

**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** : 13 October 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 will 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 POST**

- POST 39/02** : **DEPUTY DIRECTOR: SPECIALIST INVESTIGATOR REF NO: CSP/28/2017**  
This is a re-advertisement of ref: 07/25. Applicants who previously applied should re-apply if still interested.
- SALARY CENTRE REQUIREMENTS** : R657 558 per annum (All-inclusive package)  
: Pretoria  
: An appropriate Bachelor's Degree/Diploma in Law or Policing, preferably in the Criminal Justice sector, or equivalent qualification. A minimum of eight years relevant experience, of which at least 3-5 years must be at the level of junior management. Appropriate experience in managing criminal investigations; knowledge of investigative systems and procedures; human rights and Government's broad transformation objectives and initiatives; ability to handle confidential documents; knowledge and understanding of Criminal Law, Law of Criminal Procedure and Law of Evidence; project management skills; presentation skills; problem solving and decision-making skills; report writing skills; organising skills; communication (verbal and written) skills; computer literacy ; ability to work independently, yet part of a team; work under pressure; meet deadlines and to act with tact and discretion.
- DUTIES** : Conduct investigations on complaints from the public into serious and unlawful infringement of rights in terms of the Criminal Law (Forensic Procedures) Amendment Act, 2013 (Act No. 37 of 2013) (DNA Act). Assist the Head: National Forensic Oversight and Ethics Board (DNA Secretariat) in setting up a functional complaints management system and administrative procedures; compile investigation reports on complaints for consideration by the DNA Secretariat Head; attend to classification and registration of complaints on the National Forensic DNA database (NFDD); analyse complaints and trends and develop recommendations;

assist the DNA Secretariat Head in engaging with relevant stakeholders and role-players on matters pertaining to the legislative functions of the DNA Board; attend to all other directives of the DNA Board relating to its mandate, and manage the investigator's component by ensuring that the database is updated and registers are completed.

**ENQUIRIES**  
**NOTE**

- : Mr BK Shiphamele/ Mr CL Magardie Tel no: (012) 393 2500/4359
- : Please note: Shortlisted candidates will be required to undergo a competency assessment.