

**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.
- CLOSING DATE** : 07 July 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 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.

**MANAGEMENT ECHELON**

- POST 25/06** : **DIRECTOR: POLICY DEVELOPMENT REF NO: CSP/26/2017**
- SALARY** : R 898 743.00 Per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree in Public Policy, Criminology, Law or Sociology. 4-5 years appropriate research, policy development with 5 years middle management experience. Good understanding of policing, crime and safety practices, and knowledge and understanding of the criminal justice system and relevant policy environment. Ability to establish a network in the policing or security establishment. People management skills. Knowledge of governmental procurement process and the PFMA. Good verbal skills and excellent writing skills. High level of proficiency in relevant computer applications.
- DUTIES** : Develop sound and clear police-related policies through conducting research, analysing findings, and providing recommendations. Collaborate with the Departments Civilian Oversight, Monitoring and Evaluation and Partnership unit for the development of policies, and to enhance the implementation of policies, practices and procedures. Undertake extensive consultation on all policies in the provinces and through public engagements. Develop policy and discussion papers on aspects of policing as requested by the Chief Director and the Secretary for Police Service. Perform any other duties as may be assigned by the Chief Director.
- ENQUIRIES** : Mr S Chauke / Mr K Shiphamele (012-393-1873)