

**CIVILIAN SECRETARIAT FOR POLICE SERVICE**

- 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 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 24/03** : **DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: CSP/06/2018**  
This is a re-advertisement of ref: CSP/27/2017. Applicants who previously applied should re-apply if still interested.  
Period: 12 Months contract
- SALARY** : R657 558 per annum (all inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Bachelor's Degree in Public Management/Business Management or equivalent qualifications. Relevant 3-5 years' experience which 3 years must be of Assistant Director Level. Knowledge of sound strategy planning process (sound knowledge of planning tools and systems applicable to public sector). Knowledge of Public Service Rules and Regulations. Project management skills. Knowledge of Government planning cycle. Understand Government policies related to strategic planning, monitoring and evaluation, outcomes approach, and those related to the departmental practice of Civilian Secretariat for Police. Developing indication and managing. Strategic thinking process. Performance management process. Ability to interpret and apply policy. Planning and facilitation skills. Communication skills. Interpersonal skills. Computer literacy. Valid driver's license. Ability to interpret and apply policy.
- DUTIES** : Facilitate the Departmental planning process by Coordinate and facilitate the consolidation & review of the department's strategic plan. Capacitate Departmental role players and Conduct capacity building workshops in strategic planning. Advise departmental strategic role players. Knowledgeable regarding planning and reporting processes aligned to the MTEF cycle. Facilitate review and approval process of strategic plan reports and manage the process of compiling the Annual report. Manage and facilitate Departmental Service Delivery Improvement Plan. Develop and facilitate the Departmental Monitoring and

**ENQUIRIES**

: Evaluation systems and performance auditing. Coordinate and facilitate Management Performance Assessment Tool (MPAT).  
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