

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** : 26 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 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. NB: Please ensure that your application reaches this office before 17h00 on week-days.

OTHER POST

- POST 41/03** : **SCM CLERK: STORES & WAREHOUSE REF NO: CSP/14/2018**
- SALARY** : R163 563 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 or National Certificate/ A National Diploma in Supply Chain Management/ Logistics/ Financial Management or equivalent qualification. 1-2 years' work experience within the Supply Chain Management environment. Basic knowledge of Supply Chain Management duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedure in terms of the work environment. Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (BAS, LOGIS etc.). Good verbal and written communication skills, teamwork, flexibility and computer skills.
- DUTIES** : Receive and verify stock according to purchase orders. Packing of stock on the shelves and update bin cards. Issue stock according to the requests. Conduct spot checks and stock count. Ensure the safekeeping of stores and warehouse items.
- ENQUIRIES** : Mr S Matsapola/Ms N Sefiti Tel No: 012 393 2500/ 4359
- NOTE** : Shortlisted candidates will be required to undergo a competency assessment.