

**POST:** Social Media Officer (Captain)

**LOCATION:** Crime Intelligence, Intelligence Analysis and Coordination, Social Media Centre, Head Office, Pretoria

**LEVEL OF REMUNERATION** (Band C) R437 607 per annum

**REFERENCES:** DCI 03/07/2024 (3 posts)

### **Generic Requirements:**

- Applicants must display competency in the post-specific core functions of the post;
- Be fluent in at least two of the official languages, of which one must be English;
- Be in possession of a Senior Certificate (Grade 12) or National Certificate Vocational recorded on the National Learner Record Database on NQF level 4;
- Be in possession of at least a valid light motor vehicle driver's license;
- Be a South African Citizen;
- Must have no previous criminal / departmental convictions or criminal / departmental cases pending;
- Must not have any tattoo marks which will be visible when wearing any uniform of the Service;
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification;
- Applicants must also be computer literate (Microsoft Word, Excel, Powerpoint, have interpersonal communication (verbal and written) and organizational skills;
- Relevant courses in the field of the post will serve as an added advantage;
- Be able to work under pressure as well as extended hours.

### **Additional Post Requirements:**

- Have at least a 3 (three) year Diploma/ Degree recorded on the National Learner Record database on the NQF level 6 or higher in Communication/ Journalism/ Public Relations/ Media Practice/ or equivalent 3 year qualification relevant to the core functions of the post;
- Must have at least two (2) years' experience in Communication/Media production services or related the field of the post, of which one (1) year should be on supervisory level.

### **Core Functions:**

- Supervise media desk functions (collection, monitoring and analysis);
- Providing of collection, analysis and monitoring of social media trends inclusive of internet;
- Provisioning of proactive and reactive intelligence on public safety, stability issues and organised crime;
- Utilization of open source intelligence (OSINT) to enhance analysis products; and;
- Providing of information to the SAPS stakeholders for operationalisation;
- Manage and control human, financial, physical and information resources of the centre.

### **General:**

- **The closing date for applications is 2024-08-18.**
- Only the official application form (available on the SAPS website ([www.saps.gov.za](http://www.saps.gov.za)) and at SAPS recruitment offices/Police Stations) will be accepted. All instructions on the application form must be adhere to. Failure to do so may result in the rejection of the application. The Z83 previously utilized will no longer be accepted.
- **Late applications will not be accepted or considered.**
- **The post particulars and reference number of the post must be correctly specified on the application form.**
- A comprehensive *Curriculum Vitae* as well as well as **uncertified copies** of an applicant's ID document, motor vehicle driver's licence (where required), all

educational qualifications obtained together with academic records thereof and service certificates of previous employers stating the occupation, must be submitted together with the application form.

- Original documentations of short-listed candidates must be produced during the selection process as requested.
- **Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions.**
- The South African Police Service will verify the residential address of applicants and conduct reference checks on all short listed candidates.
- All short-listed candidates will be subjected to fingerprint screening.
- **Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post.**
- Persons with previous convictions are excluded.
- Applicants appointed in terms of the Police Service Act will be subjected to a medical assessment by a medical practitioner as determined by SAPS prescripts.
- Applicants appointed under the Police Service Act will be subjected to undergo a lateral entry programme at a SAPS Academy & Training Centre and will be expected to qualify as competent and to maintain such competency throughout his or her service, by the employee to possess and use of a firearm(s) as required by the SAPS.
- If a candidate is short-listed, it can be expected of him / her to undergo a personal interview and subjected to security clearance.
- **Appointments will be made in terms of the South African Police Service Act, (Act 68 of 1995) as applicable to the post environment.**
- Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.
- The South African Police Service is under no obligation to fill a post after the advertisement thereof.
- The SAPS application form can be obtained from any SAPS Recruitment Office within the South African Police Service. **Application forms must be forwarded to the following address(es):**
  - **Hand delivered applications:** 463 Prieska Street, Erasmuskloof, Pretoria (Application must be deposited into the box available at the reception area).  
Physical Address

- **Posted applications:** The Divisional Commissioner: Crime Intelligence, (Attention: Lt Col Thaver/ Capt Dick), Private Bag X 301, Pretoria, 0001.
- Enquiries can be directed to Lt Col Thaver/ Captain Dick at telephone: 012 360 1370 / 1415.

**We welcome applications from persons with disAbilities**

