

PROVINCIAL OFFICE: NELSPRUIT, MPUMALANGA PROVINCE
Generic requirements: The following minimum requirements are applicable to all posts, except where it is specified otherwise:

SALARY LEVEL 12/COLONEL (MMS BAND)
Requirements: • Recognised degree/diploma (NQF 6) plus 4 years' proven experience in the field or a Senior Certificate (Grade 12) or equivalent NQF 4 qualification plus 2 years' managerial experience in the core function • A valid driver's licence • Computer literacy • Fluency in 2 of the official languages, 1 of which must be English • Communication and interpersonal skills.

SALARY LEVEL 12/COLONEL (MMS BAND) - STATION COMMANDERS & BRANCH COMMANDERS
Requirements: • Recognised degree/diploma (NQF 6) plus 1 year's proven experience in the field of the post for female members or a Senior Certificate (Grade 12) or equivalent NQF 4 qualification plus 3 years' experience in the core functions of the post • A valid driver's licence • Computer literacy • Fluency in 2 of the official languages, 1 of which must be English • Communication and interpersonal skills.

SALARY LEVEL 10/MAJOR (BAND D)
Requirements: • Recognised degree/diploma (NQF 6) plus 3 years' proven experience in the field of the post or Senior Certificate (Grade 12) or equivalent NQF 4 qualification plus 3 years' experience in the core functions of the post • A valid driver's licence • Computer literacy • Fluency in 2 of the official languages, 1 of which must be English • Communication and interpersonal skills.

SALARY LEVEL 8/LIEUTENANT (BAND C)
Requirements: • Recognised degree/diploma (NQF 6) plus 2 years' proven experience in the field of the post or Senior Certificate (Grade 12) or equivalent NQF 4 qualification plus 2 years' relevant experience in the core functions of the post • A valid driver's licence • Computer literacy • Fluency in 2 of the official languages, 1 of which must be English • Communication and interpersonal skills.

SALARY LEVEL 7/WARRANT OFFICER (BAND B1) AND SALARY LEVEL 6/ SERGEANT (BAND A) - POLICE ACT POSTS
Requirements: • Senior Certificate (Grade 12) or equivalent NQF 4 qualification plus 3 years' relevant experience in the core functions of the post • A valid driver's licence • Computer literacy • Fluency in 2 of the official languages, 1 of which must be English • Communication and interpersonal skills.

SALARY LEVELS 7, 6, 5 & 3 - PUBLIC SERVICE ACT POSTS
Requirements: • Senior Certificate (Grade 12) or equivalent NQF 4 qualification • Computer literacy • Fluency in 2 of the official languages, 1 of which must be English • Communication and interpersonal skills.

COLONEL
STATION COMMANDER: SIYABUSWA SAPS
Appointment Act: South African Police Act
Salary level MMS Band: All-inclusive remuneration package: R496 815 per annum (Ref. MP 1401/11/12)

Core functions: • Manage the Station Operational Plan including effective prevention, investigation and crime combatting • Monitor and evaluate the SDIP • Manage community policing • Manage the performance of support functions • Manage human resources, logistics, financial services, legal advisory services, loss control and administrative services, and serve on the Management Forum.

COLONEL
BRANCH COMMANDER: MIDDELBURG SAPS
Appointment Act: South African Police Service Act
Salary level (MMS Band): All-inclusive remuneration package: R496 815 per annum (Ref. MP 1411/11/12)

Core functions: • Manage Detective Unit activities aligned with Station strategic directions • Manage administration and information flow for the Detectives Service Unit and control the human and physical resources plan • Coordinate special projects or operations and maintain good public interrelations and the image of the SAPS.

MAJOR
SUPPORT HEAD: KANYAMAZANE SAPS
Appointment Act: South African Police Service
Salary level (Band D): Remuneration: R274 251 per annum (Ref. MP 1421/11/12)

Core functions: • Manage and coordinate all support functions relating to supply chain management, human resource development, career management, personnel services, communications, loss management and financial services • Ensure compliance on all policies and procedures.

MAJOR
PROVINCIAL COMMISSIONER: FINANCIAL SERVICES: SUB-SECTION HEAD: SALARY ADMINISTRATION
Appointment Act: South African Police Service
Salary level (Band D): Remuneration: R274 251 per annum (Ref. MP 1431/11/12)

Core functions: • Manage and control salary administration and maintenance • Perform supervisory duties within salary administration • Ensure effective and efficient management and administration of allowances • Ensure effective and efficient administration of all matters relating to salary enquiries • Monitor compliance with policies and standards • Monitor and coordinate salary stoppages/service terminations • Monitor payroll certificates • Attend to all pension enquiries with regard to retirement, medically unfit persons, resignations and deceased persons.

MAJOR
PROVINCIAL COMMISSIONER: SCM: SUB-SECTION HEAD: DAY-TO-DAY MAINTENANCE
Appointment Act: South African Police Service
Salary level (Band D): Remuneration: R274 251 per annum (Ref. MP 1441/11/12)

Core functions: • Manage and monitor day-to-day maintenance for all the provincial and Station facilities • Manage and report all complaints R30 000 to the department of Public Works' call centre • Receive and process new applications for global authority • Monitor the day-to-day maintenance of immovable assets • Conduct inspections of provincial and Station facilities in order to ensure proper maintenance • Compile reports on planned maintenance and submit to Provincial Head SCM • Inspect day-to-day maintenance projects after completion.

LIEUTENANT
SENIOR STATE ACCOUNTANT: TELEPHONE MANAGEMENT
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R217 722 per annum
Provincial Commissioner: Financial Services (Ref. MP 1451/11/12)

Core functions: • Administer new/upgrading of existing telephone services • Administer official cellular telephone accounts • Allocate telephone and cellular accounts • Manage and control the human and physical resources.

LIEUTENANT
SUB-SECTION COMMANDER: ARCHIVES
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R217 722 per annum
PC: Financial Services (Ref. MP 1461/11/12)

Core functions: • Manage and control the filing of records • Train personnel within registry • Supervise and control registry within the Province • Regulate receipt and flow of documents internally and externally • Control all records by custody and keeping of a register of files opened, a destruction register and a register of authorities • Manage the handling of incoming and outgoing postal articles • Ensure that all records are stored in a secure environment.

LIEUTENANTS
SENIOR ADMINISTRATIVE OFFICERS: MANAGEMENT OF INFORMATION CENTRE (7 POSTS)
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R217 722 per annum

• Piet Retief Cluster (Ref. MP 1471/11/12) • Pienaar Cluster (Ref. MP 1481/11/12) • Balfour Cluster (Ref. MP 1491/11/12) • Belfast Cluster (Ref. MP 1501/11/12) • Nelspruit Cluster (Ref. MP 1511/11/12) • Elukwatini Cluster • (Ref. MP 1521/11/12) • PC: Detective Service (Ref. 1531/11/12)

Core functions: • Manage and coordinate the information flow within the Sections and the Office of the Commander/Head • Maintain the relevant database and performance chart required to effectively manage the Component/Cluster/Station • Monitor and ensure data integrity of all mainframe systems • Facilitate the development, implementation and management of an operational plan at the Component/Cluster/Station.

LIEUTENANT
SENIOR ADMINISTRATIVE OFFICER: SUB-SECTION HEAD: REGISTRY
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R217 722 per annum
PC: Financial Services (Ref. MP 1541/11/12)

Core functions: • Manage and control the filing of records • Train personnel within registry • Supervise and control the registry within the Province • Regulate receipt and the flow of documents internally and externally • Control all records by custody and keeping of a register of files opened, a destruction register and a register of authorities • Manage the handling of incoming and outgoing postal articles • Ensure that all records are stored in a secure environment.

LIEUTENANT
SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R217 722 per annum
PC: Financial Services (Ref. MP 1551/11/12)

Core functions: • Ensure the effective management and control of bookkeeping aspects • Administer cost statements • Receive documentation with relevant information and verify correct compilation of cost statements • Administer claims against the State in the Province • Administer financial losses • Administer semi-official institutions and the PC's entertainment fund.

LIEUTENANT
SENIOR PERSONNEL PRACTITIONER: SUB-SECTION: HR PLANNING & UTILISATION
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R217 722 per annum
Provincial Commissioner: Human Resource Utilisation (Ref. MP 1561/11/12)

Core functions: • Manage the effective and efficient utilisation of human resources in the Province • Coordinate HR planning and the utilisation framework within the Province • Integrate HR utilisation with HR planning practice and build capacity for HR planning for Career Management Coordinators • Manage the Performance Enhancement Process of the Sub-section.

LIEUTENANT
SUB-SECTION HEAD: ACCOUNTING OFFICE
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R217 722 per annum

• Piet Retief (Ref. MP 1571/11/12) • Pienaar (Ref. MP 1581/11/12) • Ermelo (Ref. 1591/11/12)

Core functions: • Manage and maintain all financial activities to improve service delivery within the Cluster/Station • Administer the budget and coordinate the expenditure of the Station/Cluster • Administer and monitor all financial claims, payments, standing advances, debts and administrative processes • Administer and control semi-official institutions within the Station/Cluster • Administer and control the human and physical resources at the Section (Finance).

LIEUTENANT
SENIOR STATE ACCOUNTANT
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R217 722 per annum Nelspruit (Ref. MP 1601/11/12)

Core functions: • Manage and maintain all financial activities to improve service delivery within the Station • Administer the budget and coordinate the expenditure of the Station • Administer and monitor all financial claims, payments, standing advances, debts and administrative processes • Administer and control semi-official institutions within the Station • Administer and control the human and physical resources at the Section (Finance).

SENIOR PROVISIONING ADMINISTRATIVE OFFICERS (3 POSTS)
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R217 722 per annum

• Bushbuckridge SCM (Ref. MP 1611/11/12) • Calcutta (Ref. 1621/11/12) • Provincial Commissioner: SCM (Ref. MP 1631/11/12)

Core functions: • Manage all logistical items and services at the Accounting Station/Station as logistical agent, through effective and efficient supply chain management processes • Ensure an effective and efficient demand administration function • Ensure an effective and efficient acquisition function • Continuously liaise with financial services in order to align the management of logistics with financial management as prescribed by PFMA • Ensure the proper management and utilisation of all resources allocated to the environment of the post.

LIEUTENANTS
SENIOR PERSONNEL PRACTITIONERS (4 POSTS)
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R203 859 - R189 638 - R217 722 per annum

Sub-section Commanders: Human Resource Management • Bushbuckridge (Ref. MP 1641/11/12) • Calcutta (Ref. MP 1651/11/12) • Lydenburg (Ref. MP 1661/11/12)

Core functions: • Manage and maintain all human resources and human functions at the Police Station • Implement, maintain and administer human resource policies at the Station • Establish and maintain sound labour relations at the Stations • Manage and control the human and physical resources at the Station • Manage administrative duties pertaining to HR regarding personnel service and related functions.

LIEUTENANT
SENIOR ADMINISTRATIVE OFFICER: LOSS MANAGEMENT
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R217 722 per annum
Provincial Commissioner: Financial Services (Ref. MP 1671/11/12)

Core functions: • Manage all processes concerning loss control in SAPS effectively and efficiently • Effectively and efficiently manage the administration of losses • Perform write-offs on the loss control system • Ensure proper finalisation of files and manage the recovery of losses • Visit and conduct in-service training of members at Station and Cluster level • Evaluate data integrity on the loss control system.

SENIOR WORK STUDY OFFICERS (LIEUTENANT) (2 POSTS)
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R217 722 per annum
Provincial Commissioner: Organisational Development: Efficiency Services (Ref. MP 1681/11/12 & MP 1691/11/12)

Core functions: • Maintain the RAG and REP in the Province • Optimise personnel utilisation • Ensure that all Components function effectively and efficiently according to the approved mandates and policies • Maintain and manage the fixed establishment of the Province.

SENIOR PROVISIONING ADMINISTRATIVE OFFICER (LIEUTENANT): RADIO TECHNICAL SUPPORT SERVICE
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R217 722 per annum Middelburg (Ref. MP 1701/11/12)

Core functions: • Manage the budget and coordinate expenditure of all Radio Technical Units in the Province • Conduct inspections of stores for all 3 Units • Oversee control of Government property for Middelburg, Secunda and Nelspruit RTU • Manage the workshop administration system for radio technical services.

SENIOR ADMINISTRATIVE OFFICERS (LIEUTENANTS): GENERAL ADMINISTRATION (2 POSTS)
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R217 722 per annum
Acornhoek (Ref. MP 1711/11/12)

Core functions: • Supervise and maintain registration office and archives in terms of the National Archives Act, 1996 • Effectively administer the coordination of complaints against the SAPS • Effectively and efficiently manage the administration service in the Station • Effectively and efficiently manage all losses and civil claims in the Station • Effectively and efficiently manage the budget and all resources allocated to Sub-sections.

PRINCIPAL COMMUNICATION OFFICERS (LIEUTENANTS) (5 POSTS)
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R217 722 per annum

• Acornhoek (Ref. MP 1721/11/12) • Bushbuckridge (Ref. MP 1731/11/12) • Elukwatini (Ref. MP 1741/11/12) • Calcutta (Ref. MP 1751/11/12) • Middelburg (Ref. MP 1761/11/12)

Core functions: • Render an effective and efficient communication service to the community and SAPS on behalf of the Station to improve SAPS/the community • Organise and coordinate community events, public presentations and exhibitions • Promote and maintain good public relations and cooperation within the SAPS and between SAPS, the community and other departments • Maintain an open communication channel with the media and improve media liaison.

LIEUTENANTS
EMPLOYEE HEALTH & WELLNESS
PRINCIPAL SOCIAL WORKERS (4 POSTS)
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R217 722 per annum

• Piet Retief (Ref. MP 1771/11/12) • Elukwatini (Ref. MP 1781/11/12) • Lydenburg (Ref. MP 1791/11/12) • Tonga (Ref. MP 1801/11/12)

Core functions: • Render occupational social work to SAPS employees and their immediate family members • Prevent and/or address psychosocial and work-related problems which have a negative impact on job performance • Ensure that all services are rendered within the Employee Health and Wellness function • Render a supportive empowering service to SAPS employees and their immediate family members • Ensure that all services are rendered with the Employee Health and Wellness integrated approach with Chaplains and psychometrists.

Additional requirements: • A recognised Social Work degree or equivalent qualification at Honours level in Social Work (NQF 7) • Registration as a Social Worker with the SA Council for Social Work Services (provide proof of registration certificate and paid-up registration for 2011/2012) • Minimum of 3 years' post-qualification experience as a Social Worker • Valid driver's licence for light motor vehicles • Computer literacy • Interpersonal, communication and organisational skills would be advantageous.

LIEUTENANT
EMPLOYEE HEALTH AND WELLNESS
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R217 722 per annum
Provincial Commissioner: HIV & AIDS Coordinator (Ref. MP 1811/11/12)

Core functions: Develop HIV and Wellness Management processes (ie policies/guidelines/operating standards) • Develop and facilitate training to EHW functionaries and manage the HIV and Wellness Programmes • Coordinate Wellness events as per National Instruction and the International Health Calendar • Manage the HIV and Wellness Programmes • Provide workplace care and support to employees living with HIV and other chronic conditions • Perform case management of infected employees • Liaise with Provinces and Divisions on Wellness and HIV programmes • Advise line commanders on the care and support of chronically ill employees • Report on Wellness and HIV Management Programmes.

Additional requirements: • B degree/BTech in Nursing Science and Art or an equivalent and a supervisory qualification and/or experience (would be advantageous) • Registration with the South African Nursing Council • HIV Management Certificate would be an advantage • Conversant with South African employment legislation • Minimum of 3 years' experience in the implementation of wellness programmes and HIV management (VCT and treatment) • Ability to work with diverse groups • Interpersonal, communication, supervisory, facilitation/presentation, problem solving, conflict resolution and computer skills.

LIEUTENANTS
CLUSTER COORDINATOR DETECTIVES (3 POSTS)
Appointment Act: South African Police Service Act
Salary level (Band C) Remuneration: R217 722 per annum

• Piet Retief (Ref. MP 1821/10/11) • Balfour (Ref. MP 1831/11/12) • Secunda (Ref. MP 1841/11/12)

Core functions: • Render and monitor the effective coordination of Detective Services Support functions in the demarcated Cluster • Interpret management information as received from the Cluster Commander • Comply with instructions for the establishment of task teams as received by the Cluster Commander • Comply with instructions for managing crime-related operations as received by the Cluster Commander.

LIEUTENANT
SENIOR ADMINISTRATION OFFICER: PC: ORGANISATIONAL DEVELOPMENT CRIME SYSTEM
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R217 722 per annum (Ref. MP 1851/11/12)

Core functions: Manage all crime administration systems within the SAPS in Mpumalanga Province • Manage all crime investigation systems within the SAPS in Mpumalanga Province • Manage all crime intelligence systems within the SAPS in Mpumalanga Province • Manage the relevant resources allocated to the Sub-section in Mpumalanga Province.

LIEUTENANT
SENIOR ADMINISTRATION OFFICER: PC: ORGANISATIONAL DEVELOPMENT RESOURCE SYSTEM
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R217 722 per annum (Ref. MP 1861/11/12)

Core functions: • Manage all personnel administration within the SAPS in Mpumalanga • Manage all physical resource systems within the SAPS in Mpumalanga Province • Manage all relevant resources allocated to the Sub-section in Mpumalanga Province.

LIEUTENANT
SENIOR ADMINISTRATION OFFICER: PC: ORGANISATIONAL DEVELOPMENT DIVERSE COMMUNICATION
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R217 722 per annum (Ref. MP 1871/11/12)

Core functions: • Manage all PBX Systems within the SAPS in Mpumalanga • Manage all converged communication systems within the SAPS in Mpumalanga Province • Manage all relevant resources allocated to the Sub-section in Mpumalanga Province.

LIEUTENANT
SENIOR ADMINISTRATION OFFICER: PC: ORGANISATIONAL DEVELOPMENT NETWORK INFRASTRUCTURE
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R217 722 per annum (Ref. MP 1891/11/12)

Core functions: • Manage all information communication technology wide-area network infrastructure within the SAPS in Mpumalanga • Manage all information communication technology local-area network infrastructure within the SAPS in Mpumalanga Province • Manage all relevant resources allocated to the Sub-section in Mpumalanga Province.

LIEUTENANTS
STOCKTHEFT UNIT INVESTIGATORS (6 POSTS)
Salary level (Band C): Remuneration: R217 722 per annum
Appointment Act: South African Police Act

• Middelburg (2) (Ref. MP 1901/11/12) • Piet Retief (Ref. MP 1911/11/12) • Siyabuswa (2) (Ref. MP 1921/11/12) • Wakkerstroom (Ref. MP 1931/11/12)

Core functions: • Gather comprehensive and complete evidence at the scene of crime • Conduct court-driven investigations • Maintain and ensure case docket management • Establish controlled movement of stock/products • Recruit and maintain informers.

WARRANT OFFICERS
MIC OFFICIAL (3 POSTS)
Appointment Act: South African Police Act
Salary level (Band B1): Remuneration: R172 071 per annum

• Bushbuckridge SAPS (Ref. MP 1941/11/12) • Kanyamazane SAPS (Ref. MP 1951/11/12) • Calcutta SAPS (Ref. MP 1961/11/12)

Core functions: • Manage and coordinate the information flow within the Sections and the Office of the Commander/Head • Maintain the relevant database and Performance Chart required to effectively manage the Component/Cluster/Station • Monitor and ensure data integrity of all mainframe systems • Facilitate the development, implementation and management of an operational plan at the Component/Cluster/Station.

CHIEF ACCOUNTING CLERK (6 POSTS)
Appointment Act: Public Service Act
Salary level 7: Remuneration: R149 742 per annum

• Bethal SAPS (Ref. MP 1971/11/12) • PC: Financial Services & Administration (2) (Ref. MP 1981/11/12) • Bushbuckridge SAPS (Ref. MP 1991/11/12) • Lydenburg SAPS (Ref. MP 2001/11/12) • Balfour SAPS (Ref. MP 2011/11/12)

Core functions: • Manage and maintain all financial activities to improve service delivery within the Cluster/Station • Administer the budget and coordinate the expenditure of the Station/Cluster • Administer and monitor all financial claims, payments, standing advances, debts and administrative processes • Administer and control semi-official institutions within the Station/Cluster • Administer and control the human and physical resources at the Section (Finance).

CHIEF PERSONNEL OFFICER (3 POSTS)
Appointment Act: Public Service Act
Salary level 7: Remuneration: R149 742 per annum

• Barberton HRM (Ref. MP 2021/11/12) • Bushbuckridge HRM (Ref. MP 2031/11/12) • Nelspruit HRM (Ref. MP 2041/11/12)

Core functions: • Maintain personnel files and leave files • Keep HR statistics • Compile and forward HR returns • Coordinate employee benefits and conditions of service such as allowances and leave of absence • Perform any other HR tasks as may be delegated from time to time.

CHIEF PROVISIONING OFFICER
Appointment Act: Public Service Act
Salary level 7: Remuneration: R149 742 per annum
Barberton SCM (Ref. MP 2051/11/12)

Core functions: • Perform procurement-related tasks • Perform mechanical transport-related tasks • Perform loss control-related tasks • Manage the human and logistical resources of the Section/Pool • Manage daily activities in the Section/Pool.

WARRANT OFFICERS
COMMUNICATING OFFICIAL (6 POSTS)
Appointment Act: South African Police Act
Salary level 7: Remuneration: R149 742 per annum

• Bethal SAPS (Ref. MP 2061/11/12) • Kriel SAPS (Ref. MP 2071/11/12) • White River SAPS (Ref. MP 2081/11/12) • Vaalbank SAPS (Ref. MP 2091/11/12) • Komatipoort SAPS (Ref. MP 2101/11/12) • Leslie SAPS (Ref. MP 2111/11/12)

Core functions: • Render an effective and efficient communication service to the community and SAPS on behalf of the Station to improve SAPS/the community • Organise and coordinate community events, public presentations and exhibitions • Promote and maintain good public relations and cooperation within the SAPS and between SAPS, the community and other departments • Maintain an open communication channel with the media and improve media liaison.

SENIOR PSYCHOMETRIST (LIEUTENANT)
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R217 722 per annum
PC (Ref. EHW Ref. MP 2121/11/12)

Core functions: • Render psychological-related services, which may include 1 or a combination of psychological interventions • Perform psychological evaluation and/or project management.

SENIOR PSYCHOLOGIST (LIEUTENANT) (2 POSTS)
Appointment Act: South African Police Act
Salary level (Band C): Remuneration: R217 722 per annum
Ermelo (Ref. MP 2131/11/12 & MP 2141/11/12)

Core functions: • Perform actions to improve the mental well-being of members and ensure interventions to assist people with emotional, personal and work-related problems • Assess and select members by means of psychometric/psychological measurement/tools • Empower and develop members, working groups and organisations to promote the optimal functioning of the organisation's objectives • Facilitate and implement research projects/other psychological interventions • Ensure that all services are rendered with the Employee Health and Wellness integrated approach with social workers and chaplains.

Additional requirements: • Registration with the Health Professions Council of South Africa as a Psychologist plus receipt of payment for registration fees for 2011/2012 • Relevant Honours degree in Psychology (in one of the acknowledged categories) • Proficiency in at least 2 official languages, 1 of which must be English • Valid driver's licence for light motor vehicles • Computer literacy • Interpersonal, communication and organisational skills would be advantageous.

WARRANT OFFICERS
MPUMALANGA BAND
CHIEF MUSICIANS (2 POSTS)
Appointment Act: South African Police Act
Salary level 7 (Band B1): Remuneration: R149 742 per annum
(Ref. MP 2151/11/12 & MP 2161/11/12)

(Instrumentalists are required to be from the Concert Military Band - trombone (1), clarinet (1), oboe (1), trumpet (1), flutepiccolo (1), alto saxophone (1), tenor saxophone (1))

Core functions: • Practice performance on a primary musical instrument and playing during performances at a practical grade VII • Train a music major Section • Fulfill the role of drum major for the band (not compulsory). Additional requirements: • Successful completion of Chief Musician Evaluation (IDMAC) or ATCL qualification (Performance Licentiate) from recognised institutions, ie Trinity College, Royal School of London, Unisa etc • Proven competency in performing on the instrument that is applied for.

CHIEF ADMINISTRATION CLERK (2 POSTS)
Appointment Act: Public Service Act
Salary level 7: Remuneration: R149 742 per annum
PC: Corporate Communication (Ref. MP 2171/11/12) • Pienaar SAPS (Ref. MP 2181/11/12)

Core functions: • Provide administrative and clerical support services to personnel in respect of personnel administration of the Section • Administer correspondences and files • Administer logistical matters • Control the human and physical resources of the Sub-section.

SENIOR PROVISIONING OFFICER
Appointment Act: Public Service Act
Salary level 6: Remuneration: R121 290 per annum
Balfour SAPS Ref. (MP 2191/11/12)

Core functions: • Perform procurement-related tasks • Perform mechanical transport-related tasks • Perform loss control-related tasks • Manage the human and logistical resources of the Section/Pool • Manage daily activities in the Section/Pool.

MIC OFFICIALS (7 POSTS)
Appointment Act: South African Police Act
Salary level 6: Remuneration: R121 290 per annum

• Ngodwana SAPS (Ref. MP 2201/11/12) • Mbuzini SAPS (Ref. MP 2211/11/12) • Bethal SAPS (Ref. MP 2221/11/12) • Leslie SAPS (Ref. MP 2231/11/12) • Delmas SAPS (Ref. MP 2241/11/12) • Komatipoort SAPS (Ref. MP 2251/11/12) • Malelane SAPS (Ref. MP 2261/11/12)

Core functions: • Manage and coordinate the information flow within the Sections and the Office of the Commander/Head • Maintain the relevant database and Performance Chart required to effectively manage the Component/Cluster/Station • Monitor and ensure data integrity of all mainframe systems • Facilitate the development, implementation and management of an operational plan at the Component/Cluster/Station.

SERGEANTS
DPO (2 POSTS)
Appointment Act: South African Police Act
Salary level 6: Remuneration: R137 214 per annum

• Malelane SAPS (Ref. MP 2271/11/12) • Delmas SAPS (Ref. MP 2281/11/12)

Core functions: • Process applications for firearms licences/revocations of licences and permits • Administer firearm licence-related issues and the judicial process • Process applications for liquor licences/carry-over licences • Perform special crime prevention operations • Provide generic policing functions.

SERGEANTS
PRINCIPAL MUSICIANS (2 POSTS)
Appointment Act: South African Police Act
Salary level 6: Remuneration: R137 214 per annum (Ref. MP 2291/11/12)

(Instrumentalists required should be from the Concert Military Band - trombone (1), clarinet (1), oboe (1), trumpet (1), flutepiccolo (1), alto saxophone (1))

Core functions: • Practice performance on a primary musical instrument and playing during performances at a practical grade VI. Additional requirements: • Successful completion of Principal Musician Evaluation (IDMAC) or a Grade 8 qualification from recognised institutions, ie Trinity College, Royal School of London, UNISA etc • Proven competency in performing on the instrument that is applied for.

SERGEANTS
SAP 13 CLERKS (2 POSTS)
Appointment Act: South African Police Act
Salary level 6: Remuneration: R137 214 per annum

• Malelane SAPS (Ref. MP 2301/11/12) • Mbuzini SAPS (Ref. MP 2311/11/12)

Core functions: • Manage and control the exhibit store effectively and efficiently for improved service delivery in the SAPS • Manage the maintenance of the exhibits store • Administer notices of repossession of articles, cancellations of firearm licences and stolen or recovered arms in the Central Firearm Register • Compile auction lists, Integrated Ballistic Identification System (IBIS) lists and firearm disposal lists. • Manage and control seized vehicles and other items attached to the Unit/Section • Perform administrative functions • Protect, maintain and safeguard the premises and buildings as the vehicle safeguarding unit • Manage and control human and physical resources.

SENIOR REGISTRY CLERKS (2 POSTS)
Appointment Act: Public Service Act
Salary level 6: Remuneration: R121 290 per annum
Provincial Commissioner: Financial & Administration Services (Ref. MP 2321/11/12)

Core functions: • Manage and control the exhibit store effectively and efficiently for improved service delivery in the SAPS • Manage the maintenance of the exhibits store • Administer notices of repossession of articles, cancellations of firearm licences and stolen or recovered arms in the Central Firearm Register • Compile auction lists, Integrated Ballistic Identification System (IBIS) lists and firearm disposal lists • Manage and control seized vehicles and other items attached to the Unit/Section • Perform administrative functions • Protect, maintain and safeguard the premises and buildings as the vehicle safeguarding unit • Manage and control human and physical resources.

SENIOR SECRETARY (5 POSTS)
Salary level 5: Remuneration: R97 974 per annum
Appointment Act: Public Service Act

• PC: Corporate Communication (Ref. MP 2331/11/12) • PC: Legal Service (Ref. MP 2341/11/12) • PC: Organisational Development (Ref. MP 2351/11/12) • PC: Inspectorate (Ref. MP 2361/11/12) • Nelspruit SAPS (Ref. MP 2371/11/12)

Core functions: • Render secretarial services and administrative functions • Manage the diary of the Brigadier • Coordinate travel arrangements, including accommodation and subsistence allowances • Maintain the filing system for the Brigadier • Distribute posts and circulars to the relevant recipients and keep the register in this regard up to date • Handle routine correspondence immediately • Send and receive faxes • Answer and make telephone calls on behalf of the Brigadier and take messages in a professional manner • Render general reception services • Administer meetings • Exercise control over physical and financial resources.

ADMIN CLERKS (3 POSTS)
Salary level 3: Remuneration: R71 664 per annum
Appointment Act: Public Service Act
Salary: R71 196 per annum

• Piet Retief SAPS (Ref. MP 2381/11/12) • Wakkerstroom SAPS (Ref. MP 2391/11/12) • Siyabuswa (Ref. MP 2401/11/12)

Core functions: • Enter data into the computer source documentary by means of a keyboard • Communicate by means of keyboarding the prescribed order within the captured data • Capture the incoming source register • Ensure that all work has been done and test-punched by comparing computer printouts with the entries in the registers • Label tapes.

General: • Only the official application form will be accepted (newly developed forms will be available from all Police Stations/on the SAPS website: www.saps.gov.za and at the SAPS (recruitment offices) • The 283 previously utilised will no longer be accepted • All instructions on the application forms must be adhered to. Failure to do so may result in the rejection of the application • The relevant 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