

POST: Cook

LOCATION: Division Human Resource Development, SAPS Academy Philippi, Western Cape

LEVEL OF REMUNERATION: R228 321 per annum

REFERENCES: 1/11/2025 HRD (2 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 a South African Citizen;
- Must have no previous criminal / departmental convictions or criminal / departmental cases pending;
- Applicants will be subjected to a vetting process in which will include security screening and fingerprint verification.

Additional Requirements:

- In possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4;
- Certificate in food preparation and/or catering will serve as an advantage;
- The ability to operate elementary machines and equipment;
- Willing to work extended hours, when necessary.

Core Functions:

- Administer general mess matters;
- Administer mess purchases;
- Control Mess stock;
- Set up the kitchen for meal preparations with cooking utensils and equipment;
- Plan, pre preparation/cook of food as per healthy menu;
- Ensure well cooked food and appealing plate presentation;
- Serve meals and provide waiter service;
- Compliance in terms of hygiene and safety regulations in the kitchen.

Please take note of the following requirements and instructions:

- **The closing date for applications is 16 May 2025.**
- Applications must be submitted a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2q/vacancies.asp> and should be accompanied by a recently updated comprehensive Curriculum Vitae.
- **It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided below (Please note that applications that are submitted to an incorrect physical address will not be considered).**
- **Late applications will not be accepted or considered.**
- Short-listed applicants will be required to produce original certified copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license, before the interview.
- **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.**
- **Candidates are expected to disclose if he / she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment to that post.**
- **The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database.**
- If an applicant is short-listed, it can be expected of him / her to undergo a personal interview as well as practical assessment. Reference checking will be conducted on all short-listed candidates.
- Appointments will be made in terms of the **Public Service Act, 1994 (ACT NO 103 OF 1994)** as applicable to the post environment.
- Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons, as well as persons with previous convictions, are excluded.
- 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.**
- Application forms should be delivered as follows **(Please utilise one (1) mode of delivery which is convenient to you):**
 - **Postal address:**
SAPS Academy, Philippi, Private Bag X3, Parrow, Cape Town ,7499;
 - **Physical address:**
SAPS Academy, Philippi, New Eislieben Road, Philippi;
 - **Email address:**
Phillipisupport@saps.gov.za / Phillipihrm@saps.gov.za

- Enquiries can be directed to Lt Col Sereko at (021) 370 2665 / 2650.

We welcome applications from persons with disAbilities

