

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** : 11 May 2018
- 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. Employees who left the public service earlier on the condition that he or she would not accept or seek re-appointment; or due to ill health and cannot provide sufficient evidence of recovery 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 17/21** : **ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: CSP/03/2018**
- SALARY CENTRE REQUIREMENTS** : R334 545 per annum (Level 9)
: Pretoria
: National Diploma or Bachelor's Degree in Human Resource Management /Development or equivalent qualification. 3 – 5 years' relevant experience in human resource development/ training field. Knowledge and understanding of legislative frameworks within the human resource development area, Ability to implement projects and understanding of PFMA and procurement processes. Public Service Code of Conduct, South African Qualifications Authority (SAQA) and related legislation. Understanding of government priority governing skills programs and skills development legislation. Excellent communication skills (written and verbal), computer literacy, and interpersonal relation skills. Problem solving skills and analytical skills. Planning and organising skills. Project management skills, presentation skills and facilitation skills. Drivers licence.
- DUTIES** : Compile and submit the quarterly monitoring report, Workplace skills plan/ annual training report. Administer and implement departmental unemployed youth development programmes such as Work integrated programme (WIL) and internship. Co-ordinate, facilitate and monitor training intervention in the Department such as compulsory induction programme, departmental induction, coordinate adult education training programme, management

development programmes, etc. Administer departmental bursary scheme. Facilitate the amendment development of Human Resource Development policies: Identify policy gaps and incorporate inputs/amendments and analyse policy directives. Assist in the drafting of departmental HRD Strategy and implementation plan.

ENQUIRIES

: Mr BK Shiphamele/ Ms NM Sefiti (012-393-4359/2500)