

**Provincial Office: Nelspruit, Mpumalanga Province**

**Generic requirements:** The following minimum requirements are applicable to the posts:

**Salary Level 10/Major (Band D)**

**Requirements:** • Recognised degree/diploma (NQF6) plus 3 years' proven experience in the field of the post or Senior Certificate (Grade 12) or equivalent • NQF4 qualification plus 4 years' experience in the core functions of the post • Valid driver's licence • Computer literacy • Fluency in two of the official languages, of which one must be English • Communication and interpersonal skills.

**Salary level 7: Chief Secretary: Public Service Act Post**

**Requirements:** • Senior Certificate (Grade 12) or equivalent NQF4 qualification plus 3 years' relevant experience in the core functions of the post • Valid driver's licence • Computer literacy • Fluency in two of the official languages, of which one must be English • Communication and interpersonal skills.

**Provincial Commissioner: Nelspruit****PROVINCIAL COMMISSIONER: PERSONAL ASSISTANT**

**Salary Level (Band D): Remuneration: R274 251 per annum (Ref. MP 241/11/12)**

**Appointment Act: South African Police Service Act**

**Core functions:** • Provide a co-ordination, liaison, administration, maintenance and management service to the office of the Provincial Commissioner • Manage and administer the office and information of the Provincial Commissioner • Co-ordinate all the meetings chaired by the Provincial Commissioner • Manage and control the human, financial, logistical and physical resources of the Provincial Commissioner • Liaise with all the Commissioners, Component Heads as well as all relevant external bodies • Arrange travelling, accommodation, invitations and subsistence allowances for the Provincial Commissioner.

**Provincial Commissioner: Nelspruit****CHIEF SECRETARY: PROVINCIAL COMMISSIONER**

**Salary Level 7: Remuneration: R149 742 per annum (Ref. MP 242/11/12)**

**Appointment Act: Public Service Act**

**Core functions:** • Provide secretarial support to the Provincial Commissioner • Render an administrative and office administration service to the Provincial Commissioner • Render an administrative financial service • Maintain a good recordkeeping and filing system • Handle confidential information documents • Operate standard equipment (fax, photocopy machine, telephone, etc).

**General:** • Only the official application form (newly developed forms will be available from all police stations/on the SAPS website at [www.saps.gov.za](http://www.saps.gov.za) and at the SAPS Recruitment offices) will be accepted. The Z83 previously utilised will no longer be accepted. All instructions on the application form must be adhered to, since failure to do so may result in the rejection of the application • The post particulars and reference number of the post must be correctly specified on the application form • Applicants must not have been found guilty of previous criminal convictions or have left the Public Service as a result of a severance package, early retirement or medical reason, as these applications will be rejected • A comprehensive Curriculum Vitae must be submitted together with the application form • The post particulars and reference number of the post must be correctly specified on the applications • Certified copies of an applicant's ID document, all educational qualifications obtained and service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post must also be attached to every application • Recommended candidates appointed under the Police Service Act will be subjected to a medical evaluation as determined by SAPS prescripts • Applications must be mailed or hand-delivered. Late/faxed applications will not be accepted or considered • The SAPS is under no obligation to fill the post after the advertisement thereof. Although the posts are advertised, the National Commissioner may withdraw the posts from advertisement, re-advertise or fill the posts • **The closing date for applications is 2011-11-11** • If a candidate is short-listed, it can be expected of him/her to undergo a personal interview • Correspondence will be conducted with short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful • Appointment will be made in terms of the SAPS Act, 1995 (Act Number 68 of 1995) and Public Service Act • 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. Person whose transfer/appointment/promotion will promote representative may therefore receive preference.

**Applications can be directed to: The Provincial Commissioner, Personnel Management, SA Police Service, Private Bag X11299, Nelspruit 1200, for attention: Colonel B C Mhlanga, Captain BP Shongwe, SPO Mawele, Lieutenant Masemola, PO Zwane or they can be hand-delivered at Ground Floor, Personnel Management, 7 Ferreira Street, Nelspruit.**

**Enquiries:** Colonel BC Mhlanga, Captain BP Shongwe, SPO Mawele, Lieutenant Masemola, PO Zwane, tel. (013) 762-4351.



**We welcome applications from persons with disAbilities**