

**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** : 28 September 2018
- NOTE** : Applications must be submitted on the prescribed application form Z83 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 comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons, as well as persons with previous convictions, 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. 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.

**OTHER POST**

- POST 37/01** : **MONITORING AND EVALUATION ASSISTANTS REF NO: CSP/12/2018 (X10 POSTS)**  
(Five Months Contract)
- SALARY** : R163 563 per annum (plus 37% in lieu of benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 or relevant qualification. Extensive experience of working with the Microsoft Windows suite of software. Experience in data collection and processing. A high degree of computer literacy (MS Word, Excel, Outlook, etc). Analytical, project management and interpersonal skills. A valid Driver's license and ability to drive. Job related skills: Team Leadership, Customer Service Orientation, Communication, Interpersonal Interaction, Change Orientation, Personal Commitment, Planning and Organizing and Problem Analysis and Decision-Making.
- DUTIES** : Collect data at police stations and relevant places. Capture data in the database. Handle the controlling of computerised source documents and assist the information Analyst in compiling progress reports. Develop and maintain an integrated schedules. Administer source documents, computerise information from source documents. Control computerised source documents.
- ENQUIRIES** : Mr S Matsapola / Ms N Sefiti Tel No: (012) 393 4359