

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 August 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 29/02** : **CHIEF PERSONNEL OFFICER REF NO: CSP/08/2018**
Chief Directorate: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R299 709 per annum (Level 08)
Pretoria
- REQUIREMENTS** : National Diploma in Human Resource Management / Behavioural Science or Industrial Psychology or equivalent qualification. Three years experience in Performance Management and Development and Human Resources Administration. Excellent communication skills (written and verbal), Analytical thinking, Interpersonal skills, conflict resolution, ability to perform independently and under pressure. Knowledge and proof of PERSAL training (training on PERSAL Controller will be an added advantage). Appropriate experience in Public Service. Knowledge of Public Service Regulations, Human Resources prescripts. Computer literacy (Ms Word, Ms Excel and Power point). An innovative thinker with good planning, Project Management and organisational skills. Report writing. Database and statistical management.
- DUTIES** : Render effective Performance Management System and Human Resources Administration. Facilitate the submission of Performance Agreements and Work plans. Facilitate the administration of probations for SMS and lower levels. Managing Human Resources Management monitoring and evaluation tools. Manage the auditing of submitted documents. Facilitate the effective implementation of pay progression and merit awards for all levels. Develop Database for all PMDS documents. Control PERSAL System function for Human Resource Administration. Provide Human Resource provision/ service such as

ENQUIRIES

recruitment, selection, appointments, resignations and transfers. Implement conditions of services: housing, acting allowances, medical schemes, injury on duty, leave, long service, medical aid, service bonus, resettlement and pension. Compile monthly Human Resource Management statistical information.
Mr BK Shiphamele Tel No: (012-393-4359/2500)