

CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor , Pretoria at the Reception. Faxed or e-mailed applications will not be considered. NB: Please ensure that your application reaches this office before 17h00 on week-days.
- NOTE** : Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria.

MANAGEMENT ECHELON

- POST 03/02** : **DIRECTOR: NATIONAL FORENSIC OVERSIGHT AND ETHICS BOARD (DNA)**
REF NO: CSP/01/2017
- SALARY** : R 898 743 per annum (All inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An LLB degree or equivalent tertiary qualification and registration with CIS will be an added advantage. A minimum of 5 years' experience at Middle Management. Sound knowledge of Public Service Systems and applicable legislations and regulations (Corporate legislations, King, III: PFMA, etc.) as well as their functioning, A proven track record in the management of Corporate Governance, working with Boards of Public Entities, processes and systems. Sound and extensive track record incorporating Governance, Budget management and Strategic Management, Be a strategic and analytical thinker with excellent communication and writing skills, People and diversity management experience. Ability to follow organizational objectives and drive synergies in a mature manner and provide a proven track record of experience in similar/relevant previous assignments. Advanced legal drafting skills, Good presentation skills, Good facilitation skills and Project management skills. Sound financial management skills, Planning and organizing skills, Problem solving and decision-making skills, Research skills, Report writing skills. Ability to prioritize and work under pressure.
- DUTIES** : Drafting and development of Policies and Procedures, Drafting recommendations for improvement to legislation and Keeping the Board fully informed of existing and new legislative requirements. Support the DNA Board in the effective management of the Board by drafting reports, developing systems reports. Overseeing the implementation of appropriate database management software solutions, ensuring training of stakeholders and acting as a communication and information channel

for the Board members. Overall management and development of the DNA Board staff in terms of Performance Management and Development System.
Ms Lerato Maisela Tel 012 393 2500/ 1916

ENQUIRIES

OTHER POSTS

POST 03/03 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: CSP/02/2017**

SALARY : R 612 822 per annum (All inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A National Diploma in Management Service/ Organisational Development or related equivalent qualification. At least 3-5 years' experience in Organisational Development/ Work Study and Job Evaluation environment. Knowledge of the Public Service Act and Public Service Regulation, knowledge and understanding of Policies that informs Organisational Development interventions, good understanding of Organisational Development interventions, Human Resource Policy formulation and implementation, sound knowledge of Equate Job Evaluation System, sound knowledge of Project Management. Experience in Work-Study investigation and Change Management. Analytical, Negotiation, Communication (written and verbal), and advanced computer skills.

DUTIES : Develop, review and implement Job Evaluation and Job Description Policies, facilitate the development and review Job Descriptions for all posts within the Department, conduct Job Analysis and Job Design, conduct consistent Job Evaluation and facilitate implementation, ensure appointment and training of Job Evaluation Panel and maintain terms of reference, conduct Work-Study investigations on all structural changes and make appropriate recommendations for approval, assist with the development and management of business processes within the Department. Management of Organisational Structure and maintain post establishment and post structure of the Department aligned to the approved organisational structure. Development and maintenance of Change Management framework and development of a programme of cultural change to improve the effectiveness of staff at all levels.

ENQUIRIES : Ms Lerato Maisela Tel: 012 393 2500/ 1916

POST 03/04 : **ASSISTANT DIRECTOR: POLICY AND PROGRAMME EVALUATIONS REF NO: CSP/05/2017**

SALARY : R389 145 per annum
CENTRE : Pretoria
REQUIREMENTS : A National Diploma/Degree in Social Science, Statistics, Population studies or Development studies or equivalent qualification. Two to three years' experience in Oversight or Monitoring and Evaluation environment. Strong research or evaluation background as well as exposure to policing environment will be an added advantage. Good understanding of government M&E Prescripts, e.g. Government Wide M&E Policy Framework. Knowledge and experience in report writing. Project management, good communication (both verbal and written) and analysis skills are a requirement. Computer competency (MS Word, Excel, Outlook, and power point) is required. Valid driver's licence, and ability to drive.

DUTIES : Develop M&E tools and guidelines. Conduct desktop research on various M&E areas/projects. Schedule and collect data for various M&E projects. Coordinate data capturing and analyse monitoring and evaluation data. Compile M&E reports. Assist in the coordination of M&E technical team activities. Participate in stakeholder engagements.

ENQUIRIES : Ms Danisile Sambo Tel: 012 393 2500/ 4359

POST 03/05 : **ASSISTANT DIRECTOR: POLICE PERFORMANCE REF NO: CSP/06/2017**

SALARY : R389 145 per annum
CENTRE : Pretoria
REQUIREMENTS : A National Diploma / Degree in Social Science, Statistics, Population studies or Development studies or equivalent qualification. Two to three years' experience in

Oversight or Monitoring and Evaluation environment. Strong research or evaluation background as well as exposure to policing environment will be an advantage. Training and experience in financial data analysis will be an added advantage. Good understanding of government M&E Prescripts, e.g. Government Wide M&E Policy Framework. Knowledge and experience in report writing. Project management, good communication (both verbal and written) and analysis skills are a requirement. Computer competency (MS Word, Excel, Outlook, and power point) is required. Valid driver's licence, and ability to drive.

DUTIES : Develop M&E tools and guidelines. Conduct desktop research on various M&E areas/projects. Schedule and collect data for various M&E projects. Coordinate data capturing and analyse financial M&E data. Compile M&E reports. Assist in the coordination of M&E technical team activities. Participate in stakeholder engagements.

ENQUIRIES : Ms Danisile Sambo Tel: 012 393 2500/ 4359

POST 03/06 : **ASSISTANT DIRECTOR: CONTRACTS MANAGEMENT REF NO: CSP/03/2017**

SALARY : R 311 784.00 per annum
CENTRE : Pretoria

REQUIREMENTS : A National Diploma in Supply Chain Management, Logistics, Finance, Contract Law or equivalent. Five years working experience in the public sector SCM environment. Three years working experience in the management of contracts and projects. Comprehensive knowledge of SCM policy and procedures, PFMA, PPPFA, NT Regulations and BBBEE. Knowledge of contract management process, procedure and guideline. Knowledge of LOGIS. Competencies: People Management. Planning and organizing. Communication (written and verbal). Problem solving. Customer service orientation. Business ethics and values. Computer literacy. Financial Management skills and ability to work in a team and independently.

DUTIES : Procure goods and services in accordance with PPPFA, NT Regulations, prescripts and instructions, SCM policy, procedures and processes. Implementation and management of the contract management function derived from the procurement process. Liaise with National Treasury on transversal contract matters, Provide support and advise on contract related matters. Coordinate reports from directorates on contract issues, Ensure that best practice SCM and SIPDM Standards are realized and Keep record of all related contract management matters. Assist with the drafting of service level agreements (SLA) and coordinate contracts signing Ensure that contract obligations are met. Monitor contract payments to service providers. Ensure that Internal control, policy and procedures are effective and check compliance with all relevant SCM and applicable legislative frame work. Implementation and management of the full travel management project with internal and external stakeholders. Manage the full administrative function of travel management. Coordinate and provide information, statistics and reports to senior management.

ENQUIRIES : Ms Danisile Sambo Tel: 012 393 2500/ 4359

POST 03/07 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: CSP/04/2017**

SALARY : R311 784.00 per annum
CENTRE : Pretoria

REQUIREMENTS : A National Diploma in Human Resource Management or equivalent qualification with 2-3 years' work experience within the Human Resources Management and Planning environment. Knowledge of Employment Legislation, and Human Resource System and Processes. Knowledge of Human Resources Planning; Knowledge of Human Resource Policies, Public Service Regulations and Public Service Act. Problem solving and communication skills, Analytical and Interpersonal skills. Computer literacy as well as Planning and organizing skills.

DUTIES : Implementation and co-ordination of Recruitment and Selection processes, Administration of Performance Management and Development. Maintenance of conditions of service (Leave ,housing allowance, medical aid, termination, long service, overtime, relocation and pension allowance), Implement amendments to

the establishment. Coordinate and monitor the implementation of Human Resource Plan and reporting.

ENQUIRIES : Ms Lerato Maisela Tel: 012 393 2500/ 1916

POST 03/08 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: SP/07/2017**

SALARY : R311 784.00 per annum
CENTRE : Pretoria
REQUIREMENTS : A National Diploma in Labour relations/ Human Resource Management/ Public Administration or equivalent qualification with 2-3 years' experience in Labour Relations environment. The candidate must have knowledge and experience of working with bargaining council, conflict management skills and experience, valid driver's license. The candidate must have knowledge and understanding of legislative framework governing the Public Service. Knowledge of dispute resolution process in the Public Service. Computer literacy, planning and organizing skills, conflict management skills, good verbal and written communication skills.

DUTIES : Promote sound employment relations through efficient handling of complaints, grievances, disputes and misconducts cases. Represent the employer in disciplinary cases. Liaise with staff at all levels and serve as a link between management and employees. Communicate and interact with Trade Unions and Shop Stewards on a regular basis. Render an advisory service on all employment relations issues to all staff including management. Facilitate and co-ordinate all disciplinary matters. Facilitate the resolution of grievances, manage and resolved conflicts. Prepare monthly statistics report on grievances and disciplinary matters. Represent the department in case referred for conciliation and assist in arbitrations proceedings. Provide and facilitates training on labour relations issue. Manage database on all labour related matters and compile reports to management. Provide secretariat service to the Employment Equity Consultative Forum. Provide management with monthly report on Employment Equity statistics.

ENQUIRIES : Ms Danisile Sambo Tel: 012 393 2500/ 4359

POST 03/09 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNESS REF NO: CSP/08/2017**

SALARY : R 311 784.00 per annum
CENTRE : Pretoria
REQUIREMENTS : A National Diploma in Social Work or BA Honours Psychology or relevant qualification. Registration with South African Council for Social Service Professions or Health Professions Council of South Africa. Relevant experience in Employee Health & Wellness. Knowledge and application of Employee Health & Wellness; Counseling; Program design and implementation skills; good presentation skills; assessment / diagnostic skills; well-developed communication skills (verbal and written); programme marketing skills; problem-solving; Project Management; innovative; flexible and quality oriented; Computer literacy; Planning and Organizing skills; Financial Management skills; Research skills, knowledge of promoting the social well-being of employees; knowledge and understanding of relevant legislations and their alignment to the Public Service EHW strategic framework.

DUTIES : Implement and ensure compliance on the following policies and standards; HIV&AIDS and TB management; Health and Productivity Management; Wellness Management; Sports and Recreation Management; Bereavement and Workplace violence Management policies. Design the implementation and evaluation mechanisms for these policies, render EHW services to employees of the Department; conduct diagnostic assessments, short-term interventions and referrals.

ENQUIRIES : Ms Danisile Sambo Tel: 012 393 2500/ 4359

POST 03/10 : **MONITORING AND EVALUATION OFFICERS X4 POSTS REF NO: CSP/09/2017**

SALARY : R262 272 per annum

CENTRE REQUIREMENTS : Pretoria
: A National Diploma in Social Science, Statistics, Population Studies or Development studies. One to two years' experience in Oversight or Monitoring and Evaluation environment. Understanding of Government Monitoring and Evaluation Prescripts, e.g. Government Wide M&E Policy Framework. Knowledge and experience in report writing. Project management, good communication (both verbal and written), and analysis skills are a requirement. Computer competency (MS Word, Excel, Outlook, and power point) is required. Valid driver's licence, and ability to drive.

DUTIES : Participate in development of Monitoring and Evaluation tools and guidelines. Conduct desktop research on various M&E areas/projects. Collect data for various M&E projects. Capture and analyse monitoring and evaluation data. Compile M&E reports. Develop and maintain stakeholder database.

ENQUIRIES : Sylvester Chauke / Dipuo Kupa, Tel: 012 393 4359/ 1873/ 2500

POST 03/11 : **SYSTEM CONTROLLER: LOGIS REF NO: CSP/10/2017**

SALARY : R 262 272.00 per annum
CENTRE : Pretoria
REQUIREMENTS : A National Diploma in Supply Chain Management/ Logistics/ Financial Management or equivalent qualification. Three years' working experience within the Supply Chain Management environment. Basic knowledge of Supply Chain duties, practices as well as the ability to capture data and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment and Treasury Regulations (PFMA, DORA, PSA,PSR PPPFA, Financial Manual).Knowledge of basic financial operating systems (BAS, LOGIS etc.). Good verbal and written communication skills, teamwork, flexibility and computer skills.

DUTIES : Compile and set-up of information relating to store infrastructure for department. Authorize balance Adjustments. Reverse Receipts issued online. Generate Daily, weekly and Monthly Batch runs and reports. Ensure reprints of Issue and Receipt Vouchers are printed after approval and maintain user profiles and passwords.

ENQUIRIES : Sylvester Chauke / Dipuo Kupa, Tel: 012 393 4359/ 1873/ 2500

POST 03/12 : **PERSONAL ASISTANT OFFICE OF THE CHIEF FINANCIAL OFFICER REF NO: CSP/11/2017**

SALARY : R 211 194.00 per annum
CENTRE : Pretoria
REQUIREMENTS : Secretarial Diploma or equivalent qualification plus three to five years' experience in rendering support service to Senior Management. Knowledge on the relevant legislation/ policies/ prescripts and procedures in the Public Service. Basic knowledge on financial administration. Language skills and the ability to communicate with people at different background. Good telephone etiquette, Computer literacy, Sound organizational skills, Interpersonal skills, High level of reliability, Written communication skills, Ability to act with tact and discretion, Ability to do research and analyse documents and situations. Good grooming and presentation skills, Self-management and motivation.

DUTIES : Provide Secretarial support service to the Chief Financial Officer. Render administrative support service. Diary Management of the Chief Financial Officer. Ensure effective flow of information and document management for the office. Ensure safekeeping of all documentation by filing documents in line with relevant legislation and policies.Respond to enquiries received from internal or external stakeholders. Coordinate the Chief Finanacial Officer's travelling arrangements and claims. Manage leave register for the Chief Directorate. Handle the procurement of standard items like stationary, refreshmnts, etc, for the Office of the Chief Finanacial Officer. Provides support to the Directorate regarding meetings by recording minutes/decisions and communicate to relevant role-players. Coordinate logistical arrangements for meetings when required.

ENQUIRIES : Sylvester Chauke/ Nancy Sefiti, Tel: 012 393 4359/ 1873/ 2500

POST 03/13 : **SUPPLY CHAIN MANAGEMENT CLERK: ASSETS REF NO: CSP/12/2017**

SALARY : R171 069 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 or National Certificate / A National Diploma in Supply Chain Management/ Logistics/ Financial Accounting or equivalent qualification will be an added advantage. A valid driver's licence. Basic knowledge of Supply Chain Management duties, practise as well as the ability to capture data, operate computer and collecting statistics. Knowledge of basic Financial operating systems (BAS, LOGIS etc.). Basic knowledge and understanding of the legislative framework governing the public service. Basic knowledge of work and procedures in terms of the Supply Chain Management work environment. Computer and database skills. Good verbal and written communication skills. Teamwork.

DUTIES : Receive and allocate new assets. Maintain movable asset register of the department. Conduct physical asset verifications. Conduct regular spot checks and counts to ensure correctness of asset records. Perform asset reconciliations. Update asset movements. Safekeeping of new and unused assets. Assist with disposal of assets.

ENQUIRIES : Sylvester Chauke/ Nancy Sefiti, Tel: 012 393 4359/ 1873/ 2500

POST 03/14 : **SENIOR ADMINISTRATIVE CLERK REF NO: CSP/13/2017**
This is a re-advertisement; applicants who previously applied are encouraged to re-apply.

SALARY : R142 461.00 per annum
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate. A minimum of 1 to 2 years' experience in Office Management and Administration. Technical Competencies: Office Management and Administration, Secretarial functions and Office Administrative systems. Driver's license. Good communication (written and verbal), Interpersonal, Administrative, Organizational and Computer skills (MS Word, MS Excel, PowerPoint), Ability to work independently and under pressure.

DUTIES : Provide administration support in the office of the Secretary. Execute daily office record keeping, Accurate filling of all correspondence on daily basis and ensure there is no filling backlog. Assist with the execution of the functions attached to the registry and responsible for efficient running of the registry in the Office of the Secretary. Open post and parcels. Open and close files, Order stationery, receiving and dispatching of documents/correspondence. Provide driver's services when requested to deliver and collect urgent documents/submissions when required by the Secretary. Prepared to provide assistance when required during after-hours. Assist with some of the duties of the PA when absent or on leave.

ENQUIRIES : Sylvester Chauke / Dipuo Kupa, Tel: 012 393 4359/ 1873/ 2500

POST 03/15 : **SUPPLY CHAIN CLERK: STORES & WAREHOUSE REF NO: CSP/14/2017**

SALARY : R142 461.00 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 or National Certificate / A National Diploma in Supply Chain Management/ Logistics/ Financial Management or equivalent qualification. 1-2 years' work experience within the Supply Chain Management environment. Basic knowledge of Supply Chain Management duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the work environment. Treasury regulations (PFMA, DORA, PSA, PSR PPPFA, Financial Manual). Knowledge of basic Financial operating systems (BAS, LOGIS etc.). Good verbal and written communication skills, teamwork, flexibility and computer skills.

DUTIES : Receive and verify stock according to purchase orders. Packing of stock on the shelves and update bin cards. Issue stock according to the requests. Conduct spot checks and stock count. Ensure the safekeeping of stores and warehouse items.

ENQUIRIES : Sylvester Chauke / Dipuo Kupa, Tel: 012 393 4359/ 1873/ 2500

POST 03/16 : **SUPPLY CHAIN MANAGEMENT CLERK: ORDERS REF NO: CSP/15/2017**

SALARY : R142 461.00 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 or National Certificate / A National Diploma in Supply Chain Management/ Logistics/ Financial Management or equivalent qualification will be an added advantage. Basic knowledge of Supply Chain Management duties, practise as well as the ability to capture data, operate computer and collecting statistics. Knowledge of basic financial operating systems (BAS, LOGIS etc.) Basic knowledge and understanding of the legislative framework governing the public service. Basic knowledge of work and procedures in terms of the Supply Chain Management work environment. Computer skills. Good verbal and written communication skills. Teamwork.

DUTIES : Receive requisitions for goods and services. Process requisitions for goods and services. Process orders. Fax or email orders to suppliers. Manage the 0-9 filing systems.

ENQUIRIES : Dipuo Kupa / Nancy Sefiti, Tel: 012 393 4359/ 1873/ 2500

POST 03/17 : **CLEANERS 1 X CIVILIAN SECRETARIAT FOR POLICE SERVICE 1 X OFFICE OF THE DPCI JUDGE REF NO: CSP/16/2017**

SALARY : R84 096.00 per annum
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate or ABET will be an added advantage, Extensive experience in cleaning environment. Basic knowledge of general hygiene practices. Knowledge of facility layout. Knowledge of cleaning products and applications. Ability to use a variety of cleaning equipment and products, Basic literacy and communication skills,

DUTIES : The successful candidates will be responsible for amongst others the following specific tasks: Proper cleaning of offices, equipments, state property and assets. Ensure effective use of cleaning materials and equipment. Store cleaning materials and equipment in a safe place. Empty office dustbins daily and dispose of all refuse appropriately. Check and clean bathrooms aily. Dust office furniture timeously and vacuum all carpets.

ENQUIRIES : Sylvester Chauke/ Nancy Sefiti, Tel: 012 393 4359/ 1873/ 2500
CLOSING DATE : 03 February 2017