaining to logistics.
<u>ENQUIRIES</u>	:	Provincial Head: Mpumalanga (PSS Building, Nelspruit): Lt Col Maphanga, HRCS Hadebe, HRC Mosehla Tel No: (013) 756 0261 / 0254 / 0259
<u>APPLICATIONS</u>	:	Provincial Head: Mpumalanga (PSS Building, Nelspruit): Email Address: MaphangaKL@saps.gov.za HadebeTV@saps.gov.za MosehlaPL@saps.gov.za
<u>POST 23/205</u>	:	<u>SUPPLY CHAIN CLERK REF NO: PSS LIM19/26 (X1 POST)</u> Supply Chain Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Limpopo, Polokwane
<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). Relevant courses in the field of the post 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.
<u>DUTIES</u>	:	Administration of all assets & Room inventories. Administration of the disposal of assets. Administration of inspections for assets bi-annually. Administration and capturing of asset losses. Administration of all facility & SHE related functions.
<u>ENQUIRIES</u>	:	Provincial Head: Limpopo (PSS Building, Polokwane): Col Mabotja, Capt Purcocks, HRC Sebola. Tel No: (015) 284 8545 / 8609 / 8592
<u>APPLICATIONS</u>	:	Provincial Head: Limpopo (PSS Building, Polokwane): Col Mabotja, Capt Purcocks, Email Address: MabotjaMmakgoshi@saps.gov.za , Lim:prov-PSS Training Coordinator@saps.gov.za , SebolaM4@saps.gov.za
<u>POST 23/206</u>	:	<u>ADMINISTRATION CLERK REF NO: PSS MISP20/26 (X1 POST)</u> Management Information & Strategic Planning
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<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). Relevant courses in the field of the post 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.
<u>DUTIES</u>	:	Administration of the Divisional projects & programmes. Administration of the administrative support for management information. Administration of monitoring & evaluation function at strategic level for the Division. Render the administrative support for the circulation of Umvikeli e-news articles. Promotion of the organisational events.

<u>ENQUIRIES</u>	:	HQ: Pretoria: Tel: Lt Col Nyathi Tel No: (012) 400 5587; Capt Mudau Tel No: (012) 400 5468; HRCS Kekana Tel No: (012) 400 5216; HRC Nebodzandala: Tel No: (012) 400 5229
<u>APPLICATIONS</u>	:	Protection And Security Services: HQ (Pretoria): No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria, 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za , MudauTG@saps.gov.za , Kekanak@saps.gov.za , NebodzandalaT@saps.gov.za
<u>POST 23/207</u>	:	<u>ADMINISTRATION CLERK REF NO: PSS IMC21/26 (X1 POST)</u> Incident Management Centre
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<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). Relevant courses in the field of the post 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.
<u>DUTIES</u>	:	Maintain administration duties at Incident Management within the Division PSS. Administer accurate record keeping & efficient administration. Completion of reports, night shift allowance, Sundays, overtime & public holidays claims.
<u>ENQUIRIES</u>	:	HQ: PRETORIA: Tel: Lt Col Nyathi: Tel No: (012) 400 5587; Capt Mudau: 012 400 5468; HRCS Kekana: Tel No: (012) 400 5216; HRC Nebodzandala: Tel No: (012) 400 5229
<u>APPLICATIONS</u>	:	Protection And Security Services: HQ (Pretoria): No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za , MudauTG@saps.gov.za , Kekanak@saps.gov.za , NebodzandalaT@saps.gov.za
<u>POST 23/208</u>	:	<u>ADMINISTRATION CLERK REF NO: PSS SAS22/26 (X1 POST)</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	SAS: Gauteng
<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). Relevant courses in the field of the post 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.
<u>DUTIES</u>	:	To render administrative support to the section Security Advisory Services. Administration of files & projects for the Section. Open & post secret files & related administration. Type reports, letters, memorandums & monitor flow of

		documents to the office of the Sub Section. Taking minutes & typing thereof for management meeting.
<u>ENQUIRIES</u>	:	Provincial Head: Gauteng (Pss Land Affairs Building: Pretoria): Lt Col Pieters, HRC Mokomane, HRC Baqwa. Tel No: 012 353 6739 / 6736 / 6704.
<u>APPLICATIONS</u>	:	Provincial Head: Gauteng (PSS Land Affairs Building: Pretoria): No. 184 c/o Bosman and Jeff Masemola, PSS Land Affairs Building, 10th floor, Pretoria, 0001 Email Address: PietersJ4@saps.gov.za , MokomaneED@saps.gov.za , BaqwaMM@saps.gov.za .
<u>POST 23/209</u>	:	<u>ADMINISTRATION CLERK REF NO: PSS S&T23/26 (X1 POST)</u> Speech & Tech Support
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Gauteng
<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). Relevant courses in the field of the post 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.
<u>DUTIES</u>	:	To support line functionaries & personnel administration of absenteeism within the unit. Perform administration duties for the Unit. Coordinate & maintain Job Descriptions, Employment Equity & administration of grievances within the Unit. Administration of reports within the Unit.
<u>ENQUIRIES</u>	:	Provincial Head: Gauteng (PSS Land Affairs Building: Pretoria): Lt Col Pieters, HRC Mokomane, HRC Baqwa. Tel No: (012) 353 6739 / 6736 / 6704.
<u>APPLICATIONS</u>	:	Provincial Head: Gauteng (PSS Land Affairs Building: Pretoria): No. 184 c/o Bosman and Jeff Masemola, PSS Land Affairs Building, 10th floor, Pretoria, 0001 Email Address: PietersJ4@saps.gov.za , MokomaneED@saps.gov.za , BaqwaMM@saps.gov.za .
<u>POST 23/210</u>	:	<u>ADMINISTRATION CLERK REF NO: PSS KZN24/26 (X1 POST)</u> Management Information & Strategic Planning
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	KwaZulu Natal, Durban
<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). Relevant courses in the field of the post 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.
<u>DUTIES</u>	:	Render an effective & efficient support service to the MISP Section. Administer the development & implementation of service delivery improvement programme plan. Promote the province through information & marketing in all authorised marketing mediums including Umvikeli newsletter, develop & write articles of all the activities in the province & publish them. Administer anti-corruption strategy for the province.
<u>ENQUIRIES</u>	:	Provincial Head: KwaZulu Natal (PSS Building, Durban): Lt Col Reddy, HRCS Pillay. Tel No: (031) 319 2044 / 2028.

<u>APPLICATIONS</u>	:	Provincial Head: Kwazulu-Natal (PSS Building: Durban): No. 143 Victoria Embankment Street, Maritime House 13th floor, Durban, 4001. Email Address: ReddyP@saps.gov.za , PillayS@saps.gov.za
<u>POST 23/211</u>	:	<u>ADMINISTRATION CLERK REF NO: PSS NW25/26 (X1 POST)</u> Management Information & Strategic Planning
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	North West, Mafikeng
<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). Relevant courses in the field of the post 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.
<u>DUTIES</u>	:	Render an administrative support service to the MISP Section. Administration of the implementation plan for the service delivery development plan. Promotion of the province through marketing in all authorized media platforms including Umvikeli newsletter. Write articles of all provincial activities Write & publish articles of all provincial activities. Administration of anti-corruption strategy within the province.
<u>ENQUIRIES</u>	:	Provincial Head: North West (PSS Building, Mafikeng): Lt. Col Maleka, HRC Ntsimane Tel No: (018) 397 9015 / 9018.
<u>APPLICATIONS</u>	:	Provincial Head: North West (PSS Building, Mafikeng): Email Address: MalekaO@saps.gov.za , NtsimaneAM@saps.gov.za
<u>POST 23/212</u>	:	<u>ADMINISTRATION CLERK REF NO: PSS WC26/26 (X1 POST)</u> Human Resource Management & Development
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape, Cape Town
<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). Relevant courses in the field of the post 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.
<u>DUTIES</u>	:	Administer and organise course files. Administer and update course arrangements related to the Division. Administer Skills Development projects. Facilitate Generic Informal learning Interventions to personnel. Administer secretarial functions for the Divisional training committee. Capturing of Training results on relevant data sets.
<u>ENQUIRIES</u>	:	Provincial Head: Western Cape (PSS Building, Cape Town): Col Viljoen, Lt. Col Marthinus, HRC Roelofse Tel No: (021) 467 4608 / 6535 / 6518
<u>APPLICATIONS</u>	:	Provincial Head: Western Cape (PSS Building, Cape Town): Email Address: ViljoenD2@saps.gov.za , MarthinusJ@saps.gov.za , PSSWC.hrm.leave@saps.gov.za

<u>POST 23/213</u>	:	<u>ADMINISTRATION CLERK REF NO: PSS FIN27/26 (X1 POST)</u> Financial Management Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<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). Relevant courses in the field of the post 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.
<u>DUTIES</u>	:	Render efficient administration support, registration & archival service. Administration of efficient handling of personal and general files. Delivery and collection of the post at National Head Office and Post Office.
<u>ENQUIRIES</u>	:	HQ: Pretoria: Tel: Lt Col Nyathi: Tel No: (012) 400 5587; Capt Mudau: Tel No: (012) 400 5468; HRCS Kekana: Tel No: (012) 400 5216; HRC Nebodzandala: Tel No: (012) 400 5229
<u>APPLICATIONS</u>	:	Protection And Security Services: HQ (Pretoria): No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria, 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za , MudauTG@saps.gov.za , Kekanak@saps.gov.za , NebodzandalaT@saps.gov.za
<u>POST 23/214</u>	:	<u>REGISTRY CLERK REF NO: PSS FIN28/26 (X1 POST)</u> Financial Management Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<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). Relevant courses in the field of the post 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.
<u>DUTIES</u>	:	Administer overtime applications. Administer overtime schedules. Capture overtime on PERSAL for payment. Administer the re-settlement cost. Peruse and capture night shift, Sunday and public holidays allowances.
<u>ENQUIRIES</u>	:	HQ: Pretoria: Tel: Lt Col Nyathi: Tel No: (012) 400 5587; Capt Mudau: Tel No: (012) 400 5468; HRCS Kekana: Tel No: (012) 400 5216; HRC Nebodzandala: Tel No: (012) 400 5229
<u>APPLICATIONS</u>	:	Protection And Security Services: HQ (Pretoria): No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za , MudauTG@saps.gov.za , Kekanak@saps.gov.za , NebodzandalaT@saps.gov.za

<u>POST 23/215</u>	:	<u>FINANCIAL CLERK REF NO: PSS FS29/26 (X1 POST)</u> Financial Management Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Free State, Bloemfontein
<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). Relevant courses in the field of the post 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.
<u>DUTIES</u>	:	Performing of financial tasks for Expenditure section. Administering of S&T and miscellaneous claims. Performing financial tasks for Allowance Section. Administration of claims relating to overtime, Sunday, public holiday, and night shift allowances.
<u>ENQUIRIES</u>	:	Provincial Head: Free State (PSS building: Bloemfontein): Lt. Col Saaiman / Capt Senti at 082 854 2893/ 082 778 9571
<u>APPLICATIONS</u>	:	Provincial Head: Free State (PSS Building, Bloemfontein): Lt Col Saaiman, Captain Senti. Email Address: SaaimanN@saps.gov.za , SentiD@saps.gov.za , MthimkhuluMA@saps.gov.za
<u>POST 23/216</u>	:	<u>FINANCIAL CLERK REF NO: PSS WC30/26 (X1 POST)</u> Financial Management Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape, Cape Town
<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). Relevant courses in the field of the post 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.
<u>DUTIES</u>	:	Administration of budget, financial authorities, supplier payments and room inventories. Administration of overtime, Sunday, night shift, public holidays, housing allowances. Administration of cashier, claims, advances and itineraries functions. Administration of TMS & extension manager, cellphones, 3Gs gift financial declaration and donations functions.
<u>ENQUIRIES</u>	:	Provincial Head: Western Cape (PSS Building, Cape Town): Tel: Col Viljoen, Lt. Col Marthinus, HRC Roelofse: Tel No: (021) 467 4608 / 6535 / 6518
<u>APPLICATIONS</u>	:	Provincial Head: Western Cape (PSS Building, Cape Town): Email Address: ViljoenD2@saps.gov.za , MarthinusJ@saps.gov.za , PSSWC.hrm.leave@saps.gov.za
<u>POST 23/217</u>	:	<u>FINANCIAL CLERK REF NO: PSS NC31/26 (X1 POST)</u> Financial Management Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Northern Cape, Kimberley
<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). Relevant courses in the field of the post 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.
<u>DUTIES</u>	:	Administration of financial service support function. Administration of overtime claims. Administration and control of budget and expenditure.
<u>ENQUIRIES</u>	:	provincial head: northern cape (PSS building, kimberley): Capt Potgieter, HRC Ross, HRC Arends. Tel No: (053) 836 9309 / 9363 / 9361.
<u>APPLICATIONS</u>	:	Provincial Head: Northern Cape (PSS Building: Kimberly): No. 88 Kenilworth Street, De Beers Extension, Kimberly, 8300 Email Address: PSS.NC.discipline@saps.gov.za ncprov.pss.leave@saps.gov.za ArendsN@saps.gov.za
<u>POST 23/218</u>	:	<u>HUMAN RESOURCE CLERK REF NO: PSS EC32/26 (X1 POST)</u> Human Resource Management & Development
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Eastern Cape, King Williamstown
<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). Relevant courses in the field of the post 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.
<u>DUTIES</u>	:	Administration of leave functions by receiving, verifying information and finalizing applications on Leave Forms (SAP26). Manage unscheduled leave. Audit of Leave Files. Administration of applications for Medical Boards, Death Boards, Alcohol Boards, Stress & Depression Boards. Manage & direct unscheduled leave. Review & monitor leave capturing. Analyse & evaluate unused leave.
<u>APPLICATIONS</u>	:	Provincial Head: Eastern Cape (PSS Building: King Williams Town): No. 49 Amatola Road, King Williams Town, 5600 Email Address: NogayiNLL@saps.gov.za DeJagerNaomi@saps.gov.za MnyakaZ@saps.gov.za DikoL@saps.gov.za MulwaVA@saps.gov.za
<u>POST 23/219</u>	:	<u>HUMAN RESOURCE CLERK REF NO: PSS HRU33/26 (X1 POST)</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Human Resource Utilisation (HRU), Pretoria
<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). Relevant courses in the field of the post 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.
<u>DUTIES</u>	:	Administration duties pertaining to leave, service terminations, recruitment, rank translations, promotions, transfers, behaviour management, career management, Medical & Injury board, and any other HR related function.
<u>ENQUIRIES</u>	:	HQ: Pretoria: Tel: Lt Col Nyathi: Tel No: (012) 400 5587; Capt Mudau: Tel No: (012) 400 5468; HRCS Kekana: Tel No: (012) 400 5216; HRC Nebodzandala: Tel No: (012) 400 5229
<u>APPLICATIONS</u>	:	Protection And Security Services: HQ (Pretoria): No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za , MudauTG@saps.gov.za , Kekanak@saps.gov.za , NebodzandalaT@saps.gov.za
<u>POST 23/220</u>	:	<u>HUMAN RESOURCE CLERK REF NO: PSS HRP434/26 (X1 POST)</u> Human Resource Practices & administration (HRPA)
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<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). Relevant courses in the field of the post 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.
<u>DUTIES</u>	:	Administration duties pertaining to leave, service terminations, recruitment, rank translations, promotions, transfers, behaviour management, career management, Medical & Injury board, and any other HR related function.
<u>ENQUIRIES</u>	:	HQ: Pretoria: Tel: Lt Col Nyathi: 012 400 5587; Capt Mudau: Tel No: (012) 400 5468; HRCS Kekana: Tel No: (012) 400 5216; HRC Nebodzandala: Tel No: (012) 400 5229
<u>APPLICATIONS</u>	:	Protection And Security Services: HQ (Pretoria): No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za , MudauTG@saps.gov.za , Kekanak@saps.gov.za , NebodzandalaT@saps.gov.za
<u>POST 23/221</u>	:	<u>HUMAN RESOURCE CLERK REF NO: PSS PMB35/26 (X1 POST)</u> Static Protection Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	KwaZulu-Natal, Pietermaritzburg
<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). Relevant courses in the field of the post 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.
<u>DUTIES</u>	:	Administration duties pertaining to leave, service terminations, recruitment, rank translations, promotions, transfers, behaviour management, career management, Medical & Injury board, and any other HR related function.
<u>ENQUIRIES</u>	:	Provincial Head: KwaZulu Natal (PSS Building, Durban): Lt Col Reddy, HRCS Pillay. Tel No: (031) 319 2044 / 2028.
<u>APPLICATIONS</u>	:	Provincial Head: KwaZulu-Natal (PSS Building: Durban): No. 143 Victoria Embankment Street, Maritime House 13th floor, Durban, 4001 Email Address: ReddyP@saps.gov.za , PillayS@saps.gov.za
<u>POST 23/222</u>	:	<u>HUMAN RESOURCE CLERK REF NO: PSS HRD36/26 (X1 POST)</u> Human Resource Development (HRD)
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<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). Relevant courses in the field of the post 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.
<u>DUTIES</u>	:	Administration duties pertaining to course files. Administration of skills development & course arrangements function for the Division. Facilitation of generic Informal learning interventions to personnel. Rendering secretarial duties for the Divisional Training Committee. Updating records pertaining to training outcomes on relevant data sets.
<u>ENQUIRIES</u>	:	HQ: Pretoria: Tel: Lt Col Nyathi: Tel No: (012) 400 5587; Capt Mudau: Tel No: (012) 400 5468; HRCS Kekana: Tel No: (012) 400 5216; HRC Nebodzandala: Tel No: (012) 400 5229
<u>APPLICATIONS</u>	:	Protection And Security Services: HQ (Pretoria): No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za , MudauTG@saps.gov.za , Kekanak@saps.gov.za , NebodzandalaT@saps.gov.za
<u>POST 23/223</u>	:	<u>SUPPLY CHAIN CLERK REF NO: SCM15/2026 (X1 POST)</u> Division Supply Chain Management Demand Management: Demand and Asset Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Silverton, Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Determine needs in respect of diverse, services & special requests; Perform functions related to the execution of an economic appraisal with regard to

		diverse, special requests & stationary items; Execute functions related to the planning of the life cycle of MGP diverse, professional service & stationery items in the SCM process; Determine/obtain specifications for diverse, special requests & stationary items; Compile/consolidate reports for Demand Section; Execute the administration of all quotation under 1 000 000-00 and above 1 000 000-00 nationally.
<u>ENQUIRIES</u>	:	Captain Naidoo Tel No: (012) 841 7876/7118/7179
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/224</u>	:	<u>SUPPLY CHAIN CLERK REF NO: SCM16/2026 (X1 POST)</u> Division Supply Chain Management Moveable Government Property & Services Miscellaneous Stock Management: Sundries and Communication
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Silverton, Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Perform replenishment duties; Perform requisition and acquisition of goods; Conduct annual stock taking; Compile reports.
<u>ENQUIRIES</u>	:	Captain Naidoo Tel No: (012) 841 7876/7118/7179
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/225</u>	:	<u>SUPPLY CHAIN CLERK REF NO: SCM17/2026 (X1 POST)</u> Division Supply Chain Management Moveable Government Property & Services Miscellaneous Stock Management: Stationery Store and Replenishment
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Silverton, Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS

		Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Monitor replenishment process; Identify and classify stock items; Monitor stock levels within replenishment process; Prevent obsolescence and the drafting of stock; Make follow-up on the official orders for replenishment.
<u>ENQUIRIES</u>	:	Captain Mahlangu Tel No: (012) 841 7179/7118/7876
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/226</u>	:	<u>SUPPLY CHAIN CLERK REF NO: SCM18/2026 (X1 POST)</u> Division Supply Chain Management Moveable Government Property & Services Miscellaneous Stock Management: Stationery Store and Replenishment
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Silverton, Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administer filing; Issue counter requisition; Issue due-out stock; Conduct stock taking.
<u>ENQUIRIES</u>	:	Captain Mahlangu Tel No: (012) 841 7179/7118/7876
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/227</u>	:	<u>SUPPLY CHAIN CLERK REF NO: SCM19/2026 (X1 POST)</u> Division Supply Chain Management Moveable Government Property Clothing and Distribution Management: Replenishment
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Silverton, Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS

		Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Maintain order/incoming stock; Adjust stock levels and balance orders Supply clothing needs by means of spreadsheet to Demand and Acquisition Management; Monitor slow moving items; Create ledgers for new items which do not reflect on redundancy report; Attend specification meeting/ pre advert and BEC meetings; Capture orders on Polfin (Police Financial Management System) and Provisioning Administration System (PAS); Effective administration of correspondence.
<u>ENQUIRIES</u>	:	PPO Babana Tel No: (012) 841 7123/7118/7876
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/228</u>	:	<u>SUPPLY CHAIN CLERK REF NO: SCM20/2026 (X1 POST)</u> Division Supply Chain Management Moveable Government Property; Clothing and Distribution Management: Uniform Shop Gauteng
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Silverton, Pretoria
<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). Relevant courses in the field of post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Relevant courses in the field of post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Issue uniform to SAPS members, reservists and trainees; Maintain uniform in allocated bins; Stock taking of uniform; Iron on chest badges and bullets proofs.
<u>ENQUIRIES</u>	:	PPO Babana Tel No: (012) 841 7123/7118/7876
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/229</u>	:	<u>SUPPLY CHAIN CLERK REF NO: SCM21/2026 (X1 POST)</u> Division Supply Chain Management Moveable Government Property: Arms & Ammunition Management: Admin Support and CCTV:
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Silverton, Pretoria

<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	To render an effective support at Administration; Request requisitions and reports on PAS; Enquire requisitions from different Stations; Enquire lot numbers for issuing; Record and account new stock from suppliers; Transfer of different stock from store level to and from inventory level; Check, verify and capture of boards of survey; File issue and receive vouchers in the VA 5 and VA 6 files; Type letters, job descriptions and PEP documents; Check Z8 register and send daily attendance list to HRM office.
<u>ENQUIRIES APPLICATIONS</u>	:	HR Clerk Mudau Tel No: (012) 841 7217/7118/7876
	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/230</u>	:	<u>SUPPLY CHAIN CLERK REF NO: SCM22/2026 (X1 POST)</u> Division Supply Chain Management Moveable Government Property: Arms & Ammunition Management: Firearms Spares Ammunition Store and Body Armour
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05)
	:	Silverton, 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 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). Relevant courses in the field of post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be able to work under pressure and extended hours.
<u>DUTIES</u>	:	To render an effective support at Transit-In; Receive and verify obsolete and unserviceable stock for correctness from Divisions and Provinces; Receive stock from suppliers; Check and verify serialized items according to invoices and delivery notes; Register serialized items on the PAS; Capture receive vouchers on the PAS; Certify assists with the receiving and issuing of firearms; Assist with stock taking; Assist with the update of room inventories.
<u>ENQUIRIES APPLICATIONS</u>	:	HR Clerk Mudau Tel No: (012) 841 7217/7118/7876
	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

<u>POST 23/231</u>	:	<u>SUPPLY CHAIN CLERK REF NO: SCM23/2026 (X1 POST)</u> Division Supply Chain Management Procurement and Contract Management Procurement Management: Radio Equipment
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Silverton, Pretoria
<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 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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Ensure an effective and efficient procurement process within Supply Chain Management regarding Bids; Ensure an effective and efficient procurement process within Supply Chain Management regarding quotations; Receive applications from Demand Management to invite bids for end users; Execute functions on PAS and Polfin System; Capture bids; Compile submissions to the BAC for recommendations and E-Tender approval; Compile contracts for relevant signatures; Advertise end results on E-Tender and SAPS website; Filing of all bid documents received.
<u>ENQUIRIES</u>	:	HR Clerk Thulare Tel No: (012) 841 7392/7118/7876
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/232</u>	:	<u>SUPPLY CHAIN CLERK REF NO: SCM24/2026 (X1 POST)</u> Division Supply Chain Management Procurement and Contract Management: Procurement Management: Tact Equipment, Vehicle & GP
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Silverton, Pretoria
<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 recognised by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Ensure an effective and efficient procurement process within Supply Chain Management regarding Bids; Ensure an effective and efficient procurement process within Supply Chain Management with regard to quotations; Receive applications from Demand Management to invite bids for end users; Capture bids; Compile submissions to the BAC for recommendations and approval;

		Compile contracts for relevant signatures; Advertise end results on E-Tender and SAPS website.
<u>ENQUIRIES</u>	:	HR Clerk Thulare Tel No: (012) 841 7392/7118/7876
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/233</u>	:	<u>SUPPLY CHAIN CLERK NO: SCM25/2026 (X1 POST)</u> Division Supply Chain Management Supply Chain Performance Management and Services: Transport Management: Vehicle Provisioning and Utilization:
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Persequor Park, Lynnwood, Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administrate the needs received from the provinces/divisions for the purchasing of vehicles via the RT57 contract. Administrate capturing of RT 57 contract on PAS/Polfin system; Administrate the needs received from the Provinces/Divisions for the purchasing of specialized vehicles, vehicle conversions etc. on a quotation basis or via bid process
<u>ENQUIRIES</u>	:	AC Rammego Tel No: (012) 841 7322/7118/7876
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/234</u>	:	<u>SUPPLY CHAIN CLERK RE NO: SCM26/2026 (X1 POST)</u> Division Supply Chain Management Supply Chain Performance Management & Services: Transport Management:
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTER</u>	:	Persequor Park, Lynnwood, Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal

	skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	: Handle exception reports received from fuel card contractor for Head Office Divisions and Provincial Commissioners; Administer fuel cards and e-tags in the SAPS for state vehicles; Handle fuel certification enquiries received from Provinces and Divisions and compare asset register of state vehicles; Analyse transaction reports/statements regarding fuel transactions for Provinces and Divisions; Have knowledge of Provisioning Administration System (PAS) and Police Financial Management System (Polfin).
<u>ENQUIRIES</u>	: AC Rammego Tel No: (012) 841 7322/7118/7876
<u>APPLICATIONS</u>	: Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address:
<u>POST 23/235</u>	: <u>SUPPLY CHAIN CLERK REF NO: SCM27/2026 (X1 POST)</u> Division Supply Chain Management Supply Chain Performance Management & Services: Transport Management: Vehicle Demand & Policy Management
<u>SALARY</u>	: R237 453 per annum (Level 05)
<u>CENTRE</u>	: Persequor Park, Lynnwood, Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	: Handle exception reports received from fuel card contractor for Head Office Divisions and Provincial Commissioners; Administer fuel cards and e-tags in the SAPS for state vehicles; Handle fuel certification enquiries received from Provinces and Divisions and compare asset register of state vehicles; Analyse transaction reports/statements regarding fuel transactions for Provinces and Divisions; Have knowledge of Provisioning Administration System (PAS) and Police Financial Management System (Polfin)
<u>ENQUIRIES</u>	: Lieutenant Colonel Moleko Tel No: (012) 841 7118/7876/7179
<u>APPLICATIONS</u>	: Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/236</u>	: <u>FINANCE CLERK REF NO: SCM28/2026 (X1 POST)</u> Division Supply Chain Management Support Services: Financial and Administration Services
<u>SALARY</u>	: R237 453 per annum (Level 05)
<u>CENTRE</u>	: Silverton, Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Handle the administration of domestic travel and subsistence allowances claims (SAPS157); Handle the administration of miscellaneous claim (SAP174); Processing of interim accommodation claims; Facilitate administration of standing advances; Perform duties regarding salary maintenance; Administrate and capture overtime remuneration requests.
<u>ENQUIRIES</u>	:	AC Rammego Tel No: (012) 841 7322/7118/7876
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/237</u>	:	<u>HUMAN RESOURCE CLERK REF NO: SCM29/2026 (X1 POST)</u> Division Supply Chain Management Supply Chain Performance Management & Services: Mechanical Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Persequor Park, Lynnwood
<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 1 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Render administrative duties pertaining to Human Resource Management to the Section: Mechanical Services; Handle administration regarding to Human Resource Utilization for the Section: Mechanical Services; Render administrative duties pertaining to Human Resource Development of the Section: Mechanical Services Head Office.
<u>ENQUIRIES</u>	:	HR Clerk Thulare Tel No: (012) 841 7392/7118/7876
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/238</u>	:	<u>HUMAN RESOURCE CLERK REF NO: SCM30/2026 (X1 POST)</u> Division Supply Chain Management Support Services: Personnel Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Silverton

<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administer all functions relating to leave administration; Administer functions related to temporary incapacity leave, injury/illness on duty and full functional assessments with regards to applications/referrals for ill-health retirements; Coordinate the administration process with regards to service terminations; Administer monthly AOP (Annual Operational Plan) reports and Head Office quarterly reports on Absenteeism Management TIL & Service Termination Categories.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Moleko Tel No: (012) 841 7118//7876/7179
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/239</u>	:	<u>HUMAN RESOURCE CLERK REF NO: SCM31/2026 (X1 POST)</u> Division Supply Chain Management Support Services: Human Resource Utilization
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Silverton
<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). Relevant courses in the field of post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Perform administrative tasks regarding HR Planning, Job Description, Performance Management, Diversity Management and Labour Relations related functions within Division: Supply Chain Management; Handle administration regarding incoming/ outgoing correspondence. File documents for personnel of Human Resource Utilization.
<u>ENQUIRIES</u>	:	Captain Naidoo Tel No: (012) 841 7876//7118/7179
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

<u>POST 23/240</u>	:	<u>ADMINISTRATION CLERK REF NO: SCM32/2026 (X1 POST)</u> Division Supply Chain Management Facility Management: Programme & Project Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Persequor Park, Lynnwood, Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Type documents, administer correspondence and filing; Administer logistical matters e.g. requisition of stationery and equipment's; Maintain room inventories; Maintain leave records, registers and files; Arrange travelling and subsistence allowance for personnel of the Section; Administer telephone accounts for the Section; Coordinate and report on state property and losses.
<u>ENQUIRIES</u>	:	Captain Naidoo Tel No: (012) 841 7876/7118/7179
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/241</u>	:	<u>ADMINISTRATION CLERK REF NO: SCM33/2026 (X1 POST)</u> Division Supply Chain Management Supply Chain Performance Management & Services: Performance Management: Risk Monitoring Norms and Standards
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Silverton, Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills and Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Assist with the compilation of an Annual Evaluation Performance Management Plan; Assist with establishing a professional Performance Management & Evaluation practice in Supply Chain Management SAPS; Perform Bi-annual Accounting Functionaries assessment; Assist with training and skills development for Performance Management personnel; Obtain management and exception reports from the Provisioning Administration System (PAS) and SAPS Financial Systems (Polfin).
<u>ENQUIRIES</u>	:	Captain Mahlangu Tel No: (012) 841 7179/7118/7876
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human

Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

<u>POST 23/242</u>	:	<u>REGISTRY CLERK REF NO: SCM34/2026 (X2 POSTS)</u> Division Supply Chain Management Support Services: Financial Services (Auxiliary Services)
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Silverton, Pretoria
<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. Experience in Archives and Registry. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and MS Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administer administrative functions at the Sub-Section: Registry; Administer a posting service to Division: Supply Chain Management; Administer access control to Records and Registry Archives.
<u>ENQUIRIES</u>	:	Captain Mahlangu Tel No: (012) 841 7179/7118/7876
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/243</u>	:	<u>LIGHT VEHICLE DRIVER REF NO: SCM35/2026 (X1 POST)</u> Division Supply Chain Management Moveable Government Property: Clothing and Distribution Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria Warehouse: Silverton, Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage.
<u>DUTIES</u>	:	Transport assets; Perform administration duties as an official driver of road transport; Inspect vehicles.
<u>ENQUIRIES</u>	:	PPO Babana Tel No: (012) 841 7123/7118/7876
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

<u>POST 23/244</u>	:	<u>SECRETARY</u> Division Supply Chain Management
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05)
	:	Supply Chain Performance Management & Services: Mechanical Support and Administration Services: Persequor Park, Lynnwood, Pretoria Ref No: SCM36/2026 (X1 Post)
	:	Facility Management: Asset Operations Management: Persequor Park, Lynnwood, Pretoria Ref No: SCM37/2026 (X1 Post)
	:	Facility Management: Infrastructure Maintenance Services: Silverton, Pretoria: Ref No: SCM38/2026 (X1 Post)
	:	Demand Management: Demand & Infrastructure Planning: Persequor Park, Lynnwood, Pretoria, Gauteng Province Ref No: SCM39/2026 (X1 Post)
	:	Procurement and Contract Management: Procurement Management: Facility Management: Silverton, Pretoria Ref No: SCM40/2026 (X1 Post)
	:	Procurement and Contract Management: Contract Management: Silverton, Pretoria Ref No: SCM41/2026 (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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Type reports, letters, minutes, agendas, memoranda and handle confidential documents. Monitor the workflow of documents to and from the office of the Senior Manager by keeping a register. Manage the diary of the Senior Manager for internal and external engagements. Co-ordinate travel arrangements, including accommodation and subsistence allowances. Maintain good record keeping filing and bring forward system. Distribute correspondence and circulars to the relevant stakeholders. Handle routine correspondence, send and receive e-mails and faxes immediately. Answer and make telephone calls on behalf of the Senior Manager and take messages professionally. Receive and host visitors in the office. Assist in serving refreshments to visitors during meetings. Assist in arranging and booking of venues for the meetings in accordance with the number of people expected to attend. Provide support during meetings and workshops involving the office of the Senior Manager. Operating standard equipment (photocopy machine, telephone and computers).
<u>ENQUIRIES APPLICATIONS</u>	:	PPO Babana Tel No: (012) 841 7123/7118/7876
	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/245</u>	:	<u>HUMAN RESOURCE CLERK (X11 POSTS)</u> Division: Human Resource Development
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05)
	:	SAPS Academy Mankwe: Ref No: HRD 28/06/2026 (X1 Post)
	:	SAPS Academy Thabazimbi: Ref No: HRD 30/06/2026 (X1 Post)
	:	SAPS Academy Moloto: Ref No: HRD 31/06/2026 (X1 Post)
	:	SAPS Academy Chatsworth: Ref No: HRD 32/06/2026 (X1 Post)
	:	SAPS Academy Bishop Lavis: Ref No: HRD 49/06/2026 (X1 Post)
	:	SAPS Academy Mthatha: Ref No: HRD 53/06/2026 (X1 Post)
	:	SAPS Academy Tshwane: Ref No: HRD 60/06/2026 (X1 Post)

REQUIREMENTS

SAPS Academy Oudtshoorn: Ref No: HRD 56/06/2026 (X1 Post)
Division HRD, Support, HRM, Pretoria Ref No: HRD 63/06/2026 (X3 Posts)
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

Conduct administration relating to personnel provisioning and maintenance, absenteeism management and service terminations, human resource utilisation and disciplinary matters.

ENQUIRIES

SAPS Academy Mankwe: Enquiries can be directed to: Lt Col MA Katjedi: at 071 411 0164/014 558 8170
SAPS Academy Thabazimbi: Enquiries can be directed to: Lt Col JC Pelsers: at 071 4109169/072 3319153
SAPS Academy Moloto: Enquiries can be directed to: Lt Col ZBL Nqeto: at 082 779 8736
SAPS Academy Chatsworth: Enquiries can be directed to: Capt Molefe: Tel No: 031 402 7012 / 031 402 7020 / 031 402 7019
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 Tshwane: Enquiries can be directed to: Colonel JL Muridili; Captain Nkuna: at 071 313 3604; 082 608 3902
SAPS Academy Oudtshoorn: Enquiries can be directed to: Lt Col RM Arries / Capt D Moores: Tel No: 044 203 2223
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
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 / divhrd.odnhrm@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 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 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 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

R237 453 per annum (Level 05)

CENTRE

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

	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 Head. Arrange, prepare meetings, agendas, typing and taking Minutes. Answer and screen all incoming calls to the office of the Head. Liaise with other Sections and components on matters relating to the 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 (photocopy machine, telephone, Computer etc.). Serving refreshment to visitors and during Meetings. Manage office inventory
<u>ENQUIRIES</u>	: Enquiries can be directed to: Lt Col GM Masemola/Capt Hagen: Tel No: (012) 334 3796 / 012 334 3663
<u>POST 23/250</u>	: <u>FINANCIAL CLERK (X3 POSTS)</u> Division: Human Resource Development
<u>SALARY CENTRE</u>	: R237 453 per annum (Level 05) SAPS Academy Mankwe: Ref No: HRD 29/06/2026 (X1 Post) SAPS Academy Graaff Reinet: Ref No: HRD 51/06/2026 (X1 Post) SAPS Academy Tshwane: Ref No: HRD 59/06/2026 (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>	: Administer Financial matters; Administer and maintain a filing system; Coordinate and process all reports; Ensure compliance with the Public Finance Management Act.
<u>ENQUIRIES</u>	: SAPS Academy Mankwe: Enquiries can be directed to: Lt Col MA Katjedi: at 071 411 0164/014 558 8170 SAPS Academy Graaff-Reinet: Enquiries can be directed to: Capt U Meyer / Sergeant Z Deyssel: Tel No: (049) 891 0050 SAPS Academy Tshwane: Enquiries can be directed to: Colonel JL Muridili; Captain Nkuna at 071 313 3604; 082 608 3902
<u>APPLICATIONS</u>	: 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 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 Mankwe: Hand delivery or courier to: R510 Rustenburg to Northam Road, Mogwase: Email address: KatjediMA@saps.gov.za

<u>POST 23/251</u>	:	<u>SUPPLY CHAIN CLERK (X2 POSTS)</u> Division: Human Resource Development
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) SAPS Academy Bishop Lavis: Ref No: HRD 48/06/2026 (X1 Post) SAPS Academy Oudtshoorn: Ref No: HRD 55/06/2026 (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 recognised 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>	:	Administer and Monitor Demand, Moveable Government Property, Fleet and Procurement Management Logistical matters; Administer and maintain a filing system; Coordinate and process all reports; Ensure compliance with the Public Finance Management Act.
<u>ENQUIRIES</u>	:	SAPS Academy Bishop Lavis: Enquiries can be directed to: Capt Mavango Tel No: (021) 935 5571/ 75 SAPS Academy Oudtshoorn: Enquiries can be directed to: Lt Col RM Arries / Capt D Moores Tel No: (044) 203 2223
<u>APPLICATIONS</u>	:	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 Bishop Lavis: Hand delivery or courier to: 100 Myrtle Street, Bishop Lavis Email address: blahhrm@saps.gov.za and bishoplavis.sec@saps.gov.za
<u>POST 23/252</u>	:	<u>SECRETARY (X18 POSTS)</u> Division: Crime Intelligence
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) Head Office: Component: Intelligence Analysis And Coordination: Office of the Component Head: Intelligence Analysis and Coordination, Erasmuskloof (Ref No: CI/HO/6/2026) Office of the Section Head: Intelligence Analysis and Coordination, Erasmuskloof (Ref No: CI/HO/7/2026) Office of the Section Head: Strategic Analysis and Research, Erasmuskloof (Ref No: CI/HO/08/2026) Office of the Section Head: Organised Crime Analysis, Erasmuskloof (Ref No: CI/HO/09/2026) Head Office: Component: Secret Service Account: Office of the Component Head: Secret Service Account, Erasmuskloof: (Ref No: CI/HO/10/2026) Office of the Section Head: Supply Chain Management, Erasmuskloof (Ref No: CI/HO/11/2026) Head Office: Component: Intelligence Plan And Monitoring: Office of the Section Head: Intelligence Plan and Monitoring, Erasmuskloof (Ref No: CI/HO/12/2026) Head Office: Section: Support Services: Office of the Section Head: Support Services, Erasmuskloof (Ref No: CI/HO/13/2026) Office of the Section Head: Internal Audit, Erasmuskloof (Ref No: CI/HO/14/2026) Province: Kwa-Zulu Natal:

Office of the Section Head: Intelligence Analysis and Coordination, Durban
(Ref No: CI/KZN/15/2026)

Office of the Section Head: Cluster Coordination and Overt Operations, Durban
(Ref No: CI/KZN/16/2026)

Province: Limpopo:

Office of the Section Head: Cluster Coordination and Overt Operations
Polokwane, (Ref No: CI/LIM/17/2026)

Office of the Section Head: Intelligence Analysis and Coordination, Polokwane
(Ref No: CI/LIM/18/2026)

Province: Mpumalanga:

Office of the Section Head: Intelligence Collection, Nelspruit (CI/MP/19/2026)

Province: Northern Cape:

Office of the Section Head: Intelligence Analysis and Coordination, Kimberley
(Ref No: CI/NC/20/2026)

Office of the Section Head: Cluster Coordination and Overt Operations,
Kimberley (Ref No: CI/NC/21/2026)

Province: North West:

Office of the Section Head: Cluster Coordination and Overt Operations,
Potchefstroom (Ref No: CI/NW/22/2026)

Office of the Section Head: Intelligence Collection, Potchefstroom: (Ref No:
CI/NW/23/2026)

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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, Skills & Competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended

DUTIES

: To provide secretarial support functions in the relevant field of the office. Type reports, letters, memorandum and monitor flow of documents to and from the relevant office. Manage the diary if the Head of the office for internal and external engagements. Coordinate travel arrangements, including accommodation and subsistence allowances as well as claims. Maintain an updated filing system in the relevant office. Distribute correspondences and circulars to the relevant stakeholders and keep a register of all incoming and outgoing post up to date. Handle routine correspondence, send and receive emails and faxes 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. Handle confidential documents. Be able to operate standard equipment (fax, photocopy machine, telephone, computers, etc). Host and serving of refreshments to visitors during meeting. Manage the inventory of the relevant office. Be willing to work extended hours.

ENQUIRIES

: **Head Office:** Division Crime Intelligence: Lieutenant Colonel P Marule / Captain B Feni / Captain HM Tebele Tel No: (012) 360 1370/1415.
Provincial : Kwazulu natal: Colonel Mkhize and Captain Kuppen Tel No: (031) 325 6058

Province: Limpopo: Lieutenant Colonel Ntsoane and Captain Nepgen at 082 565 8197

Province: Mpumalanga: Colonel Chalo, Lieutenant Colonel Nkonyane and Captain Nkosi Tel No: (013) 756 7030

Province: Northern Cape: Colonel Malope, Lieutenant Colonel Felix and Captain De Ridder Tel No: (053) 838 5774

Province: North West: Lieutenant Colonel Mbulawa and Warrant Officer Mokoena Tel No: (018) 464 5316 / 5317 / 5350

APPLICATIONS

: Applications may be hand-delivered or couriered to the following addresses: Main Security gate at No. 463 Prieska Road, Erasmuskloof, 0181 (for attention The Section Commander: Personnel Management), alternatively forward to the following email addresses: recruitment1@saps.gov.za and recruitment2@saps.gov.za

Province: Kwazulu-Natal: Hand delivered or couriered to: 15 Bram Fischer Road, Servamus Building, 10th Floor, Durban, alternatively forward to the

following email addresses: KuppanE@saps.gov.za and MkhizeAT@saps.gov.za

Province: Limpopo: Hand delivered or couriered to: 15 Jorrisen and Market Street, TPA Building, Polokwane, alternatively forward to the following email addresses: 000112-000302-17@saps.gov.za and Nepgen@saps.gov.za

Province: Mpumalanga: Hand delivered or couriered to: 31 Brown Street, Standard Bank Building, 4th Floor, Nelspruit, alternatively forward to the following email addresses: ChaloRM@saps.gov.za and NkonyaneFP@saps.gov.za

Province: Northern Cape: Hand delivered or couriered to: 95 Du Toitspan Road, Du Toitspan Building, Kimberley, alternatively forward to the following email addresses: MalopeLL@saps.gov.za, FelixEM@saps.gov.za and ncprov.ci.hrm@saps.gov.za

Province: North West: Hand delivered or couriered to: Santum Trust Building, 41 Nelson Mandela Drive, Potchefstroom, alternatively forward to the following email addresses: SwartzA@saps.gov.za, PhakediKM@saps.gov.za and Monol@saps.gov.za

POST 23/253 : **SUPPLY CHAIN CLERK (LOSS MANAGEMENT) REF NO: ORS11/2026 (X1 POST)**

Division Operational Response Service

Support Services - HQ: Supply Chain Management (Loss Management)

SALARY : R237 453 per annum (Level 05)

CENTRE : Schindler House, 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 the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

DUTIES : To render administrative duties. Register and record-keeping of new loss management incidents within the Division; Administer loss management files of state-owned firearms, vehicles collision/damages and general state property; Administer recording and updating incidents of vehicles collisions/damages, firearms and general state property on individual respective systems; Inspect/investigate loss management files for outstanding information required for vehicles collisions/damages, firearms and general state property.

ENQUIRIES : Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798

APPLICATIONS : Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT2@SAPS.GOV.ZA

POST 23/254 : **SUPPLY CHAIN CLERK (FACILITY MANAGEMENT) REF NO: ORS12/2026 (X1 POST)**

Division Operational Response Service

Support Services - HQ: Supply Chain Management (Facility Management)

SALARY : R237 453 per annum (Level 05)

CENTRE : Schindler House, 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 the interview. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with

		Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administer lease and state hold facilities within the Division. Administer routine maintenance and upgrade of lease and state hold facilities. Verify User Asset Management Plan. Administer correspondence for the units occupying lease and state hold facilities within the Division.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT2@SAPS.GOV.ZA
<u>POST 23/255</u>	:	<u>REGISTRY CLERK REF NO: ORS13/2026 (X2 POSTS)</u> Division Operational Response Service
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Support Services - HQ: Registry, Maupa Naga Pretoria
<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 recognised by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administer personnel records of all members within the Division: Visible Policing and Operations (ORS). Administer all incoming and outgoing correspondence. Manage and maintain a filing system. Maintain archives in accordance with regulations.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT3@SAPS.GOV.ZA
<u>POST 23/256</u>	:	<u>HUMAN RESOURCE CLERK REF NO: ORS14/2026 (X1 POST)</u> Division Operational Response Service Support Services: Human Resource Utilization (Performance
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Management) Schindler House, Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Co-ordinate, administer, maintain and facilitate implementation of Job Descriptions within the Division. Render Administrative duties pertaining to HR regarding Performance management and relative functions. Maintain administration regarding pay progression.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT2@SAPS.GOV.ZA

<u>POST 23/257</u>	:	<u>HUMAN RESOURCES CLERK REF NO: ORS15/2026 (X1 POST)</u> Division Operational Response Service Support Services - HQ: Human Resource Utilization (Labour Relations & Diversity)
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Schindler House, Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Co-ordinate, administer, maintain and facilitate implementation of Labour Related matters within the Division. Render Administrative duties pertaining to Grievances and Conflict functions. Render general administration duties regarding Labour Relations.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT2@SAPS.GOV.ZA
<u>POST 23/258</u>	:	<u>HUMAN RESOURCES CLERK REF NO: ORS16/2026 (X1 POST)</u> Division Operational Response Service Support Services - HQ: Human Resource Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Schindler House, Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Arrange meetings (prepare agendas and take minutes of the meeting, arrange refreshments as required. Maintain record keeping, compiling reports, filing and bring forward system. Handle confidential documents. Maintain a system of documents flow into and out of the office of the section. Commander: Human Resource Management: ORS. Operate standard equipment (computer, photocopier and scanner). Driver's license and computer literacy will be an added advantage.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT1@SAPS.GOV.ZA
<u>POST 23/259</u>	:	<u>HUMAN RESOURCES CLERK REF NO: ORS17/2026 (X1 POST)</u> Division Operational Response Service Support Services - HQ: Human Resource Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Schindler House, Pretoria

<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administer transfer applications for the division. Administer applications for remunerative work within the Division. Administer data integrity, correct placement of personnel within the Division. Administer service arrangement applications for the Division.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT1@SAPS.GOV.ZA
<u>POST 23/260</u>	:	<u>ADMINISTRATION CLERK REF NO: ORS18/2026 (X1 POST)</u> Division Operational Response Service Support Services: Skills Development Facilitation
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Schindler House, Pretoria
<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 recognised by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Co-ordinate courses in relation to Training Provisioning Plan. Type and compile letters for correspondence purposes. Create and compile emails; Co-ordinate courses in relation to the Training Provisioning Plan. Compile, purify and submit nominations; Capturing of results on Training Administering System and issuing of certificates; administer the skills development facilitation processes and render training support.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT5@SAPS.GOV.ZA
<u>POST 23/261</u>	:	<u>ADMINISTRATION CLERK REF NO: ORS19/2026 (X1 POST)</u> Division Operational Response Service Support Services: Management Information & Strategic Planning
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Maupa Naga Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with

		Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Render an effective & efficient secretarial service for the Division Visible Policing and Operations (ORS) secretariat. Schedule and administrate the logistical preparations (venues /meals /equipment) for all Divisional meetings and travelling arrangements. Compiling and distribution of all call-up instructions. Preparing and distribution of presentations for meetings. Compiling, distribution and safekeeping of Minutes, Agendas, and Decision Matrix (action logs).
<u>ENQUIRIES</u>	:	Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT3@SAPS.GOV.ZA
<u>POST 23/262</u>	:	<u>HUMAN RESOURCES CLERK REF NO: ORS20/2026 (X1 POST)</u> Division Operational Response Service Operational Support: Airwing National Heliport
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria West
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	To render an administrative function regarding the processing of all absenteeism of the unit; Administer and maintain the Performance Management, administer functionary duty regarding transfers, service terminations; Administer data integrity, and capture SAP172's; Support the line functions by performing clerical and administrative related duties.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: SAPS Academy, Tshwane, No. 1 Rebecca Street, Pretoria West: National Heliport or email to MarabaJ@saps.gov.za
<u>POST 23/263</u>	:	<u>SUPPLY CHAIN CLERK REF NO: ORS21/2026 (X1 POST)</u> Division Operational Response Service Operational Support: Airwing National Heliport
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria West
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	To deal with general Occupational Health & Safety duties. Render support to SCM functions of the Unit. Render administrative duties pertaining to logistics

		regarding Supply Chain Management related functions. Render effective and efficient general administrative duties. Handle new applications and quotations.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: SAPS Academy, Tshwane, No. 1 Rebecca Street, Pretoria West: National Heliport or email to MarabaJ@saps.gov.za
<u>POST 23/264</u>	:	<u>SUPPLY CHAIN CLERK REF NO: ORS22/2026 (X1 POST)</u> Division Operational Response Service Operational Support: Mobilisation Support: Armoured HQ Garage
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria West
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Close and open job cards. Get functional approval for procurement of resources. Perform vehicle inspections. Manage the supplier database. Perform functions on PAS and source suppliers on CSD and National Treasury transversal contracts. Source suppliers and quotations for procurement. Perform general admin including secretarial duties.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Eksteen or Captain Botlhoko Tel No: (012) 353 9828/9970/9834
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: SAPS Academy, Tshwane, No. 1 Rebecca Street, Pretoria West: Mobilisation Support or email Mahwasane@saps.gov.za
<u>POST 23/265</u>	:	<u>SECRETARY REF NO: ORS23/2026 (X1 POST)</u> Division Operational Response Service Specialised Operations: National Intervention Operations
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Render a secretarial and administrative function to the Section Head: National Interventions. Type, Administer and compile reports, certificates and letters as well as monitor the flow of documents to the office of the Section Head: National Interventions. Manage the Section Head Diary, appointments and meetings. Arrange travel and subsistence allowance for the Section Head: National Interventions. Manage and monitor administrative duties for the Section Head: National Interventions.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798

<u>APPLICATIONS</u>	:	Direct your application to the following addresses: No. 629 Lavender Road, Bon Accord or email to LekalakalaJM@saps.gov.za
<u>POST 23/266</u>	:	<u>FINANCIAL CLERK REF NO: ORS24/2026 (X1 POST)</u> Division Operational Response Service Specialised Operations: Special Tasks Force
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Durban
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	To perform and ensure an effective financial administration support and MISP support. Administration of overtime applications, Administration of Itineraries, claims and standing advances. Administration of nightshift and Sunday allowances. Administration of TMS, Cell phone and 3G accounts. Administration of filing all financial documents.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Zuma or Captain Simmers Tel No: (031) 466 7200/7211/7220
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: No. 77 Stott Road, Bluff, Durban or email to: simmersn@saps.gov.za
<u>POST 23/267</u>	:	<u>FINANCE CLERK REF NO: ORS25/2026 (X1 POST)</u> Division Operational Response Service Specialised Operations: Mobile Operations
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Cape Town
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	To facilitate and administer all allowances within the Unit; Ensure all request for advance, itineraries and financial claims are submitted in specific time frames; administer overtime processes; administer all salary enquiries, Exercise control over human, physical and financial resources allocated to the post.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: No. 121 Plein Street, Garmour House, Cape Town. orshq.mobops.ct.supply@saps.gov.za
<u>POST 23/268</u>	:	<u>ADMINISTRATION CLERK REF NO: ORS26/2026 (X1 POST)</u> Division Operational Response Service Specialised Operations: Tactical Response Teams: Maupa Naga
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria

<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Conduct all administrative support: HRM: Adminstrate and consolidate returns for TRT related to PEP & Job Description processes, duty rosters, payroll certifications, transfers, injuries, absenteeism, disciplinary actions, verification of qualifications, remunerative work, pension beneficiaries, and losses. SCM: Assist with the management of GPA for the Section, SAP 142 room inventories, SAPS 108 equipment inspection and certifications of state property firearms, bullet proofs / serialised items, vehicles and computer equipment. Finance and IT related processes for the Section TRT HQ. Conduct level 5 compliance evaluations for the TRT environment inclusive of planning, evaluation teams, movements and reports. Compile performance and implementation reports on activities pertaining to TRT Comply with Minimum Information Security Standards (MISS). Plan, organise and coordinate TRT related strategic work sessions. Assist with performance and implementation reports on performance assessments for senior officers and managers related to TRT activities.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT5@SAPS.GOV.ZA
<u>POST 23/269</u>	:	<u>ADMINISTRATION CLERK REF NO: ORS27/2026 (X1 POST)</u> Division Operational Response Service
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Free State: Border Policing: Makhaleng Port of Entry
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Support Services: Manage and co-ordinate an effective administration service. Provide effective corporate communication services within the unit. Manage the financial processes and activities at the Unit. Regulate, administer and ensure compliance to HRM Policies. Monitor and control loss management on the utilization of physical resources. Maintain the vehicle fleet and ensure effective and efficient SCM functions.
<u>ENQUIRIES</u>	:	Captain Mathabe Tel No: (012) 400 6081 or AC Winkler Tel No: (012) 400 6338
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: No. 3 Troye Maupa Naga, Arcadia, Pretoria or email to: WinklerFA@saps.gov.za
<u>POST 23/270</u>	:	<u>ADMIN CLERK SUPPORT REF NO: ORS28/2026 (X1 POST)</u> Division Operational Response Service
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Eastern Cape: Border Policing: Ongeluksnek Port of Entry
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Support Services: Manage and co-ordinate an effective administration service. Provide effective corporate communication services within the unit. Manage the financial processes and activities at the Unit. Regulate, administer and ensure compliance to HRM Policies. Monitor and control loss management on the utilization of physical resources. Maintain the vehicle fleet and ensure effective and efficient SCM functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Captain Mathabe Tel No: (012) 400 6081 or AC Winkler Tel No: (012) 400 6338
	:	Direct your application to the following addresses: No. 3 Troye Maupa Naga, Arcadia, Pretoria or email to: WinklerFA@saps.gov.za
<u>POST 23/271</u>	:	<u>ADMIN CLERK SUPPORT REF NO: ORS29/2026 (X1 POST)</u> Division Operational Response Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05)
	:	Eastern Cape Province: Border Policing: Ramatsililo Port of Entry
	:	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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Support Services: Manage and co-ordinate an effective administration service. Provide effective corporate communication services within the unit. Manage the financial processes and activities at the Unit. Regulate, administer and ensure compliance to HRM Policies. Monitor and control loss management on the utilization of physical resources. Maintain the vehicle fleet and ensure effective and efficient SCM functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Captain Mathabe Tel No: (012) 400 6081 or AC Winkler Tel No: (012) 400 6338
	:	Direct your application to the following addresses: No. 3 Troye Maupa Naga, Arcadia, Pretoria or email to: WinklerFA@saps.gov.za
<u>POST 23/272</u>	:	<u>SECRETARY REF NO: ORS30/2026 (X1 POST)</u> Division Operational Response Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05)
	:	Border Policing HQ: Maupa Naga, 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 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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

<u>DUTIES</u>	:	Render a secretarial and administrative function to the Component Head: Border Policing. Type, Administer and compile reports, certificates and letters as well as monitor the flow of documents to the office of the Component Head: Border Policing. Managing communications through internal and external communications, including answering phone calls, screening messages, responding to emails, and directing inquiries to the appropriate personnel. Manage the Component Head Diary, Coordinate appointments, meetings, and events, including arranging logistics and booking conference rooms. Arrange travel and subsistence allowance for the Component Head: Border Policing. Manage and monitor administrative duties for the Component Head: Border Policing.
<u>ENQUIRIES</u>	:	Captain Mathabe Tel No: (012) 400 6081 or AC Winkler Tel No: (012) 400 6338
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: No. 3 Troye Maupa Naga, Arcadia, Pretoria or email to: WinklerFA@saps.gov.za
<u>POST 23/273</u>	:	<u>SECRETARY KEMPTON PARK REF NO: ORS31/2026 (X1 POST)</u> Division Operational Response Service
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Border Policing: Section Head: OR Tambo International Airport
<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. furnished. Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Render a secretarial and administrative function to the Section Head. Type, Administer and compile reports, certificates and letters as well as monitor the flow of documents to the office of the Section Head. Managing communications through internal and external communications, including answering phone calls, screening messages, responding to emails, and directing inquiries to the appropriate personnel. Manage the Sections Head Diary, Coordinate appointments, meetings, and events, including arranging logistics and booking conference rooms. Arrange travel and subsistence allowance for the Section Head. Manage and monitor administrative duties for the Section Head.
<u>ENQUIRIES</u>	:	Colonel Swarts Tel No: (011) 977 8522 or Captain Mathebula Tel No: (011) 977 5409
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: OR Tambo International Airport, Dometex Area, Kempton Park, 1627 or email to SwartsEssie@saps.gov.za or MathebulaK@saps.gov.za
<u>POST 23/274</u>	:	<u>SECRETARY REF NO: ORS32/2026 (X1 POST)</u> Division Operational Response Service National Operational Coordination: Office of the Component
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Head, Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

<u>DUTIES</u>	:	Render a secretarial and administrative function to the Office of the Component Head: National Operation Cooperation. Type, Administer and compile reports, certificates and letters as well as monitor the flow of documents to the office of the Component Head: National Operation Cooperation. Managing communications through internal and external communications, including answering phone calls, screening messages, responding to emails, and directing inquiries to the appropriate personnel. Manage the Component Head Diary, Coordinate appointments, meetings, and events, including arranging logistics and booking conference rooms. Arrange travel and subsistence allowance for the Office Component Head: National Operation Cooperation. Manage and monitor administrative duties for the Office of the Component Head: National Operation Cooperation.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: SAPS Academy, Tshwane, No. 1 Rebecca Street, Pretoria West: NATJOINTS (across main sports field) or email to VermaakRiana@saps.gov.za
<u>POST 23/275</u>	:	<u>ADMINISTRATION CLERK REF NO: ORS33/2026 (X1 POST)</u> Division Operational Response Service National Operational Coordination: Office of the Component Head
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Render Administrative Support to the Component Head. Type reports, letters, memorandums and monitor the flow of documents. Administer brought forward files. Manage the diary, receive and host visitors.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: SAPS Academy, Tshwane, No. 1 Rebecca Street, Pretoria West: NATJOINTS (across main sports field) or email to VermaakRiana@saps.gov.za
<u>POST 23/276</u>	:	<u>ADMINISTRATION CLERK REF NO: ORS34/2026 (X1 POST)</u> Division Operational Response Service National Operational Coordination: Joints Operations
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria West
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administer the monitoring and Evaluation of national Joints Public order and Crime Combatting operations for safety, Security and Stability. Administer the

	monitoring and Evaluation of Threat specific SAPS operations and interventions to compliment normal policing and to ensure stability in the high crime stations. Administer correspondence of all operational files.
<u>ENQUIRIES</u>	: Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798
<u>APPLICATIONS</u>	: Direct your application to the following addresses: SAPS Academy, Tshwane, No. 1 Rebecca Street, Pretoria West: NATJOINTS (across main sports field) or email to VermaakRiana@saps.gov.za
<u>POST 23/277</u>	: <u>ADMINISTRATION CLERK (X14 POSTS)</u> Division Operational Response Service Component: Public Order Policing
<u>SALARY CENTRE</u>	: R237 453 per annum (Level 05) : Eastern Cape Province: Port Elizabeth POP (Ref No: ORS35/2026) (X1 Post) Mthatha POP (Ref No: ORS36/2026) (X1 Post) Free State Province: Bloemfontein POP (Ref No: ORS37/2026) (X1 Post) Harrismith POP (Ref No: ORS38/2026) (X1 Post) Gauteng Province: Johannesburg POP (Ref No: ORS39/2026) (X1 Post) Kwazulu-Natal Province: Pietermaritzburg POP (Ref No: ORS40/2026) (X1 Post) Mooi River POP (O Ref No: RS41/2026) (X1 Post) North West Province: Rustenburg POP (Ref No: ORS42/2026) (X1 Post) Bloemhof POP POP (Ref No: ORS43/2026) (X1 Post) Mpumalanga Province: Middelburg POP (Ref No: ORS44/2026) (X1 Post) Limpopo Province: Polokwane POP (Ref No: ORS45/2026) (X1 Post) Northern Cape Province: Kimberly POP (Ref No: ORS46/2026) (X1 Post) Western Cape Province: Vredenburg POP (Ref No: ORS47/2026) (X1 Post) Caledon POP (Ref No: ORS48/2026) (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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	: Render administrative duties pertaining to pop units. Ensure accurate record keeping and efficient administration. Maintain and coordinate effective office administration. Maintain high level of discipline and professional conduct
<u>ENQUIRIES</u>	: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798 Eastern Cape Province: Warrant Officer Jongile 045 808 1239/ 1248/ 1229 Free State Province: Lieutenant Colonel Diseko 051 412 3270/ Warrant Officer Moraloki 051 412 3276 Gauteng Province: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798 KwaZulu-Natal Province: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798 North West Province: Rustenburg Pop Applications: Lieutenant Colonel Sibanda 014 565 1620/1622/1633 Bloemhof Pop Applications: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798

		Mpumalanga Province: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798 Limpopo Province: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798 Northern Cape Province: Lieutenant Colonel De Kock 053838 4088 or Sergeant Pitso/ PO Lecogo 053 838 4048 Western Cape Province: Lieutenant Colonel De Villiers or SAC Mzuzu Tel No 021 843 1805/ 1868
<u>APPLICATIONS</u>	:	Port Elizabeth Pop Applications: Direct your application to the following addresses: No. 3 Armourplate Road, Struandale, Algoa Park or email DafelS@saps.gov.za Mthatha Pop Applications: Direct your application to the following addresses: 46 Headquarters, R61 Road, Mthatha or email DudulaU@saps.gov.za or Rozanin2@saps.gov.za Free State Province: Bloemfontein Pop Applications: Direct your application to the following addresses: No. 24 Frikie Van Krayenberg Street, East End, Bloemfontein or email BanderhorstT@saps.gov.za Harrismith Pop Applications: Direct your application to the following addresses: No. 38 Piet Retief Street, Harrismith or email to EtzebethJS@saps.gov.za Gauteng Province: Direct your application to the following addresses: 1 Collinder Road, Diepkloof, Soweto LayzellC@saps.gov.za/ TriegaardtJE@saps.gov.za KwaZulu-Natal Province: Pietermaritzburg Pop Applications: Direct your application to the following addresses: 1 Justinia Road, Oribi Village, Pietermaritzburg or email to Mthulibi@saps.gov.za or Andersonmb2@saps.gov.za Mooi River Pop Applications: Direct your application to the following addresses: 1 Justinia Road, Oribi Village, Pietermaritzburg or email to Mthulibi@saps.gov.za or Andersonmb2@saps.gov.za North West Province: Rustenburg Pop Applications: Direct your application to the following addresses: 1 Kanana Road, Bafokeng Old Military Base, Rustenburg or email SibandaME@saps.gov.za or lodewykrm@saps.gov.za Bloemhof Pop Applications: Direct your application to the following addresses: No. 7 Durr Street, Industrial Park, Potchefstroom or email ntsumelap@saps.gov.za Mpumalanga Province: Direct your application to the following addresses: No. 2A Walter Sisulu Street, Middelburg or email to Kubheka.Menzi@saps.gov.za Limpopo Province: Direct your application to the following addresses: No. 105 Hans Van Ransburg Street, Polokwane or email to olckersC@saps.gov.za Northern Cape Province: Direct your application to the following addresses: No. 09 Turner Street, De Beers, Kimberly or email LecogoD@saps.gov.za Western Cape Province: Direct your application to the following addresses: No. 2 Old Faure Road, Kuilsriver or email MzuzuT@saps.gov.za
<u>POST 23/278</u>	:	<u>SECRETARY (X3 POSTS)</u> Division Operational Response Service
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05)
	:	Public Order Policing: Maupa Naga, Pretoria: Office of The Component Head Ref No: ORS49/2026 (X1 Post) Section Head: Planning & Evaluations Ref No: ORS50/2026 (X1 Post) Section Head: Operations Ref No: ORS51/2026 (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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal

	skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	: Render a secretarial and administrative function. Type, Administer and compile reports, certificates and letters as well as monitor the flow of documents. Managing communications through internal and external communications, including answering phone calls, screening messages, responding to emails, and directing inquiries to the appropriate personnel. Manage the Component Head/ Section Head diary, Coordinate appointments, meetings, and events, including arranging logistics and booking conference rooms. Arrange travel and subsistence allowance for the Component Head/ Section Head. Manage and monitor administrative duties for the Office of the Component Head/ Section Head.
<u>ENQUIRIES</u>	: Lieutenant Colonel Mashau or Captain Modiba Tel No: (012) 400 3787/3802/3761/3798
<u>APPLICATIONS</u>	: Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT4@SAPS.GOV.ZA
<u>POST 23/279</u>	: <u>HUMAN RESOURCE CLERK REF NO: FS 11/2026 (X1 POST)</u> Division: Detective And Forensic Services HRM: Nodal Support Centre: Criminal Record and Crime Scene Management
<u>SALARY</u>	: R237 453 per annum (Level 05)
<u>CENTRE</u>	: National Head Office: Bothongo Plaza: Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	: Administration of Human Resource Management related functions within the post environment. Process all Service Terminations, Leave applications within the environment. Capture and update of data integrity within the environment. Administer Service Allowance applications. Administration of transfers. Administration and capturing of JD's and PEP files. Capture WP1002 Beneficiary forms, Code of Conduct and driver's Licences. General administration duties.
<u>ENQUIRIES</u>	: Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
<u>APPLICATIONS</u>	: Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).
<u>POST 23/280</u>	: <u>ADMINISTRATION CLERK REF NO. FS 12/2026 (X1 POST)</u> Division: Detective And Forensic Services
<u>SALARY</u>	: R237 453 per annum (Level 05)
<u>CENTRE</u>	: Investigative Psychology: National Head Office
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving Skills. Strong interpersonal

		Skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Provide an administrative and clerical support services to personnel administration of the Section. Maintain stationery stores and office inventory. Maintain leave, registers and files. Collate and consolidate overtime remuneration for member of IPS. Ensure effective control over government property. Collect, analyse, manage and consolidate the sections' statistics, and store electronically.
<u>ENQUIRIES</u>	:	Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
<u>APPLICATIONS</u>	:	Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322 Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).
<u>POST 23/281</u>	:	<u>SUPPLY CHAIN CLERK</u> Division: Detective And Forensic Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Local Criminal Record Centre: Lydenburg: Mpumalanga Ref No. FS 13/2026 (X1 Post) Local Criminal Record Centre: Lusikisiki: Eastern Cape: Ref No. FS 14/2026 (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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication Skills. Sound planning, organizing, administrative and problem-solving Skills. Strong interpersonal Skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	To administer Supply Chain Management resources within the post environment. Administer requisition and acquisition of stock/ service orders. Receive and process invoice administration. Perform duties at storerooms with equipment / stock and general administration in the storeroom. Assist with the administration of vehicle fleet, and general supply chain administration duties.
<u>ENQUIRIES</u>	:	Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
<u>APPLICATIONS</u>	:	Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X 322 Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).
<u>POST 23/282</u>	:	<u>ADMINISTRATION CLERK REF NO. FS 15/2026 (X1 POST)</u> Division: Detective And Forensic Services Decentralized LCRC: Provincial Criminal Record and Crime Scene Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape: Cape Town
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning,

		organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administration duties. Liaise with LCRC Commanders to acquire training needs and ensure that request for nominations are communicated with the relevant members. Prepare course material. Update training files (portfolio of evidence). Compile course files with all pre course administration liaised in file. Maintain and update a training data base for all members in the province. Updating courses TAS. Compile weekly and monthly report for forensic awarenesses.
<u>ENQUIRIES</u>	:	Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
<u>APPLICATIONS</u>	:	Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322 Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).
<u>POST 23/283</u>	:	<u>ADMINISTRATION CLERK REF NO: FS 16/2026 (X1 POST)</u> Division: Detective And Forensic Services Bloemhof: Service Point: Criminal Record and Crime Scene Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	North West
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administer the Local Criminal Record Centre functions. Handle and control of exhibits. Render effective general administration functions.
<u>ENQUIRIES</u>	:	Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
<u>APPLICATIONS</u>	:	Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).
<u>POST 23/284</u>	:	<u>ADMINISTRATION CLERK REF NO: FS 17/2026 (X1 POST)</u> Division: Detective And Forensic Services Local Criminal Record Centre
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Thabazimbi: Limpopo
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication Skills. Sound planning, organizing, administrative and problem-solving Skills. Strong interpersonal Skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.

<u>DUTIES</u>	:	To compile overtime applications and administer overtime claims. Perform Finance related function. Administer and capturing of leave applications. Perform general HR related functions.
<u>ENQUIRIES</u>	:	Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
<u>APPLICATIONS</u>	:	Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322 Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).
<u>POST 23/285</u>	:	<u>HUMAN RESOURCE CLERK REF NO. FS 18/2026 (X1 POST)</u> Division: Detective And Forensic Services Employee Relations: Nodal Support Centre: Forensic Science Laboratory:
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	National Head Office: Silverton: Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administer disciplinary processes and procedures according to SAPS Discipline Regulations. Monitor and co-ordinate Employee Relations matters within the Component, Monitor and co-ordinate the Employee Relations Procedures within the Component. Administer the awareness sessions on effective and efficient handling of Discipline according to relevant prescripts.
<u>ENQUIRIES</u>	:	Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
<u>APPLICATIONS</u>	:	Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).
<u>POST 23/286</u>	:	<u>ADMINISTRATION CLERK REF NO. FS 19/2026 (X1 POST)</u> Division: Detective And Forensic Services Biology Section: Forensic Science Laboratory
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	National Head Office: Arcadia: Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Perform administrative duties related to case enquiries, compile presentation, and perform general administrative support functions
<u>ENQUIRIES</u>	:	Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
<u>APPLICATIONS</u>	:	Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery:

Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

<u>POST 23/287</u>	:	<u>SUPPLY CHAIN CLERK REF NO: FS 20/2026 (X1 POST)</u> Division: Detective And Forensic Services SCM: Nodal Support Centre: Forensic Science Laboratory
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Eastern Cape: Gqeberha
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	To administer Supply Chain Management resources at FSL EC. Administer requisition and acquisition of stock/ service orders. Receive and process invoice administration. Perform duties at storerooms with equipment / stock and general administration in the storeroom. Assist with the administration of vehicle fleet, and general supply chain administration duties
<u>ENQUIRIES</u>	:	Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
<u>APPLICATIONS</u>	:	Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).
<u>POST 23/288</u>	:	<u>ADMINISTRATION CLERK REF NO. FS 21/2026 (X1 POST)</u> Division: Detective And Forensic Services Development Facilitation: Quality Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	National Head Office: Silverton: Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Administration and organization of Library resources and services, Ensure provision of information to the users. Administer the process of resource acquisition, cataloguing and preservation of books and archives. Ensure library collections are current and relevant. Implement and maintain library management systems to streamline circulation of resources (booking in and out). Maintain accurate records of library inventory and circulation and maintain regular audits. Safeguard library assets and maintain a conducive learning environment. Prepare reports on library operations.
<u>ENQUIRIES</u>	:	Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
<u>APPLICATIONS</u>	:	Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery:

Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).

<u>POST 23/289</u>	:	<u>SUPPLY CHAIN CLERK REF NO: FS 22/2026 (X1 POST)</u> Division: Detective And Forensic Services Supply Chain Management: Nodal Support Centre: Quality Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	National Head Office: Arcadia: Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication Skills. Sound planning, organizing, administrative and problem-solving Skills. Strong interpersonal Skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	To administer Supply Chain Management resources at Quality Management. Administer requisition and acquisition of stock/ service orders. Receive and process invoice administration. Perform duties at storerooms with equipment / stock and general administration in the storeroom. Assist with the administration of vehicle fleet, administer Moveable Government Property and general supply chain administration duties.
<u>ENQUIRIES</u>	:	Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
<u>APPLICATIONS</u>	:	Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).
<u>POST 23/290</u>	:	<u>ADMINISTRATION CLERK REF NO: FS 23/2026 (X1 POST)</u> Division: Detective And Forensic Services Support Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	National Head Office: Arcadia: Pretoria
<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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication Skills. Sound planning, organizing, administrative and problem-solving Skills. Strong interpersonal Skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Collect quarterly data /inputs from service points within set deadlines. Verify accuracy, completeness and consistency of data received. Consolidate reports from multiple service points into one quarterly report. Design and prepare PowerPoint presentation for Support Head, liaise with Service Points for reports submitted. Conduct quality checks on all data and slides before submission. Assist with minute taking and distribution of action items from report review meetings. Ensure confidentiality and safe handling of sensitive information.
<u>ENQUIRIES</u>	:	Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193

<u>APPLICATIONS</u>	:	Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322 Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).
<u>POST 23/291</u>	:	<u>SECRETARY</u> Division: Detective And Forensic Services
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) Support Services: National Head Office: Arcadia: Pretoria: Ref No: FS 24/2026 (X1 Post) Centralized CRC: Criminal Record and Crime Scene Management: National Head Office: Bothongo Plaza: Pretoria Ref No: FS 25/2026 (X1 Post) Criminalist Bureau: Criminal Record and Crime Scene Management: National Head Office: Bothongo Plaza: Pretoria Ref No: FS 26/2026 (X1 Post) Crime Scene Management: Criminal Record and Crime Scene Management: National Head Office: Bothongo Plaza: Pretoria Ref No: FS 27/2026 (X1 Post) Explosives: Criminal Record and Crime Scene Management: National Head Office: Pretoria Ref No: FS 28/2026 (X1 Post) Provincial Criminal Record and Crime Scene Management: Bloemfontein: Free State Ref No: FS 29/2026 (X1 Post) Provincial Criminal Record and Crime Scene Management: Polokwane: Limpopo Ref No: FS 30/2026 (X1 Post) Provincial Criminal Record and Crime Scene Management: Witbank: Mpumalanga Ref No: FS 31/2026 (X1 Post) Provincial Criminal Record and Crime Scene Management: Potchefstroom: North West Ref No: FS 32/2026 (X1 Post) Provincial Criminal Record and Crime Scene Management: Kimberley: Northern Cape Ref No: FS 33/2026 (X1 Post) Provincial Criminal Record and Crime Scene Management: Cape Town: Western Cape Ref No: FS 34/2026 (X1 Post) Provincial Criminal Record and Crime Scene Management: Durban Central: KwaZulu-Natal Ref No: FS 35/2026 (X1 Post) Biology Section: Forensic Science Laboratory: National Head Office: Arcadia: Pretoria Ref No: FS 36/2026 (X1 Post) Chemistry Section: Forensic Science Laboratory: National Head Office: Silverton: Pretoria Ref No: FS 37/2026 (X1 Post) Regional Head: Forensic Science Laboratory: Mayville: KwaZulu-Natal: Ref No: FS 38/2026 (X1 Post) Technical Management: Quality Management: National Head Office: Pretoria Ref No: FS 39/2026 (X1 Post) Regional Quality Management: National Head Office: Pretoria: Ref No: FS 40/2026 (X1 Post) Forensic Science Laboratory: Quality Management: National Head Office: Silverton: Pretoria: Ref No: FS 41/2026 (X1 Post) Development Facilitation: Quality Management: National Head Office: Pretoria Ref No: FS 42/2026 (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). Relevant courses in the field of the post will serve as an added advantage. Knowledge, skills and competencies: General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure and extended hours.
<u>DUTIES</u>	:	Perform secretariat duties and provide administrative support. Maintain the diary of the Senior Manager, schedule meetings, assist with minute taking and visitors. Arrange travel logistics including flights and accommodation. Maintain an effective record and administration service. Maintain confidentiality in the workplace.

<u>ENQUIRIES APPLICATIONS</u>	:	Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193 Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).
<u>POST 23/292</u>	:	<u>FOOD SERVICES SUPERVISOR (X4 POSTS)</u> Division: Human Resource Development
<u>SALARY CENTRE</u>	:	R201 093 per annum SAPS Academy Graaff Reinet: Ref No: HRD 71/06/2026 (X1 Post) SAPS Academy Tshwane: Ref No: HRD 72/06/2026 (X1 Post) SAPS Academy Moloto: Ref No: HRD 73/06/2026 (X1 Post) SAPS Academy Mankwe: Ref No: HRD 74/06/2026 (X1 Post)
<u>REQUIREMENTS</u>	:	Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary.
<u>DUTIES</u>	:	Oversee and assist in the preparation and serving refreshments; Render food service support functions; Oversee and assist the preparation of meals and cleaning of equipment; Prepare dining halls; Ensure a clean and hygienic working environment; Perform general administrative function within catering.
<u>ENQUIRIES</u>	:	SAPS Academy Graaff-Reinet: Enquiries can be directed to: Capt U Meyer / Sergeant Z Deyzel: Tel No: 049 891 0050 SAPS Academy Tshwane: Enquiries can be directed to: Colonel JL Muridili; Captain Nkuna at 071 313 3604; 082 608 3902 SAPS Academy Moloto: Enquiries can be directed to: Lt Col ZBL Nqeto: at 082 779 8736 SAPS Academy Mankwe: Enquiries can be directed to: Lt Col MA Katjedi: at 071 411 0164/014 558 8170
<u>APPLICATIONS</u>	:	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 Graaff-Reinet: Hand delivery or courier to: 22 College Road, Robert Sobukwe, 6280: Email address: MeyerU@saps.gov.za ; DeyzelZ@saps.gov.za SAPS Academy Moloto: Hand delivery or courier to: Jakkalsdans Farm 243 JR, Plot Road 2, Dewagensdrift, Moloto Road Email address: NqetoZBL@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
<u>POST 23/293</u>	:	<u>SECURITY OFFICERS (X26 POSTS)</u> Division: Detective And Forensic Services
<u>SALARY CENTRE</u>	:	R170 226 per annum (Level 03) Financial Management and Administration Services: Support Services: National Head Office: Arcadia: Pretoria: Ref No. FS 43/2026 (X5 Posts) Explosives: Criminal Record and Crime Scene Management: National Head Office: Pretoria: Ref No. FS 44/2026 (X11 Posts) Financial Management and Administration Services: Nodal Support Centre: Forensic Science Laboratory: National Head Office: Silverton: Pretoria: Ref No. FS 45/2026 (X4 Posts) Financial Management and Administration: Nodal Support Centre: Eastern Cape: Gqeberha: Ref No. FS 46/2026 (X2 Posts)

	Financial Management and Administration Services: Nodal Support Centre: Forensic Science Laboratory: Western Cape: Platteklouf Ref No: FS 47/2026 (X2 Posts)
	Financial Management and Administration Services: Nodal Support Centre: Forensic Science Laboratory: KwaZulu-Natal: Amanzimtoti Ref No: FS 48/2026 (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 day of the interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant 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 also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, skills and competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.
<u>DUTIES</u>	: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contractors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts. Issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles and equipment in the field – only from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
<u>ENQUIRIES</u>	: Lt Colonel G Moonsamy / Captain SM Maja: Tel No: (012) 421-0501/0193
<u>APPLICATIONS</u>	: Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X322, Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).
<u>POST 23/294</u>	: <u>SECURITY GUARD REF NO: CI/HO/24/2026 (X9 POSTS)</u> Division: Crime Intelligence
<u>SALARY</u>	: R170 226 per annum (Level 03)
<u>CENTRE</u>	: Head Office: Division Crime Intelligence, Erasmuskloof
<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 a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant 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 also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills & Competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g.,

		MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.
<u>DUTIES</u>	:	Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contactors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry into the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas. Guard vehicles and equipment in the field – Only from a security point of view. Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.
<u>ENQUIRIES</u>	:	Lieutenant Colonel P Marule / Captain B Feni / Captain HM Tebele Tel No: (012) 360 1370/1415.
<u>POST 23/295</u>	:	<u>SECURITY OFFICERS (X40 POSTS)</u> Division: Human Resource Development
<u>SALARY CENTRE</u>	:	R170 226 per annum (Level 03)
	:	SAPS Academy Moloto: (Ref No: HRD 75/06/2026) (X3 Posts)
	:	SAPS Academy Mankwe: (Ref No: HRD 76/06/2026) (X3 Posts)
	:	SAPS Academy Potchefstroom: (Ref No: HRD 77/06/2026) (X3 Posts)
	:	SAPS Academy Paarl: (Ref No: HRD 78/06/2026) (X2 Posts)
	:	SAPS Academy Atteridgeville: (Ref No: HRD 79/06/2026) (X2 Posts)
	:	SAPS Academy Chatsworth: (Ref No: HRD 80/06/2026) (X2 Posts)
	:	SAPS Academy Benoni: (Ref No: HRD 81/06/2026) (X2 Posts)
	:	SAPS Academy Arcadia: (Ref No: HRD 82/06/2026) (X2 Posts)
	:	SAPS Academy Rietondale: (Ref No: HRD 83/06/2026) (X1 Post)
	:	SAPS Academy Bhisho: (Ref No: HRD 84/06/2026) (X3 Posts)
	:	SAPS Academy Bishop Lavis: (Ref No: HRD 85/06/2026) (X2 Posts)
	:	SAPS Academy Graaff-Reinet: (Ref No: HRD 86/06/2026) (X3 Posts)
	:	SAPS Academy Mthatha: (Ref No: HRD 87/06/2026) (X3 Posts)
	:	SAPS Academy Oudtshoorn: (Ref No: HRD 88/06/2026) (X2 Posts)
	:	SAPS Academy Tshwane: (Ref No: HRD 89/06/2026) (X2 Posts)
	:	SAPS Academy Ulundi: (Ref No: HRD 90/06/2026) (X1 Post)
	:	Division HRD, ETD CDS, Library, Post is at Aloe Park, Pretoria (Ref No: HRD 91/6/2026) (X2 Posts)
	:	Division HRD, Support, SCM, Pretoria (Ref No: HRD 92/6/2026) (2 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 day of interview. Be in possession of a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant 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 also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills and Competencies: Knowledge of the access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.
<u>DUTIES</u>	:	Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry into the premises to employees, visitors and

contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – ONLY from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES

: **Saps Academy Moloto:** Enquiries can be directed to: Lt Col ZBL Nqeto: Tel number: 082 779 8736
SAPS Academy Mankwe: Enquiries can be directed to: Lt Col MA Katjedi: Tel number: 071 411 0164/014 558 8170
SAPS Academy Potchefstroom: Enquiries can be directed to: CPO G Monyemore: Tel number: 018 299 0121/19/20
SAPS Academy Paarl: Enquiries can be directed to: Lt Col C Davids: Tel number: 0218079019
SAPS Academy Atteridgeville: Enquiries can be directed to: Lt Colonel Netshandama: Tel number: 082 778 2842
SAPS Academy Chatsworth: Enquiries can be directed to: Capt Molefe: Tel number: 031 402 7012 / 031 402 7020 / 031 402 7019
SAPS Academy Benoni: Enquiries can be directed to: WO L Theron: Tel number: 011 871 5835
SAPS Academy Arcadia: Enquiries can be directed to: Capt K Boshoff: Tel number: 0826795849
SAPS Academy Rietondale: Enquiries can be directed to: HRC TP Mohale- 076 8788 366 / HRC TH Chauke- 082 324 8271
SAPS Academy Bhisho: Enquiries can be directed to: Capt Mfengu & PPO Mdlankomo: Tel Number: 040 608 8258/67
SAPS Academy Bishop Lavis: Enquiries can be directed to: Capt Mavango: Tel number: 0219355571/ 75
Saps Academy Graaff-Reinet: Enquiries can be directed to: Capt U Meyer / Sergeant Z Deyssel: Tel number: 049 891 0050
SAPS Academy Mthatha: Enquiries can be directed to: Capt Dalindybo: Tel number: 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 number: 044 203 2223
SAPS Academy Tshwane: Enquiries can be directed to: Colonel JL Muridili; Captain Nkuna Tel number: 071 313 3604; 082 608 3902
SAPS Academy Ulundi: Enquiries can be directed to: Lt Colonel S Mhlungu: Tel number: 082 330 6783
Division: Human Resource Development (Div: Hrd): Enquiries can be directed to: Lt Col GM Masemola/Capt Hagen: Tel number: 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
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 Address: 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: DalindyboT@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; DeyseZ@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. Email address: 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: monyemorekg@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 , JongileXP@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: OosthuizenSterna@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 23/296

: **SECURITY OFFICER (X46 POSTS)**
Division Operational Response Service

SALARY
CENTRE

: R170 226 per annum (Level 03)
: **Component: Public Order Policing**
: **Mpumalanga Province:**
Hazyview POP (Ref No: ORS52/2026) (X4 Posts)
KwaZulu-Natal Province:
Durban POP (Ref No: ORS53/2026) (X6 Posts)
Western Cape Province:
Cape Town Faure POP (Ref No: ORS54/2026) (X2 Posts)
Eastern Cape Province:
Queenstown POP (Ref No: ORS55/2026) (X4 Posts)
Mthatha POP (Ref No: ORS56/2026) (X4 Post)
North West Province:
Rustenburg POP (Ref No: ORS57/2026) (X4 Posts)
Gauteng Province:
Johannesburg POP (Ref No: ORS58/2026) (X4 Posts)
Component: Boarder Policing
OR Tambo International Airport, Kempton Park (Ref No: ORS59/2026) (X2 Posts)
Component: Specialised Operations
Special Task Force Pretoria, Pretoria West (Ref No: ORS60/2026) (X2 Posts)
Special Task Force: Cape Town, Belhar (Ref No: ORS61/2026) (X1 Post)
National Intervention Unit: Pretoria (Ref No: ORS62/2026) (X2 Posts)

Component: Operational Support:

Mobilisation Support, Pretoria West Ref No: ORS63/2026 (X1 Post)

Johannesburg Airwing, Germiston Ref No: ORS64/2026 (X2 Posts)

National Heliport Airwing, Pretoria West Ref No: ORS65/2026 (X3 Posts)

Section: Support Services:

Auxiliary Services (ORS) Schindler House, Pretoria Ref No: ORS66/2026 (X5 Posts)

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 a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a fire-arm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant 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 also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills and Competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures

DUTIES

: Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985). Positive identification of employees, visitors and contractors at the security access point. Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors. Authorize entry into the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts. Issue admission control cards to visitors and receive them back. Keep the necessary visitor's register. Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened. Patrol buildings and fenced-off areas. Guard vehicles and equipment in the field – Only from a security point of view. Check all security equipment and facilities and take action, when necessary. Bring any deficiencies or problems regarding security matters to the attention of senior security personnel.

ENQUIRIES

: **Mpumalanga Province:** Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Kwazulu-Natal Province: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Western Cape Province: Lieutenant Colonel De Villiers or SAC Mzuzu Tel No 021 843 1805/ 1868
Eastern Cape Province: Warrant Officer Jongile 045 808 1239/ 1248/ 1229
North West Province: Lieutenant Colonel Sibanda 014 565 1620/1622/1633
Gauteng Province: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Special Task Force Pretoria, Pretoria West: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Special Task Force: Cape Town, Belhar: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
National Intervention Unit: Pretoria: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Operational Support: Mobilisation Support, Pretoria West: Lieutenant Colonel Eksteen or Captain Botlhoko Tel No (012) 353 9828/9970/9834
Operational Support: Johannesburg Airwing, Germiston: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Operational Support: National Heliport Airwing, Pretoria West: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
Support Services: Auxiliary Services (Ors) Schindler House, Pretoria: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798

APPLICATIONS

: **Mpumalanga Province:** Direct your application to the following addresses: No. 2A Walter Sisulu Street, Middelburg or email to Kubheka.Menzi@saps.gov.za
Kwazulu-Natal Province: Direct your application to the following addresses: No. 85 Old Richmond Road, Marianhill, Pinetown, NaickerV2@saps.gov.za
Western Cape Province: Direct your application to the following addresses: No. 2 Old Faure Road, Kuilsriver or email MzuzuT@saps.gov.za
Eastern Cape Province: Oueenstown Pop Applications: Direct your application to the following addresses: No. 42 Mecury Road, Army Base Queenstown or email to Kedaman@saps.gov.za or Mlilom@saps.gov.za
Mthatha Pop Applications: Direct your application to the following addresses: 46 Headquarters, R61 Road, Mthatha or email DudulaU@saps.gov.za or Roanin2@saps.gov.za
North West Province: Direct your application to the following addresses: 1 Kanana Road, Bafokeng Old Military Base, Rustenburg or email SibandaME@saps.gov.za or Iodewykrm@saps.gov.za
Gauteng Province: Johannesburg POP applications: Direct your application to the following addresses: No. 1 Collinder Road, Diepkloof, Soweto LayzellC@saps.gov.za/ TriegaardtJE@saps.gov.za
OR Tambo International Airport applications: Direct your application to the following addresses: OR Tambo International Airport, Dometex Area, Kempton Park, 1627 or email to SwartsEssie@saps.gov.za or MathebulaK@saps.gov.za
Special Task Force Pretoria, Pretoria West: Direct your application to the following addresses: No. 3 Troye Maupa Naga, Arcadia, Pretoria or email Phirisonda@saps.gov.za
Special Task Force: Cape Town, Belhar: Direct your application to the following addresses: No. 3 Troye Maupa Naga, Arcadia, Pretoria or email Phirisonda@saps.gov.za
National Intervention Unit: Pretoria: Direct your application to the following addresses: No. 629 Lavender Road, Bon Accord or email to LekalakalaJM@saps.gov.za
Operational Support: Mobilisation Support, Pretoria West: Direct your application to the following addresses: SAPS Academy, Tshwane, No. 1 Rebecca Street Pretoria West: Mobilisation Support or email Mahwasane@saps.gov.za
Operational Support: Johannesburg Airwing, Germiston: Direct your application to the following addresses: Hanger 32 Rand Airport, Hurricane Road, Germiston or email to kitisezp@saps.gov.za
Operational Support: National Heliport Airwing, Pretoria West: Direct your application to the following addresses: SAPS Academy, Tshwane, No. 1 Rebecca Street Pretoria West: National Heliport or email to MarabaJ@saps.gov.za
Support Services: Auxiliary Services (Ors) Schindler House, Pretoria: Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT3@SAPS.GOV.ZA

POST 23/297

: **SECURITY OFFICERS**
Division Supply Chain Management

SALARY CENTRE

: R170 226 per annum (Level 03)
: Supply Chain Performance Management & Services: Pretoria West Auction Centre, Pretoria: Ref No: SCM42/2026 (X1 Post)
Supply Chain Performance Management & Services: Transport Management: New Vehicle Store Benoni: Gauteng Province: Ref No: SCM43/2026 (X2 Posts)
Moveable Government Property & Services: Clothing and Distribution Management: Eastern Cape Uniform Shop (Bisho): Eastern Cape Province: Ref No: SCM44/2026 (X1 Post)
Moveable Government Property & Services: Clothing and Distribution Management: Free State Uniform Shop (Thaba-Nchu): Free State Province Ref No: SCM45/2026 (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 a Grade 10/ Standard 8/ NCV level 2 certificate/ report (NQF level 2 as recognized by SAQA), for which

documentary proof can be produced when required. Valid Registration with the Private Security Industry Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a firearm. Be willing to undergo firearm competency training and to maintain firearm competency. Relevant 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 also serve as an added advantage. Be willing to work shifts and extended hours. Knowledge, Skills and Competencies: Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.

DUTIES : Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened; Patrol buildings and fenced-off areas; Guard vehicles and equipment in the field – Only from a security point of view; Check all security equipment and facilities and take action, when necessary; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

ENQUIRIES : AC Rammego Tel No: (012) 841 7123/7118/7322
APPLICATIONS : Applications must be hand delivered or posted to the following addresses:
 Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/298 : **CLEANER (X8 POSTS)**

SALARY : R144 024 per annum (Level 02)
CENTRE : SCM: Eastern Cape, Bhisho Ref No: PSS EC37/26
 SCM: Gauteng, Bryntirion Ref No: PSS GP38/26
 SCM: KwaZulu Natal, Durban Ref No: PSS KZN39/26
 SCM: Free State, Bloemfontein Ref No: PSS FS40/26
 SCM: Limpopo, Polokwane Ref No: PSS LIM41/26
 SCM: North West, Mafikeng Ref No: PSS NW42/26
 SCM: Mpumalanga, Nelspruit Ref No: PSS MP43/26
 SCM: Western Cape, Cape Town Ref No: PSS WC44/26

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 African of which documentary proof must be furnished on the day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES : Maintaining of high-level hygiene in and around the SAPS premises where routine tasks are to be performed, which may include inner or outer parameters; Performing routine tasks such as dusting furniture and floors, Vacuum floors and carpets, remove refuse and refuse bags; Mopping of all tiled floors; Cleaning bathrooms, Safekeeping and handling of a variety of cleaning materials.

<u>ENQUIRIES</u>	:	HQ: PRETORIA: Tel: Lt Col Nyathi: Tel No: 012 400 5587; Capt Mudau: Tel No: 012 400 5468; HRCS Kekana: Tel No: 012 400 5216; HRC Nebodzandala: Tel No: 012 400 5229
<u>APPLICATIONS</u>	:	Protection And Security Services: HQ (Pretoria): No. 3 Corner Park & Troye Streets Maupa Naga Building Sunnyside, Pretoria 0002. Application forms must be hand delivered or e-mailed to the following address (Please utilize only one (1) mode of delivery which is convenient to you): Email Address: NyathiPM@saps.gov.za , MudauTG@saps.gov.za , Kekanak@saps.gov.za , NebodzandalaT@saps.gov.za
<u>POST 23/299</u>	:	<u>MESSENGER REF NO: SCM46/2026 (X1 POST)</u> Division Supply Chain Management Demand Management
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Persequor Park, Lynnwood, Pretoria
<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 ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Be in possession of a valid light motor vehicle driver's licence. Knowledge, Skills and Competencies: Basic literacy, numeracy and communication skills. Good verbal and written communication; Ability to interact with other officials in a professional manner. Ability to read maps, follow directions and understand traffic rules for managing deliveries, High levels of integrity, reliability and punctuality. Willing to work extended hours when necessary.
<u>DUTIES</u>	:	Collect and deliver post, parcels, files and other forms of documentation between offices: Perform general administration/messenger tasks.
<u>ENQUIRIES</u>	:	AC Rammego Tel No: (012) 841 7123/7118/7322
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/300</u>	:	<u>CLEANER</u> Division Supply Chain Management
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Moveable Government Property & Service: Miscellaneous Stock Management: Sundries and Communication: Silverton, Pretoria Ref No: SCM47/2026 (X2 Posts) Facility Management: Asset Operations Management: Asset Register Mobilisation & De-Mobilisation: Persequor Park, Lynnwood, Pretoria, Ref No: SCM48/2026 (X2 Posts) Facility Management: Programme & Project Management: Persequor Park: Lynnwood, Pretoria: Ref No: SCM49/2026 (X1 Post) Procurement and Contract Management: Contract Management: Silverton, Pretoria: Ref No: SCM50/2026 (X1 Post) Supply Chain Performance Management & Services: Supply Chain Performance & Services: Silverton, Pretoria: Ref No: SCM51/2026 (X1 Post) Supply Chain Performance Management & Services: Mechanical Support :Persequor Park, Lynnwood: Ref No: SCM52/2026 (X1 Post) Supply Chain Performance Management & Services: Transport Management: New Vehicle Store Benoni: Ref No: SCM53/2026 (X1 Post) Support Services: Financial Services (Auxiliary Services): Silverton, Pretoria: Ref No: SCM54/2026 (X12 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 day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required.

		Knowledge, Skills and Competencies. Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<u>DUTIES</u>	:	Maintain high-level of hygiene in and around the SAPS premises where routine tasks are to be performed, which may include inner or outer parameters; Performing routine tasks such as dusting furniture and floors, removing refuse bags; Mopping of all tiled floors; Cleaning bathrooms, kitchenware and utensils; Safekeeping and handling of a variety of cleaning materials; Loading and unloading of goods. Adhere to Occupational Health & Safety requirements for hygienic workspaces.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Moleko Tel No: (012) 841 7118/7876/7179
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/301</u>	:	<u>LABOURER REF NO: SCM55/2026 (X1 POST)</u> Division Supply Chain Management Moveable Government Property: Miscellaneous Stock Management: Sundries and Communication
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Silverton, Pretoria
<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 ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<u>DUTIES</u>	:	Receive ordered stationery stock from identified supplier; Check quality and quantity of stock items; Sort received stationery items; Certify for correctness of received stationery items; Conduct spot checks and annual stocktaking.
<u>ENQUIRIES</u>	:	HR Clerk Mudau (012) 841 7217/7118/7876
<u>POST 23/302</u>	:	<u>LABOURER SCM56/2026 (X2 POSTS)</u> Division Supply Chain Management Moveable Government Property: Miscellaneous Stock Management: Stationary Store and Replenishment
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Silverton, Pretoria
<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 ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<u>DUTIES</u>	:	Pick stock and account stock; Pack stock onto racks and bins, Distribution of bin allocation; and Conduct stock taking.
<u>ENQUIRIES</u>	:	HR Clerk Mudau Tel No: (012) 841 7217/7118/7876
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the

Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/303 : **LABOURER SCM57/2026 (X1 POST)**
Division Supply Chain Management
Moveable Government Property: Miscellaneous Stock Management: Sundries and Communication

SALARY : R144 024 per annum (Level 02)
CENTRE : Silverton, 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 the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES : Pick different stock items to be issued to various end-users; Dispatching of stock to Transit-Out; Conduct stock taking; Pack stock items into their different allocated bins.

ENQUIRIES : HR Clerk Thulare Tel No: (012) 841 7392/7118/7876
APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

POST 23/304 : **LABOURER SCM58/2026 (X1 POST)**
Division Supply Chain Management
Moveable Government Property & Services: Clothing and Distribution Management: Replenishment

SALARY : R144 024 per annum (Level 02)
CENTRE : Silverton, 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 the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES : Assemble ranks; Issue medals and accessories according to their issue voucher; Handle stocktaking process and the finalization thereof; Capture medals and accessories on Provisioning Administration System (PAS); Perform stock count on medals and accessories and disposal of old uniform

ENQUIRIES : HR Clerk Thulare Tel No: (012) 841 7392/7118/7876
APPLICATIONS : Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za

<u>POST 23/305</u>	:	<u>LABOURER REF NO: SCM59/2026 (X1 POST)</u> Division Supply Chain Management
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Moveable Government Property & Services: Clothing and Distribution Management: Uniform Shop Gauteng: Silverton, Pretoria,
<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 ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<u>DUTIES</u>	:	Receive and maintain uniform in allocated bins; Stock taking of uniform; Iron-on chest badges.
<u>ENQUIRIES</u>	:	Captain Naidoo Tel No: (012) 841 7876/7118/7179
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/306</u>	:	<u>LABOURER REF NO: SCM60/2026 (X1 POST)</u> Division Supply Chain Management Moveable Government Property & Services: Clothing and Distribution Management: Pretoria Warehouse
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Silverton, Pretoria
<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 ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<u>DUTIES</u>	:	Check stock received; Sort parcels/boxes by size; Perform checks on the consignment's quality, quantity and record; Record findings after checking items received in the checklist register; Pick correct uniform sized and quantities; Verify picked items with issue vouchers.
<u>ENQUIRIES</u>	:	Captain Naidoo Tel No: (012) 841 7876/7118/7179
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/307</u>	:	<u>LABOURER REF NO: SCM61/2026 (X1 POST)</u> Division Supply Chain Management Moveable Government Property & Services: Uniform Shop
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Limpopo Province: Lebowa kgomo

<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 ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<u>DUTIES</u>	:	Check the balance of the pick stock items correspond with the delivery notes; Write the issue voucher number of the relevant boxes for loading from bulk store.
<u>ENQUIRIES APPLICATIONS</u>	:	Captain Mahlangu Tel No: (012) 841 7179/7118/7876
	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/308</u>	:	<u>LABOURER REF NO: SCM62/2026 (X1 POST)</u> Division Supply Chain Management Moveable Government Property & Services: Uniform Shop
<u>SALARY CENTRE REQUIREMENTS</u>	:	R144 024 per annum (Level 02)
	:	Northwest Province: Rooigrond
	:	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 ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<u>DUTIES</u>	:	Load of uniform items to the shop, Check stock items for quantity and quality; Group of stock in preparation for packing, File of issue voucher into Z20 file.
<u>ENQUIRIES APPLICATIONS</u>	:	Captain Mahlangu Tel No: (012) 841 7179/7118/7876
	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/309</u>	:	<u>LABOURER REF NO: SCM63/2026 (X1 POST)</u> Division Supply Chain Management Moveable Government Property: Arms & Ammunition Management: Firearms Spares Ammunition Store and Body Armour
<u>SALARY CENTRE REQUIREMENTS</u>	:	R144 024 per annum (Level 02)
	:	Silverton, 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 day of the interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

<u>DUTIES</u>	:	To render effective support at Transit-In. Offloading stock and materials from trucks. Perform assisting duties in checking stock for quantity and quality according to external receipts, invoices and delivery notes. Report damages to the supervisor and transit-in clerk. Assist to count and check all items in store during stock taking. Perform assistant duties with the warehouse manager with transit-in tasks receiving stock. Perform assistant duties with warehouse with destruction. Drive forklift for loading and transport of ammunition to and from the safes. Extinguish field fires during destruction.
<u>ENQUIRIES</u>	:	PPO Babana Tel No: (012) 841 7123/7118/7876
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/310</u>	:	<u>LABOURER SCM64/2026 (X1 POST)</u> Division Supply Chain Management Moveable Government Property: Arms & Ammunition Management: Firearms Spares Ammunition Store and Body Armour
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Silverton, Pretoria
<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 ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<u>DUTIES</u>	:	To render effective support at Transit-In. Offloading stock and materials from trucks. Perform assisting duties in checking stock for quantity and quality according to external receipts, invoices and delivery notes. Report damages to the supervisor and transit-in clerk. Handle the receiving and verifying of obsolete and unserviceable stock from Divisions and Provinces. Assist to count and check all items in store during stock taking. Perform assistant duties with the warehouse manager with transit-in tasks receiving stock. Perform assistant duties with warehouse, count and check obsolete and unserviceable stock to be disposed of.
<u>ENQUIRIES</u>	:	PPO Babana Tel No: (012) 841 7123/7118/7876
<u>APPLICATIONS</u>	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/311</u>	:	<u>LABOURER REF NO: SCM65/2026 (X1 POST)</u> Division Supply Chain Management Moveable Government Property: Arms & Ammunition Management Firearms Spares Ammunition Store and Body Armour
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Silverton, Pretoria
<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 ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required.

		Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<u>DUTIES</u>	:	To render effective support at warehouse. Handle store stock to be issued and dispatched and hand over documentation to the data clerk for capturing. Handle all stock is picked for issuing and hand over documents and stock to Transit-Out. Report all discrepancies to the warehouse manager. Assist in marking of stock. Count and pack new stock in the bin location in the warehouse. Verify serial numbers of old and new built proof resistant vests are certified on the PAS. Assist with stock taking.
<u>ENQUIRIES APPLICATIONS</u>	:	AC Rammego Tel No: (012) 841 7322/7118/7876
	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/312</u>	:	<u>LABOURER</u> Division Supply Chain Management
<u>SALARY CENTRE</u>	:	R144 024 per annum (Level 02)
	:	Moveable Government Property & Services: Provisioning Warehouse Kwazulu-Natal: Pinetown, Kwazulu-Natal Province Ref No: SCM66/2026 (X1 Post)
	:	Moveable Government Property & Services: Provisioning Warehouse Western Cape: Epping, Western Cape Province Ref No: SCM67/2026 (X1 Post)
	:	Moveable Government Property & Services: Uniform Northern Cape Kimberley, Northern Cape Province Ref No: SCM68/2026 (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 ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<u>DUTIES</u>	:	Check stock taking; Unload stock received from National Bulk store; Check and count stock; Report all damages and discrepancies; Pick, pack and store of stock; Assist customers to identify required items in the shop
<u>ENQUIRIES APPLICATIONS</u>	:	HR Clerk Mudau Tel No: (012) 841 7217/7118/7876
	:	Applications must be hand delivered or posted to the following addresses: Hand Delivery: 117 Cresswell Road, (Corner Cresswell and Pretoria Road), Silverton, Pretoria, Division Supply Chain Management (Main Entrance, in the Wooden Box) Postal Address: The Divisional Commissioner: SCM, Human Resource Management, Private Bag X254, Pretoria, 0001 (For the attention: Lt Col MPP Moleko) (please note that in the event that an application is posted, it must be reached at the indicated office before or on the closing date and time specified in the advertisement i.e. 2026-07-17 at 16:00) email address: divscm:recruitment@saps.gov.za
<u>POST 23/313</u>	:	<u>GROUNDSMAN (X23 POSTS)</u> Division: Human Resource Development
<u>SALARY CENTRE</u>	:	R144 024 per annum (Level 02)
	:	SAPS Academy Atteridgeville: (Ref No: HRD 93/06/2026) (X2 Posts)
	:	SAPS Academy Moloto: (Ref No: HRD 94/06/2026) (X2 Posts)
	:	SAPS Academy Chatsworth: (Ref No: HRD 95/06/2026) (X2 Posts)
	:	SAPS Academy Roodeplaat: (Ref No: HRD 96/06/2026) (X2 Posts)
	:	SAPS Academy Paarl: (Ref No: HRD 97/06/2026) (X2 Posts)
	:	SAPS Academy Addo: (Ref No: HRD 98/06/2026) (X2 Posts)
	:	SAPS Academy Thabazimbi: (Ref No: HRD 99/06/2026) (X1 Post)

	SAPS Academy Bhisho: (Ref No: HRD 103/06/2026) (X2 Posts) SAPS Academy Bishop Lavis: (Ref No: HRD 106/06/2026) (X1 Post) SAPS Academy Graaff Reinet: (Ref No: HRD 109/06/2026) (X1 Post) SAPS Academy Mthatha: (Ref No: HRD 112/06/2026) (X1 Post) SAPS Academy Oudtshoorn: (Ref No: HRD 115/06/2026) (X1 Post) SAPS Academy Philippi: (Ref No: HRD 117/06/2026) (X1 Post) SAPS Academy Tshwane: (Ref No: HRD 119/06/2026) (X2 Posts) SAPS Academy Ulundi: (Ref No: HRD 122/06/2026) (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 African of which documentary proof must be furnished on the day of interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<u>DUTIES</u>	Maintaining of high-level hygiene in and around the SAPS premises where routine tasks are to be performed, which may include inner or outer parameters; Performing routine tasks such as removing refuse bags. Garden maintenance. Loading and unloading of goods; Washing and cleaning of equipment including state vehicles. Driving and operating machinery and vehicles/tractors/lawn mowers related to gardening.
<u>ENQUIRIES</u>	: SAPS Academy Atteridgeville: Enquiries can be directed to: Lt Colonel Netshandama at 082 778 2842 SAPS Academy Moloto: Enquiries can be directed to: Lt Col ZBL Nqeto at 082 779 8736 SAPS Academy Chatsworth: Enquiries can be directed to: Capt Molefe Tel No: 031 402 7012 / 031 402 7020 / 031 402 7019 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 Paarl: Enquiries can be directed to: Lt Col C Davids Tel No: 0218079019 SAPS Academy Addo: Enquiries can be directed to: Lt Col P Ganas/Capt PT Zahela at 0824616166 / 0743345632 SAPS Academy Thabazimbi: Enquiries can be directed to: Lt Col JC Pelser at 071 4109169/072 3319153 SAPS Academy Bhisho: Enquiries can be directed to: Capt Mfengu & PPO Mdlankomo Tel No: 040 608 8258/67 SAPS Academy Bishop Lavis: Enquiries can be directed to: Capt Mavango Tel No: 0219355571/ 75 SAPS Academy Graaff-Reinet: Enquiries can be directed to: Capt U Meyer / Sergeant Z Deyssel: Tel No: 049 891 0050 SAPS Academy Mthatha: Enquiries can be directed to: Capt Dalindyabo at 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 Philippi: Enquiries can be directed to: Capt Khabiqheya Tel No: 021 3702652/50 SAPS Academy Tshwane: Enquiries can be directed to: Colonel JL Muridili; Captain Nkuna at 071 313 3604; 082 608 3902 SAPS Academy Ulundi: Enquiries can be directed to: Lt Colonel S Mhlungu:at 082 330 6783
<u>APPLICATIONS</u>	: 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 divhrd.odnhrm@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 Address: 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; DeyseZ@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. Email address: Kgopathuso@saps.gov.za or NombangaSH@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 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: NqetoZBL@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 Roodeplaat: Hand delivery or courier to: Remainder of Portion 3 of 293 Jr Moloto Road, Roodeplaat.: Email address: OosthuizenSterna@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 23/314

CLEANER (X12 POSTS)

Division: Human Resource Development

SALARY CENTRE

R144 024 per annum (Level 02)

SAPS Academy Mankwe: (Ref No: HRD 100/06/2026) (X2 Posts)
Division HRD, ISPD, Tactical Mobility post is situated at SAPS Academy Atteridgeville: (Ref No: HRD 101/06/2026) (X1 Post)
SAPS Academy Bhisho: (Ref No: HRD 104/06/2026) (X2 Posts)
SAPS Academy Bishop Lavis: (Ref No: HRD 107/06/2026) (X1 Post)
SAPS Academy Graaff Reinet: (Ref No: HRD 110/06/2026) (X1 Post)
SAPS Academy Mthatha: (Ref No: HRD 113/06/2026) (X1 Post)
SAPS Academy Oudtshoorn: (Ref No: HRD 116/06/2026) (X1 Post)
SAPS Academy Philippi: (Ref No: HRD 118/06/2026) (X1 Post)
SAPS Academy Tshwane: (Ref No: HRD 120/06/2026) (X1 Post)
SAPS Academy Ulundi: (Ref No: HRD 123/06/2026) (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 African of which documentary proof must be furnished on the day of interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES

Maintaining of high-level hygiene in and around the SAPS premises where routine tasks are to be performed, which may include inner or outer

parameters; Performing routine tasks such as dusting furniture and floors, Vacuum floors and carpets, remove refuse and refuse bags; Mopping of all tiled floors; Cleaning bathrooms, Safekeeping and handling of a variety of cleaning materials.

ENQUIRIES

- : **SAPS Academy Mankwe:** Enquiries can be directed to: Lt Col MA Katjedi at 071 411 0164/014 558 8170
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 Bhisho: Enquiries can be directed to: Capt Mfengu & PPO Mdlankomo Tel No: 040 608 8258/67
SAPS Academy Bishop Lavis: Enquiries can be directed to: Capt Mavango Tel No: 0219355571/ 75
SAPS Academy Graaff-Reinet: Enquiries can be directed to: Capt U Meyer / Sergeant Z Deyssel: Tel No.: 049 891 0050
SAPS Academy Mthatha: Enquiries can be directed to: Capt Dalindybo 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 Philippi: Enquiries can be directed to: Capt Khabiqheya Tel No: 021 3702652/50
SAPS Academy Tshwane: Enquiries can be directed to: Colonel JL Muridili; Captain Nkuna at 071 313 3604; 082 608 3902
SAPS Academy Ulundi: Enquiries can be directed to: Lt Colonel S Mhlungu at: 082 330 6783

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 / divhrd.odnhrm@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 Address: 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: DalindyboT@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. Email address: 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 Mankwe: Hand delivery or courier to: R510 Rustenburg to Northam Road, Mogwase : Email address: KatjediMA@saps.gov.za

POST 23/315

- : **FOOD SERVICE AID (X13 POSTS)**
Division: Human Resource Development

SALARY

- : R144 024 per annum (Level 02)

<u>CENTRE</u>	: SAPS Academy Benoni: (Ref No: HRD 102/06/2026) (X2 Posts) SAPS Academy Bhisho: (Ref No: HRD 105/06/2026) (X2 Posts) SAPS Academy Bishop Lavis: (Ref No: HRD 108/06/2026) (X2 Posts) SAPS Academy Graaff Reinet: (Ref No: HRD 111/06/2026) (X2 Posts) SAPS Academy Mthatha: (Ref No: HRD 114/06/2026) (X1 Post) SAPS Academy Tshwane: (Ref No: HRD 121/06/2026) (X3 Posts) SAPS Academy Ulundi: (Ref No: HRD 124/06/2026) (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 African of which documentary proof must be furnished on the day of interview. Be in possession of ABET Level 4/ Grade 9/ Standard 7 certificate/ report (NQF level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<u>DUTIES</u>	: Prepare and serve refreshments; Render food service support functions; Prepare meals and clean equipment; Prepare dining halls; Ensure a clean and hygienic working environment.
<u>ENQUIRIES</u>	: SAPS Academy Benoni: Enquiries can be directed to: WO L Theron Tel number: 011 871 5835 SAPS academy bhisho : Enquiries can be directed to: Capt Mfengu & PPO Mdlankomo Tel Number: 040 608 8258/67 SAPS academy bishop lavis: Enquiries can be directed to: Capt Mavango Tel number: 0219355571/ 75 SAPS academy graaff-reinet: Enquiries can be directed to: Capt U Meyer / Sergeant Z Deyssel: Tel number: 049 891 0050 SAPS academy Mthatha: Enquiries can be directed to: Capt Dalindybo: Tel number: 047 531 1026 Ext 1056 / 1009 or 082 523 3257 SAPS academy Tshwane: Enquiries can be directed to: Colonel JL Muridili; Captain Nkuna: Tel number: 071 313 3604; 082 608 3902 SAPS academy Ulundi: Enquiries can be directed to: Lt Colonel S Mhlungu Tel number: 082 330 6783
<u>APPLICATIONS</u>	: 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 divhrd.odnhrm@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 Address: 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: DalindyboT@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. Email address: 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: monyemorekg@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, Dewagensdrift, Moloto Road Email address: NqetoZBL@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 , JongileXP@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: OosthuizenSterna@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 23/316

: **CLEANER (X12 POSTS)**
Division: Crime Intelligence

SALARY CENTRE

: R144 024 per annum (Level 02)
: **Head Office: Division Crime Intelligence:**
Erasmuskloof: Ref No: CI/HO/25/2026 (X4 Posts)
Section: Vetting: Suncardia: Ref No: CI/HO/26/2026
Province: Free State:
Bloemfontein: Ref No: CI/FS/27/2026 (X2 Posts)
Province: Gauteng:
Johannesburg: Newtown: Ref No: CI/GP/28/2026
Province: Kwazulu-Natal:
Durban: Ref No: CI/KZN/29/2026 (X2 Posts)
Province: North West:
Potchefstroom: Ref No: CI/NW/30/2026 (X2 Posts)

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 ABET Level 4/ Grade 9/ Standard 7/ certificate/ report (NQF Level 1 as recognized by SAQA), for which documentary proof can be produced when required. Knowledge, Skills & Competencies: Understanding of how to handle cleaning detergents; Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills; Be able to read and write; Ability to interact with other officials in a professional manner; The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.

DUTIES

: Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters. Performing tasks of a routine nature, such as dusting. Polish furniture and floors. Vacuum carpets and mopping of tile floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of Aids in the cleaning of the premises. Loading and unloading of goods. Garden maintenance services. Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES

: Head Office: Division Crime Intelligence: Lieutenant Colonel P Marule / Captain B Feni / Captain HM Tebele at Tel No: 012 360 1370/1415.

		Province: Free State: Colonel Ngwenya, Captain Lt Colonel Msindo Tel No: (051) 507 6609 Province: Gauteng: Colonel Seku and Lieutenant Colonel Ngcengwa: at telephone number: (011) 373 3423 Province: Kwazulu-Natal: Colonel Mkhize and Captain Kuppan at Tel No: (031) 325 6058 Province: North West: Lieutenant Colonel Mbulawa and Warrant Officer Mokoena at Tel No: (018) 464 5316 / 5317 / 5350
<u>APPLICATIONS</u>	:	Applications may be hand-delivered or couriered to the following addresses: Main Security gate at No. 463 Prieska Road, Erasmuskloof, 0181 (for attention The Section Commander: Personnel Management), alternatively forward to the following email addresses: recruitment1@saps.gov.za and recruitment2@saps.gov.za Province: Free State: Hand delivered or couriered to: Fountain Building, No. 44, Corner of Alwal and Fountain, Bloemfontein, alternatively forward to the following email addresses: NgwenyaNH@saps.gov.za, RankholoSI@saps.gov.za and DeysselJ@saps.gov.za Province: Gauteng: Hand delivered or couriered to: 17 Diagonal Street, Newtown, Johannesburg, 9th Floor Old JSE Building, alternatively forward to the following email addresses: NgcengwaB@saps.gov.za and SekuMM@saps.gov.za Province: Kwazulu-Natal: Hand delivered or couriered to: 15 Bram Fischer Road, Servamus Building, 10th Floor, Durban, alternatively forward to the following email addresses: KuppanE@saps.gov.za and MkhizeAT@saps.gov.za Province: North West: Hand delivered or couriered to: Santum Trust Building, 41 Nelson Mandela Drive, Potchefstroom, alternatively forward to the following email addresses: SwartzA@saps.gov.za, PhakediKM@saps.gov.za and MonolL@saps.gov.za
<u>POST 23/317</u>	:	<u>CLEANER REF NO: HRM 35/2026 (X7 POSTS)</u> Division: Human Resource Management HQ: Financial Management Services
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Pretoria
<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 Applicants must display competency in the post-specific duties of the post; Be fluent in at least two of the official languages, of which one must be English; Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; Applicants will be subjected to a vetting process which will include security screening and fingerprint verification. A Grade 10 qualification will serve as an advantage; Basic literacy, numeracy and communication skills; Be able to read and write; The ability to operate elementary machines and equipment; Willing to work extended hours, when necessary. Knowledge, skills and competencies: Understanding of how to handle cleaning detergents; Occupational Health and Safety protocol; Basic literacy, numeracy and communication skills; Be able to read and write; Ability to interact with other officials in a professional manner; The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<u>DUTIES</u>	:	Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters; Performing tasks of a routine nature, such as dusting; Polish furniture and floors. Remove refuse; Perform maintenance tasks in and around the assigned premises; Clean bathrooms and kitchens; Safekeeping and handling of a variety of Aids in the cleaning of the premise.
<u>ENQUIRIES</u>	:	Lt Col Motsepa/ Lt Col Libanyana / Human Resource Clerk Makondo/ Tel No: (012) 393 5076 / 5062/ 5060
<u>APPLICATIONS</u>	:	Applications can be Hand delivered or couriered to: Division: Human Resource Management, South African Police, Koedoe Building 236 Pretorius Street, Cnr Thabo Sehume (Andries) and Pretorius Street, Koedoe Arcade Pretoria, 0001. Alternatively, forward to the following email address: MotsepaTebogo@saps.gov.za/ LibanyanaNR@saps.gov.za

<u>POST 23/318</u>	:	<u>CLEANER (X16 POSTS)</u>
<u>SALARY CENTRE</u>	:	R144 024 per annum (Level 02) Component: Public Order Policing: North West Province: Rustenburg POP (Ref No: ORS67/2026) (X1 Post) Bloemhof POP (Ref No: ORS68/2026) (X1 Post) Division: Operational Response Services: Head Office Pretoria: Maupa Naga (Ref No: ORS69/2026) (X2 Posts) Eastern Cape Province: Queenstown POP (Ref No: ORS70/2026) (X1 Post) Free State Province: Sasolburg POP (Ref No: ORS71/2026) (X1 Post) Harrismith POP (Ref No: ORS72/2026) (X1 Post) Mpumalanga Province: Hazyview POP (Ref No: ORS 73/2026) (X1 Post) Pienaar POP (Ref No: ORS74/2026) (X1 Post) Limpopo Province: Giyani POP (Ref No: ORS75/2026) (X1 Post) Lephalale POP (Ref No: ORS76/2026) (X1 Post) KwaZulu-Natal Province: Pietermaritzburg POP (Ref No: ORS77/2026) (X1 Post) Durban POP (Ref No: ORS78/2026) (X1 Post) Western Cape Province: Cape Town (Faure) POP (Ref No: ORS79/2026) (X2 Posts) Component: Boarder Policing: OR Tambo International Airport, Kempton Park (Ref No: ORS 80/2026) (X1 post) Special Tasks Force Operations Maupa Naga, Pretoria (Ref No: ORS 81/2026) (X1 Post) Mobile Operations Bon Accord, Pretoria (Ref No: ORS 82/2026) (X1 Post) Wonderboom Airport, Pretoria (Ref No: ORS 83/2026) (X1 Post) National Heliport, Pretoria West (Ref No: ORS 84/2026) (X1 Post) National Heliport: Technical Services, Pretoria West (Ref No: ORS 85/2026) (X1 Post) Support Services: Auxiliary Services, Schindler House, Pretoria (Ref No: ORS86/2026 (X3 Posts) National Operational Coordination: Office of the Component Head, Pretoria West (Ref No: ORS87/2026) (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 ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<u>DUTIES</u>	:	Perform routine cleaning services. Render store, stock and equipment support, inclusive of loading and offloading equipment from vehicles. Render gardening services. Execute and maintain housekeeping duties in and around assigned premises. Prepare and serve refreshments. Organize and keep the kitchen hygienically clean. Contribute to the purchasing of stock. Transport members/personnel/safely to desired location. Collect and deliver vehicle/ equipment/documents between venues/offices.
<u>ENQUIRIES</u>	:	North West Province: Rustenburg Pop Applications: Lieutenant Colonel Sibanda 014 565 1620/1622/1633 Bloemhof Pop Applications: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798 Head Office Pretoria: Maupa Naga: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798 Eastern Cape Province: Lieutenant Colonel Diseko 051 412 3270/ Warrant Officer Moraloki 051 412 3276 Free State Province: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798

		Mpumalanga Province: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798 Limpopo Province: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798 Kwazulu-Natal Province: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798 Western Cape Province: Lieutenant Colonel De Villiers or SAC Mzuzu Tel No 021 843 1805/ 1868 Component: Boarder Policing: Colonel Swarts 011) 977 8522 or Captain Mathebula Tel No (011) 977 5409
<u>APPLICATIONS</u>	:	Rustenburg Pop Applications Direct your application to the following addresses: 1 Kanana Road, Bafokeng Old Military Base, Rustenburg or email SibandaME@saps.gov.za or lodewykrm@saps.gov.za Bloemhof Pop Applications: Direct your application to the following addresses: No. 7 Durr Street, Industrial Park, Potchefstroom or email ntsumelap@saps.gov.za Head Office Pretoria: Maupa Naga: Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT4@SAPS.GOV.ZA Eastern Cape Province: Direct your application to the following addresses: No. 1 Armourplate Road, Algoa Park or email MeiringAT@saps.gov.za Free State Province: Direct your application to the following addresses: No. 24 Frikie Van Krayenberg Street, East End, Bloemfontein or email BanderhorstT@saps.gov.za Mpumalanga Province: Direct your application to the following addresses: No. 2A Walter Sisulu Street, Middelburg or email to Kubheka.Menzi@saps.gov.za Limpopo Province: Direct your application to the following addresses: No. 105 Hans Van Ransburg Street, Polokwane or email to olckersC@saps.gov.za Kwazulu-Natal Province: Direct your application to the following addresses: No. 85 Old Richmond Road, Marianhill, Pinetown, NaickerV2@saps.gov.za Western Cape Province: Direct your application to the following addresses: No. 2 Old Faure Road, Kuilsriver or email MzuzuT@saps.gov.za Component: Boarder Policing: Direct your application to the following addresses: OR Tambo International Airport, Dometex Area, Kempton Park, 1627 or email to SwartsEssie@saps.gov.za or MathebulaK@saps.gov.za
<u>POST 23/319</u>	:	<u>GARDEN WORKER REF NO: ORS 88/2026 (1 POST)</u> Public Order Policing
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Western Cape Province: Cape Town (Faure) POP
<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 ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<u>DUTIES</u>	:	Cultivate garden areas. Prepare soil for the planting of plants Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow and cut edges. Load and unload various articles and equipment needed on the ground. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or dumps or burn refuse. Maintain neatness of unit areas
<u>ENQUIRIES</u>	:	Lieutenant Colonel De Villiers or SAC Mzuzu Tel No 021 843 1805/ 1868
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: No. 2 Old Faure Road, Kuilsriver or email MzuzuT@saps.gov.za

<u>POST 23/320</u>	:	<u>MESSENGER REF NO: ORS89/2026 (X1 POST)</u> Division Operational Response Service Public Order Policing
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Head Office: Maupa Naga, Pretoria
<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 ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<u>DUTIES</u>	:	Perform messenger functions. Sort and arrange correspondences in the registry, record and control correspondences register, sort mail, files, documents and parcels to addresses. Ensure that recipients sign on the delivery book/register. Perform general office assistant tasks. Make copies, fax and shred documents.
<u>ENQUIRIES</u>	:	Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
<u>APPLICATIONS</u>	:	Direct your application to the following addresses: No. 459 Leyds Street, Sunnyside Pretoria or email to ORSRECRUITMENT4@SAPS.GOV.ZA
<u>POST 23/321</u>	:	<u>GARDEN WORKER</u> Division Operational Response Service
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Durban: Border Policing: Durban Harbour K9, Salmon Grove (Ref No: ORS90/2026) (X1 Post) Specialised Operations: National Intervention Unit: Bon Accord, Pretoria (Ref No: ORS 91/2026) (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 ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies. Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write; Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment; Willing to work extended hours when necessary.
<u>DUTIES</u>	:	Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuse from the terrain. Load refuse on the truck for transportation to refuse dumps or burn refuse. Maintain neatness of unit areas.
<u>ENQUIRIES</u>	:	Durban: Border Policing: Durban Harbour K9, Salmon Grove: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798 Specialised Operations: National Intervention Unit: Bon Accord, Pretoria: Lieutenant Colonel Mashau or Captain Modiba Tel No (012) 400 3787/3802/3761/3798
<u>APPLICATIONS</u>	:	Durban: Border Policing: Durban Harbour K9, Salmon Grove Direct your application to the following addresses: Durban Harbour K9, No. 139 Margaret Mncadi Avenue, Salmon Grove, Durban or email to GeldenhuysS2@saps.gov.za Specialised Operations: National Intervention Unit: Bon Accord, Pretoria: Direct your application to the following addresses: No. 629 Lavender Road, Bon Accord or email to LekalakalaJM@saps.gov.za Mobile Operations Bon Accord, Pretoria: Direct your application to the following addresses: 629 Lavender Road, Bon Accord or email Makhonjwam@saps.gov.za

Special Tasks Force Operations Maupa Naga, Pretoria: Direct your application to the following addresses: 3 Troye Maupa Naga, Arcadia, Pretoria or email Phirisonda@saps.gov.za

Wonderboom Airport, Pretoria: Direct your application to the following addresses: SAPS Academy, Tshwane, No. 1 Rebecca Street Pretoria West: National Heliport or email to MarabaJ@saps.gov.za

National Heliport, Pretoria West: Direct your application to the following addresses: SAPS Academy, Tshwane, No. 1 Rebecca Street Pretoria West: National Heliport or email to MarabaJ@saps.gov.za

National Heliport: Technical Services, Pretoria West: Direct your application to the following addresses: Schindler House, Pretoria: 459 Leyds Street, Sunnyside, Pretoria or email to ORSRECRUITMENT3@SAPS.GOV.ZA

National Operation Coordination: Office Of The Component, Pretoria: Direct your application to the following addresses: SAPS Academy, Tshwane, No. 1 Rebecca Street, Pretoria West: NATJOINTS (across main sports field) or email to VermaakRiana@saps.gov.za

POST 23/322

CLEANERS (X19 POSTS)

Division: Detective And Forensic Services

SALARY CENTRE

R144 024 per annum (Level 02)

Financial Management and Administration Services: Support Services: National Head Office: Arcadia: Pretoria: Ref No. FS 49/2026 (X1 Post)

Local Criminal Record Centre: Butterworth: Criminal Record and Crime Scene Management: Eastern Cape Ref No. FS 50/2026 (X1 Post)

Local Criminal Record Centre: Robert Sobukwe: Criminal Record and Crime Scene Management: Eastern Cape: Ref No. FS 51/2026 (X1 Post)

Local Criminal Record Centre: Klerksdorp: Criminal Record and Crime Scene Management: North West: Ref No. FS 52/2026 (X1 Post)

Local Criminal Record Centre: Upington: Criminal Record and Crime Scene Management: Northern Cape Ref No. FS 53/2026 (X1 Post)

Local Criminal Record Centre: Kroonstad: Criminal Record and Crime Scene Management: Free State Ref No. FS 54/2026 (X1 Post)

Local Criminal Record Centre: Lephalale: Criminal Record and Crime Scene Management: Limpopo: Ref No. FS 55/2026 (X1 Post)

Provincial Criminal Record and Crime Scene Management: Cape Town: Western Cape: Ref No. FS 56/2026 (X1 Post)

Local Criminal Record Centre: KwaMhlanga: Criminal Record and Crime Scene Management: Mpumalanga: Ref No. FS 57/2026 (X1 Post)

Local Criminal Record Centre: Lydenburg: Criminal Record and Crime Scene Management: Mpumalanga :Ref No. FS 58/2026 (X1 Post)

Local Criminal Record Centre: Lyttelton: Criminal Record and Crime Scene Management: Gauteng Ref No. FS 59/2026 (X1 Post)

Service Point: KwaMashu (Durban): Criminal Record and Crime Scene Management: KwaZulu-Natal Ref No. FS 60/2026 (X1 Post)

Financial Management and Administration Services: Nodal Support Centre: National Head Office: Silverton: Pretoria Ref No. FS 61/2026 (X2 Posts)

Financial Management and Administration Services: Nodal Support Centre: Eastern Cape: Gqeberha Ref No. FS 62/2026 (X1 Post)

Financial Management and Administration Services: Nodal Support Centre: Western Cape: Platteklouf Ref No. FS 63/2026 (X2 Posts)

Financial Management and Administration Services: Nodal Support Centre: KwaZulu-Natal Mayville Ref No. FS 64/2026 (X2 Posts)

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 ABET Level 4/ Grade 9/ Standard 7/ NQF Level 1 for which documentary proof can be produced when required. Knowledge, Skills and Competencies: Understanding of how to handle cleaning detergents. Occupational Health and Safety protocol. Basic literacy, numeracy and communication skills. Be able to read and write. Ability to interact with other officials in a professional manner. The ability to operate elementary machines and equipment. Willing to work extended hours when necessary.

DUTIES

Maintain a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and

outer parameters. Performing tasks of a routine nature, such as dusting the environment. Polish furniture and floors. Vacuum carpets and mopping of floors. Remove refuse. Perform maintenance tasks in and around the assigned premises. Clean bathrooms and kitchens. Safekeeping and handling of a variety of aids in the cleaning of the premise. Loading and unloading of goods. Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES
APPLICATIONS

- : Lt Colonel G Moonsamy / Captain SM Maja: Tel: (012) 421-0501/0193
- : Applications must be posted / hand delivered or emailed to the following addresses: Postal Address Private Bag X 322 Pretoria, 0001. Hand Delivery: Corner Beckett and Pretorius Street Strelitzia Building Arcadia 0083 E-Mail address: MohlalaM2@saps.gov.za Note: Applications forwarded by post to be addressed as follows, for attention The Commander: Personnel Management, (Attention: Lieutenant Colonel G Moonsamy).