ANNEXURE A

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: 15 February 2019

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. 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 04/01 ADMINISTRATION CLERK REF NO: CSP/01/2019

SALARY: R163 563 per annum

CENTRE: Pretoria

REQUIREMENTS: Grade 12. A minimum of 1 to 2 years’ experience in Office Management and Administration. Technical Competencies: Office Management and Administration, Secretarial functions and Office Administrative systems. Good communication (written and verbal), planning and organizing, problem analysis and decision making and computer skills (MS Word, MS Excel, PowerPoint). Ability to work independently and under pressure.

DUTIES: Render general clerical support services. Record, organize, store, capture and retrieve correspondences and data. Handle routine enquiries. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurements of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items and stock control of office stationery. Provide personnel administration and clerical support within the component. Maintain leave register for the component. Keep and maintain personnel records in the component. Provide financial administration support services in the component. Capture budget and update expenditure in the component. Arrange travel and accommodation for staff. Check correctness of subsistence and travel claims of officials. Offer administrative support to the Director: Research.

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