

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.
- CLOSING DATE** : 23 June 2017
- 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. Faxed or e-mailed applications will not be considered. 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. NB: Please ensure that your application reaches this office before 17h00 on week-days.

OTHER POST

- POST 23/11** : **SENIOR ADMINISTRATIVE CLERK REF NO: CSP/24/2017**
- SALARY** : R152 862 per annum, Level 05
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 senior certificate. A diploma or degree in Administrative Management, Office Management, Public Management/Administration or relevant qualification may be an added advantage. 1-2 year's relevant working experience in office administration. Basic organizational, interpersonal and communication skills (written and verbal). Be able to work independently and in a team. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative frame work governing the public services.
- DUTIES** : Planning diary of events, which includes arranging and confirming of meetings and workshops. Coordinating arrangements in respect of venue for meetings and events which involves the Directorates. Manage telephone calls and direct calls to the relevant officials and attend to all enquiries. Prepare travel documentation and itineraries. Preparation and submission of claims upon return from travel. Draft letters, submissions and memoranda. Draft meeting agendas and taking of minutes during meetings. Coordinate supply chain and procurement processes for the unit. Manage filing system and ordering of stationery for the Chief Directorate. Capture and update expenditure in component. Check correctness of subsistence and travel claims of official and submit to manager for approval. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationary.
- ENQUIRIES** : Ms Nancy Sefiti / Mr Sylvester Chauke Tel no: (012) 393 2500/1873