

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** : 24 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 POSTS

- POST 32/09** : **ASSISTANT DIRECTOR: COMMUNITY OUTREACH PROGRAMME REF NO: CSP/09/2018**
- SALARY** : R444 693 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor Degree in Social Science or relevant equivalent qualification. 3 year's working experience. Knowledge of the Constitution of the Republic of South Africa, Good Governance and Batho Pele Principles, Performance Management and Monitoring. Public Service Regulations, Public Finance Management Act and internal performance evaluation and reporting. Understanding of Intergovernmental Relations Frameworks Act, government policies and advanced report writing skills. Policy presentation and policy implementation and evaluation process. Computer literacy, communication (verbal & written) skills, presentation skills, planning and organizing skills. Event management skills and facilitation skills. Team leadership, problem solving skills. Drivers Licence.
- DUTIES** : Provide support in the identification of relevant initiatives to promote crime prevention. Engage with stakeholders and communities to identify community safety constraints in various target groups, develop community safety programmes according to identified community safety constraints. Provide support on the development of plans to implement community safety programs in identified communities. Develop and review community outreach programmes. Research comparative community outreach programmes, measure impact of implemented outreach programmes and recommend improved initiatives. Engage in dialogues and other avenues to source inputs, coordinate and align community outreach programmes for implementation in various target groups to ensure synergy Manage and update database of relevant stakeholders and implemented programmes. Provide support on the facilitation of public participation

engagements. Provide logistic support in preparation of public participation engagements and assist with the co-ordination of national and provincial events. Assist with the implementation, follow ups and compiling draft reports with recommendations for implemented public participation engagement plans. Write and present reports with recommendations on the community outreach engagements, assist in the research and analysis of performance of unit functions against plan. Provide support on the reporting for budget and resources. Develop and implement directorate resource monitoring tool, provide support on monthly compilation of expenditure budget reporting of costs on activities and assist in the development of sub-directorate budget tool.

ENQUIRIES : Ms NM Sefiti / Mr S Matsapola Tel No: (012) 393 4359/2500

POST 32/10 : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL PARTNERSHIPS REF NO: CSP/10/2018**

SALARY : R444 693 per annum

CENTRE : Pretoria

REQUIREMENTS : Bachelor Degree in Social Science or relevant equivalent qualification. 3 year's working experience. Knowledge of the Constitution of the Republic of South Africa, Good Governance and Batho Pele Principles, Performance Management and Monitoring. Public Service Regulations, Public Finance Management Act and internal performance evaluation and reporting. Understanding of Intergovernmental Relations Frameworks Act, government policies and advanced report writing skills. Policy presentation and policy implementation and evaluation process. Computer literacy, communication (verbal & written) skills, presentation skills, planning and organizing skills. Event management skills and facilitation skills. Team leadership, problem solving skills. Drivers Licence.

DUTIES : Facilitate in managing the implementation of crime prevention initiatives, provide support on the development of guidelines to clarify and inform community empowerment initiatives. Write reports on Intergovernmental Partnerships crime prevention, participate in the development plan to evaluate intergovernmental partnerships crimes initiatives. Facilitate in the identification of relevant initiatives to support crime prevention. Facilitate and engage in the development of monitoring and evaluation guide, provide inputs on conducting needs analysis by means of appropriate tools and manage the intergovernmental Partnerships stakeholder engagement. Identify intergovernmental Partnerships initiatives for the Sub-Directorate. Coordinate the development of intergovernmental cooperation annual business Plan. Conduct researched input on the development of sub-directorate annual plan, facilitate in research and analysis of performance of unit functions against plan. Support the development and presentation of progress reports, facilitate the development budget of the sub-directorate annual plan and quarterly programmes.

ENQUIRIES : Ms NM Sefiti / Mr S Matsapola Tel No: (012) 393 4359/2500

POST 32/11 : **SENIOR ADMINISTRATION OFFICER REF NO: CSP/11/2018**

SALARY : R299 709 per annum

CENTRE : Pretoria

REQUIREMENTS : National Diploma/ Degree in Public Administration or equivalent qualification. 2-3 years' experience in Secretarial/ Office Administration or Personal Assistant field. Knowledge of the Constitution of the Republic of South Africa, Public Service Regulations, Public Finance Management Act. Treasury Regulations, Supply Chain Management procedures and Personnel Performance Management Systems. Computer literacy, strong communication (verbal & written) skills. Presentation skills, planning and organizing skills. Ability to interact with all functions & levels including top management and facilitation skills. An analytical approach to problem solving, confidentiality, integrity and honesty. Ability to work under pressure and work long hours. Driver's License.

DUTIES : Provide executive administrative support, ensure an effective flow of information and documents to and from the office of the Head of Department. Coordinate travel arrangements, schedule and manage appointments. Coordinate and administer leave register and telephone accounts for the Office of the Head of Department. Prepare briefing notes for the Head of Department, safekeeping of all documentation. Provide logistical support services, process and submit subsistence and travel claims. Handle queries from internal and external clients. Manage the budget of the office of the Head

of Department, monitor expenditure and alert the Head of Department of possible over and under spending, keep a record of expenditure and other financial commitments. Check and verify financial reports, compilation of various submissions/ memoranda and responses in relation to the disbursement function. Oversee effective, efficient and economical utilisation of the funds.

ENQUIRIES

: Ms NM Sefiti / Mr S Matsapola Tel No: (012) 393 4359/2500