

**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** : 19 October 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 40/03** : **PERSONAL ASSISTANT REF NO: CSP/13/2018**
- SALARY** : R242 475 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate Secretarial Diploma or equivalent qualification. 3-5 years' experience in rendering support to Senior Management. Knowledge on the relevant legislation/ policies/ prescripts and procedures in the public services. Computer competency (MS Word, Excel, Outlook, PowerPoint and emails). Job related skills: communication skills (Written and Verbal), facilitation skills and report writing skills. Problem solving and decision making. Interpersonal relations, professional telephone manner, organisational skills and ability to multitask. Inherent requirements: service delivery and client orientation, time management and ability to work long hours. Confidentiality and high level reliability, confident and independent. Integrity and honesty. Ability to work under pressure and to tight deadlines. Document analysis, planning and organising. Ability to act with tact and discretion.
- DUTIES** : Provide administrative and secretarial support: ensure the effective flow of information and document to and from the office of the Chief Director, ensure safekeeping of all documentation in the office of the Chief Director, scrutinize routine submissions/ reports and make notes and /or recommendations for the Chief Director. Ensure that travel arrangements

are well coordinated, schedule and manage appointments. Prepare correspondence and other information as requested. Coordinate and administer leave register and telephone accounts for the Unit. Provide logistical support services: record minutes/ decisions and communicate to relevant role players, prepare briefing notes for the Chief Director, coordinate logistical arrangements for meeting when required. Process and submit subsistence and travel claims. Administer the demand management plan of the Chief Directorate, compile draft letters and submissions as requested. Administer the budget of the office of the Chief Directorate: collect and coordinate all documents in relation to the budget of the Unit, keeps record of expenditure commitments. Monitor expenditure and alert the Chief Director of possible over and under spending, keep a record of expenditure and other financial commitments for the Chief Directorate. Check and verify financial reports in support of the Chief Directorate. Provide general support services: prepare documents for meetings hosted and/ or attended by the Chief Director, circulate documents to other meeting participants and provide secretarial support for the Chief Directorate meetings. Perform any other administrative duties required by the Chief Director and follow up on behalf of the Chief Director regarding on the implementation of meeting and other decisions.

**ENQUIRIES**

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