

		<p>DPCI: North West: Lieutenant Colonel Mbulawa and Warrant Officer Mokoena Tel No: (018) 464 5316 / 5332</p> <p>DPCI: Western Cape: Captain Xhego and HRCS Matlou Tel No: (021) 918 3309 / 3322</p>
<u>APPLICATIONS</u>	:	<p>Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you):</p> <p>Head Office Level: Hand delivery: Main Security gate at 1 Cresswell Road, Promat Building, Silverton, Email address: dpcivacancies@saps.gov.za</p> <p>Provincial Level:</p> <p>DPCI: Eastern Cape: Hand delivered or couriered to: Cnr Buxton and Oxford Street, Old Allied Building, East London. Email address: PoswaN@saps.gov.za and SobutyuN@saps.gov.za</p> <p>DPCI: Free State: Hand delivered or couriered to: Charlotte Maxeke Street/ Maitland Street, 46 ABSA Building, Bloemfontein. Email address: VethezoX@saps.gov.za and MkumlaU@saps.gov.za</p> <p>DPCI: Gauteng: Hand delivered or couriered to: 165 Meyer Street, Benmare Building, Germiston. Email address: RasekganyaCS@saps.gov.za</p> <p>DPCI: KwaZulu Natal: Hand delivered or couriered to: 15 Bram Fischer Road, Servamus Building, Durban. Email address: MoodleyP4@saps.gov.za</p> <p>DPCI: Limpopo: Hand delivered or couriered to: 106 Hans van Rensburg Street, Suite 02, 106 Empire Place, Polokwane. Email address: SeabiMJ2@saps.gov.za</p> <p>DPCI: Mpumalanga: Hand delivered or couriered to: 17 Henshall Street, Stats House, Nelspruit. Email address: NgwenyaTP@saps.gov.za</p> <p>DPCI: Northern Cape: Hand delivered or couriered to: 36 Stockdale Street, De-Beers Building (Cheapside), Kimberley. Email address: DamonsM@saps.gov.za</p> <p>DPCI: North West: Hand delivered or couriered to: 51 Leask Street, 3rd floor, Westend Building, Klerksdorp. Email address: MokoenaN7@saps.gov.za</p> <p>DPCI: Western Cape: Hand delivered or couriered to: 3 AJ West Street, Old SARS Building, Bellville. Email address: Sibelekwanas@saps.gov.za</p>
<u>POST 02/97</u>	:	<p><u>ADMINISTRATION CLERK REF NO: DPCI/HO/90/2025 (X2 POSTS)</u></p> <p>Directorate for Priority Crime Investigation: Head Office and Provincial level</p> <p>Component: executive support services</p> <p>Section: Risk and Integrity Management</p>
<u>SALARY</u>	:	R228 321 per annum (Level 05)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	<p>Applicants must display competency in the post-specific functions of the post</p> <p>Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF Level 4</p> <p>Knowledge of Batho Pele principles, operation of telecommunication system and front office etiquette is essential</p> <p>Be proficient in at least two official languages, of which one must be English</p> <p>Must be a South African citizen</p> <p>Must have no previous convictions or cases pending</p> <p>Applicants will be subjected to a vetting process which will include security screening and fingerprint verification</p> <p>Computer literacy, interpersonal communication (verbal and written) and organisational skills</p> <p>Appropriate/relevant experience in the field of the post, Tertiary qualification and developmental courses may serve as an advantage.</p>
<u>DUTIES</u>	:	<p>To provide receptionist support functions in the relevant office, Attend to all incoming and outgoing telephone calls, direct calls to the relevant official/office, render onsite and online receptionist services, proper maintenance of equipment, and coordinate the travel and meeting bookings and telephonic calls</p> <p>Maintain the telephone directory for the District Office, maintain relevant files</p> <p>Receive and re-reroute incoming mail and packages</p> <p>Ensure no visitor proceeds to offices without first verifying with the relevant office and signing in</p> <p>Maintain the cleanliness and order of the reception area.</p>
<u>ENQUIRIES</u>	:	<p>Brigadier Mogoma Monyela, Colonel A Wessels and Lieutenant Colonel BK Mhlahlo: Tel No: (012) 846 4067/4110</p>
<u>APPLICATIONS</u>	:	<p>Application forms must be posted / hand delivered or emailed to the following addresses (Please utilize only one (1) mode of delivery which is convenient to you):</p> <p>Hand delivery: Main Security gate at 1 Cresswell Road, Promat Building, Silverton, Email address: dpcivacancies@saps.gov.za</p>