

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