Presidential Protection Services: Office of The National Commissioner: Head Office

The generic minimum requirements applicable to the posts, except where it is specified differently, are as follows:

- Competency in the post-specific core functions
- Fluency in 2 official languages, 1 of which must be English
- Senior Certificate or equivalent NQF4 qualification
- Good command of English
- Good communication literacy

**LIEUTENANT: (STAFF OFFICER) TO THE HEAD: PPS**

**Component: Presidential Protection Services**

- **Head Office, Maupa Naga Pretoria**
- **Salary: Band C - R217 722 per annum (Ref. PPS/01/2011)**

Additional requirements:

- Applicable NQF 6 qualification with relevant experience in the field of the post or Grade 12 or equivalent NQF4 qualification plus 2 years' relevant experience
- Valid motor driver's licence

Core functions:

- Manage the Office of the Component Head: Presidential Protection Services in his absence
- Manage the flow of correspondence in the Office of the Component Head
- Manage the diary of the Component Head
- Prepare presentations for the Component Head
- Compile memoranda, information notes and letters
- Make travel and accommodation arrangements
- Handle confidential documents
- Render an office administration service.

**SENIOR ADMINISTRATION CLERK GR III**

**Component: Presidential Protection Services**

- **Head Office, Maupa Naga Pretoria**
- **Act: Public Service Act (Act 103 of 1994)**
- **Salary: Level 6 - R121 290 per annum (Ref. PPS/02/2011)**

Additional requirements:

- 2 years' relevant experience in the field of the advertised post

Core functions:

- Assist with the general administration and coordination of the functions of the Component
- Type reports, letters and memoranda
- Receive, record and circulate faxes and correspondence
- File correspondence and maintain a brought-forward system
- Administer all personnel-related matters of the Office of the Component Head

**SECRETARY (SECTION HEAD: PRESIDENCY, DEPUTY PRESIDENCY & SPOUSES)**

**Component: Presidential Protection Services**

- **Head Office, Maupa Naga Pretoria**
- **Act: Public Service Act (Act 103 of 1994)**
- **Salary: Level 5 - R101 007 per annum (Ref. PPS/03/2011)**

Additional requirements:

- 1 year's relevant experience in the field of the post

Core functions:

- Render secretarial and administration support functions
- Type reports, letters and memoranda for the Section Head
- Manage the diary as well as receive and host visitors of the Section Head
- Make travel and accommodation arrangements
- Process and submit claims for the Section Head

**ADMINISTRATION CLERK GR II**

**Component: PPS - Presidency, Deputy Presidency & Spouses**

- **Head Office, Maupa Naga Pretoria**
- **Act: Public Service Act (Act 103 of 1994)**
- **Salary: Level 3 - R71 289 per annum (Ref. PPS/04/2011)**

Core functions:

- Type reports, letters and memoranda
- Receive, record and distribute correspondence and faxes
- File correspondence and maintain a brought-forward system
- Administer all personnel-related matters of the Office of the Section Head

**General:** Only the official application form (available on the SAPS website and at 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; 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
- A comprehensive Curriculum Vitae must be submitted together with the application form
- Certified copies of the applicant's ID document, motor vehicle driver's licence, all educational qualifications obtained and service certificates of previous employers stating the occupation must also be submitted and attached to every application
- Persons appointed in terms of the South African Police Act will be subjected to a medical examination as determined by the National Commissioner
- Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons, as well as persons with previous convictions, are excluded
- Applications must be mailed timeously. Late applications will not be accepted or considered
- If a candidate is short-listed, it can be expected of him/her to undergo a personal interview
- Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful
- The South African Police Service will verify the residential addresses and qualifications of applicants, as well as citizenship. Reference checking will be conducted on all short-listed applicants
- Applications will be vetted in terms of the SAPS Act, 1995 (Act Number 68 of 1995) or Public Service Act, 1994 (Act 103 of 1994)
- The South African Police Service is under no obligation to fill a post after the advertisement thereof
- Candidates short-listed for appointment to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and related Matters) Amendment Act, 2007
- The National Commissioner will determine which categories of posts can be filled and the conditions for filling these posts
- Appointments will be made in terms of the SAPS Act, 1995 (Act Number 68 of 1995)
- Applications and enquiries can be directed to Lt Col Mohlaloganye at Room 17, Opera Plaza Annex, Pretorius Street, Pretoria, tel. (012) 393-4091

Please forward applications to the Section Head (Attention: Lt Col Mohlaloganye), Corporate Support, SA Police Service, Private Bag X94, Pretoria 0001.