

CIVILIAN SECRETARIAT FOR POLICE

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.
- CLOSING DATE** : 03 March 2017 (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.

OTHER POSTS

- POST 07/25** : **DEPUTY DIRECTOR: SPECIALIST INVESTIGATOR REF NO: CSP/18/2017**
- SALARY** : R726 276 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree /Diploma in Law or Policing or equivalent qualifications. Four years appropriate experience in Management of Criminal Investigation. Knowledge of the investigative system and procedures. Human rights and governments broad transformation objectives and initiatives. Knowledge of Performance Management system in Public service. Understanding confidentiality documents. Knowledge and understanding of criminal law, criminal procedure and law of evidence. Project Management skills. Presentation skills. Problem solving and decision making skills. Report writing skills. Organising skills. A valid driver's license and able to drive a motor vehicle. Communication (verbal and written) skills. Computer literacy (Ms Office, Intranet and internet). Ability to work independently, yet a part of a team when required and work under pressure and meet deadlines Ability to act with tact and discretion
- DUTIES** : Conduct investigations on complaints from the public into serious and unlawful infringement of rights by the DNA Board. Compile investigation reports on complaints for consideration by the DNA Secretariat Head. Attend to classification and registration of complaints on the DNA database. Analyse complaints and trends. Assist the DNA Secretariat Head in engaging with departmental stakeholders and role-players. Attend to all other directives of the DNA Board relating to his/her mandate. Brief the DNA Secretariat Head on imminent actions required. Scrutinizes routine submissions/reports and make notes and/or recommendations for the Board. Collects analyses and collates information requested by the DNA Secretariat Head. Obtains inputs, collates and compiles reports, e.g. Progress reports, Monthly reports, and Management reports. Manage investigators component by ensuring that the database is updated and registers are completed Prepare performance plans. Evaluate performance using the PDMS. Monitor staff vacation and sick leave utilization and patterns. Monitor the

utilization of official telephone and cellphone in the Office of the Secretary and prepare an analysis report for the Secretary.

ENQUIRIES : Ms Lerato Maisela, Tel no: 012 393 2500/ 1916

POST 07/26 : **DEPUTY DIRECTOR: LEGISLATION REF NO: CSP/19/2017**

SALARY : R637 860–R953 451 per annum (Salary will be in accordance with OSD determination)

CENTRE : Pretoria

REQUIREMENTS : Appropriate recognized LLB degree coupled with ability to draft comments on legislation. Eight years appropriate experience in legislation. Applicant must be admitted as an attorney or as an admitted advocate who has passed the bar exam. Ability to provide legal opinions and advice. knowledge in safety and security will be an advantage. Public Finance Management Act. Constitutional Law. Treasury Regulations. Good language skills (English). Output driven and be able to adhere to deadlines. Computer literacy. Good management. Presentation and analytic skills Legislative drafting skills. Good communication (both written and verbal) is a requisite and an eye for detail.

DUTIES : Draft and comment on policies and Legislation. Provide legal support relating to the interpretation and drafting of legislation. Draft and provide legal opinions and advice. Provide administration and legal support in the Unit and Department. Conduct research and collate information. Responsible for ensuring that the work produced by the Unit is of good quality and that the timelines set by the regulations and appeals protocol are adhered to

ENQUIRIES : Ms Lerato Maisela, Tel no: 012 393 2500/1916

POST 07/27 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: CSP/21/2017**
Two months contract

SALARY : R612 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 no: 012 393 2500/1916

POST 07/28 : **OFFICE ADMINISTRATOR REF NO: CSP/20/2017**

SALARY : R211 194 per annum

CENTRE : Pretoria

REQUIREMENTS : A recognized National Diploma/ Degree (NQF6) in Public Administration/ Management or equivalent qualification plus relevant experience in organisational performance management and reporting Job Knowledge and skills, Communication, Interpersonal relations, Flexibility, Teamwork, Computer skills, Planning and Organising, Language, Good Communication skills (verbal and written).

DUTIES

: Provide administration support. 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. Open post and parcels. Open and close files, Order stationery, receiving and dispatching of documents/correspondence. Prepare to provide assistance when required during after-hours. Assist with some of the duties of the Personal Assistant when absent or on leave.

ENQUIRIES

: Ms Lerato Maisela, Tel no: 012 393 2500/1916