



Administration Clerk

Location: Office of Deputy National Commissioner: Crime Detection (Pretoria)

Reference No: DNC04/09/2024

Salary: R216 417 per annum (Level 05)

Requirements: **Grade 12 Certificate.** Be a South African Citizen. No criminal record or pending cases. Be fluent in at least two of the official languages, of which one must be English

Advantageous: Degree / Diploma in the field of the post will be an added advantage. Relevant courses in the field of the post will serve as an advantage

Duties: Render administrative support functions; Administer logistical matters; Maintain leave records registers and files; Answer and screen all incoming calls to the office of the Deputy National Commissioner: Crime Detection; Type reports, letters, minutes, agendas, handle confidential documents, keeping record of the minutes and monitor flow of documents to the Office of the Deputy National Commissioner: Crime Detection; Liaise with other components and section on matters relating to the office of the Deputy National Commissioner: Crime Detection; Maintain good record keeping, filing and brought forward system; Operate standard equipments (fax, photocopy machine, telephone, computer etc.).

Send Applications to: Applications may be hand-delivered, as follows: 421 Curator Building: Corner Pretorius Street and Nelson Mandela Drive, Arcadia, Pretoria. (Application must be deposited into the box available at the reception area). Or Forwarded by post to be addressed as follows, for attention The Section Head: Corporate Support, (Attention: Lt Col JL Shandu / Capt SJ Matlopela), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001. Or via Email addresses: MatlopelaSelelo@saps.gov.za, TshabalalaBeauty@saps.gov.a
Mashiloanek@saps.gov.za.