

**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** : 29 December 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 50/06** : **LEGISLATION SPECIALIST (12 MONTHS CONTRACT) REF: CSP/32/2017**
- SALARY** : R948 174 per annum (All-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An LLB Degree; Degree in Law or relevant legislation drafting equivalent qualification. Minimum of 5 years' experience at Middle Management level. Extensive knowledge and experience in legislation drafting. A sound knowledge of and interpretation of constitutional law. Knowledge of White Paper in Policing. Specialised knowledge and experience in safety and security environment. A high level of legal drafting. Understanding of legislation research and development methodologies. Government legislation. Excellent communication skills. Project Management skills. Legislation research and development skills. Planning and Organising skills. Analytical and decision making skills and problem solving skills. A Valid driver's license.
- DUTIES** : Analyse South African Police Service (SAPS) and other legislation relation relating to the mandate of minister of Police in accordance with approved policy directives. Conduct legal research to improve SAPS policing legislation and other related legislation. Liaise and interact with key stakeholders and departments relating to the drafting of legislation. Facilitate and formulate the drafting of legislation as per Minister's instructions and priorities. Present draft bills and legislation to relevant forums.
- ENQUIRIES** : Lerato Maisela, Tel: 012 393 1916
- CLOSING DATE** : 29 December 2017