

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** : 01 June 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. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment; or due to ill health and cannot provide sufficient evidence of recovery should not apply. Faxed or e-mailed applications will not be considered. No late applications will be accepted. 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 20/01** : **SENIOR ADMINISTRATIVE CLERK REF NO: CSP/04/2018**
- SALARY** : R152 862 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate. A minimum of 1 to 2 years' experience in Office Management and Administration. Technical Competencies: Office Management and Administration, Secretarial functions and Office Administrative systems. Valid Driver's license. Due to job inherent requirements of the post, shortlisted candidates will be subjected to driving skills test. Good communication (written and verbal), Interpersonal, Administrative, Organizational and computer skills (MS Word, MS Excel, PowerPoint), Ability to work independently and under pressure.
- DUTIES** : Provide administration support in the office of the Secretary. Execute daily office record keeping. Accurate filling of all correspondence on the daily basis and ensure there's no filling backlog. Assist with the execution of the functions attached to the registry and responsible for efficient running of the registry in the Office of the Secretary. Open post and parcels. Open and close files, order stationery, receiving and dispatching of the documents/correspondence. Provide driver's services when requested to deliver and collect urgent documents/submissions when required by the Secretary. Prepared to provide assistance when required during after-hours and assist with some of the duties of the PA when absent or on leave.
- ENQUIRIES** : Mr S Matsapola / Ms N Sefiti, Tel No: (012) 393 4359/2500