

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** : 03 November 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 43/01** : **DIRECTOR: LEGISLATION REF NO: CSP/29/2017**
- SALARY** : R948 174.00 per annum (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : LLB Degree or Bachelors or Degree in Law (NQF 7) or relevant equivalent qualification. 5 years middle management experience. Extensive knowledge and experience in legislative drafting. Sound knowledge of and interpretation of Constitutional Law. High level of legal drafting skills. Understanding of legislation research and development methodologies. Knowledge of Legislation and analysis methods, Government legislation, Research methodologies, Planning and Organising skills, Communication skills, Presentation skills and Project management skills.
- DUTIES** : Draft primary and secondary legislation relating to the mandate of the Minister of Police in accordance with approved policy directives. Provide support on the development of legal instruments for the Secretariat and ensuring that the relevant legal instruments are complied with. Conduct all legal research to improve policing legislation. Provide Legal Advice. Provide support on Minister's statutory and constitutional responsibilities. Executive Risk Management. Management of Resources.
- ENQUIRIES** : Mr BK Shiphamele / Mr CL Magardie Tel. No: (012) 393-4359/2500