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: 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. Faxed or e-mailed applications will not be considered. No late applications will be accepted.

CLOSING DATE: 31 May 2019. Please ensure that your application reaches this office before 17h00 on week-days.

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. 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.

OTHER POSTS

POST 17/04: DEPUTY DIRECTOR: RESOURCE INFORMATION MANAGEMENT REF NO: CSP/04/2019

SALARY: R869 007 per annum

CENTRE: Pretoria

REQUIREMENTS: Bachelor Degree/ Diploma in Library Science, Information Management or Knowledge Management, Informatics/ Research or relevant qualifications. 5 years’ experience in Knowledge and Information Management of which 3 years must be at management/ supervisory level (ASD). Knowledge of the Constitution of the Republic of South Africa, Good Governance and Batho Pele Principles, Public Service Act, Public Service Regulations, Public Finance Management Act. Knowledge of information management procedures, processes, policies and standards. Policy and research structures. Promotion of Access to Information Act and National Archives and Records Services of South Africa Act. Computer literacy, communication (verbal & written) skills, presentation skills, project management and facilitation skills. Planning and organising skills, team leadership, problem solving and decision making.

DUTIES: Management and safeguarding of Resources Information Materials. Develop Resource Information Management’s, Manage fully functional resource centre and access to information for the department. Develop and maintain proper document and security measures within the resources centre. Manage the collection of audio-visuals material on policing matters, develop and maintain electronic knowledge centre. Management of Research and information. Manage Enterprise Content Management System, collect and summarize provincial research reports in order
to compare provincial best practices on policing and crime prevention models. Collection of data for research purposes, conduct research, compile research reports and analyse research data. Present research findings to internal and external stakeholders including Devcomm and SAPS. Management of Knowledge and Information. Develop and implement knowledge management strategy and Policy, develop mechanisms and structures for sharing of knowledge in the department, work with civil society to document best practice of community crime prevention models. Develop methods, practices and systems to harvest knowledge and use appropriate information systems to manage or disseminate knowledge/information. Collaborate with key internal and external stakeholders in violence and crime prevention to enable knowledge sharing and dissemination and to document best practice. Ensure implementation of records management programs. Maintains administrative controls to ensure adequate physical security resource centre, reviews materials selection and assists in collection development. Manage the production and publication of the department newsletter and develop catalogues. Manage service at the Information Desk, including reference and reader’s advisory services. Provide effective record management services. Management of Resources. Provision of physical resources, provision of human resources and provision of financial resources.

ENQUIRIES : Mr BK Shipamele / Ms NM Sefiti Tel No: (012) 321 0638

POST 17/05 : ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: CSP/05/2019 (X2 POSTS)
5 Months Contract

SALARY : R376 596 per annum plus 37%
CENTRE : Pretoria

DUTIES : Render marketing and branding services. Facilitate the development of branding initiatives, internal communications and external media relations. Work as graphic designer on various products as per brief. Provide internal communication support (inc. design, editing, online support and report/article writing, comprehensive briefs to photographers. Provide photography and video for the department. Edit photographs, write captions and send them to relevant media platforms. Prepare equipment and make all technical and logistical arrangement for shoots. Develop and Lead on Stakeholder Programme. Oversee the department ongoing advertising strategies and develop key messages and themes.

ENQUIRIES : Ms NM Sefiti / Mr K Shipamele Tel No: (012) 321 0638/ (012) 393 2500

POST 17/06 : AUDIT AND RISK COMMITTEE MEMBERS REF NO: CSP/02/2019 (X3 POSTS)

SALARY : Audit and Risk Committee members shall be appointed as independent contractors and not as employees of the Civilian Secretariat for Police Service. Appointment will be for a three-year term and remuneration shall be in accordance with National Treasury Regulations 3.1.6, read with 20.2.3. Members will be remunerated for preparation and attendance of meetings.
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a graduate qualification in the field of Accounting, Internal Auditing, Risk Management, Information Communication
Technology, or Law. Possession of a CA (SA), CIA, CISA, CFE qualification will be an added advantage. Experience: Applicants must have a sound experience in Internal Audit, Governance and Risk Management, Information Communication Technology, Strategy Development, Implementation and Monitoring, Legal and External Auditing. A proven record of service or membership of the following Committees: Audit Committee, Risk Management Committee, IT Steering Committee, Ethics Committee and/or any Governance Body. Attributes and skills: Independence, integrity, objectivity, reliability, sound knowledge of Public Sector environment, knowledge of governance and risk management principles and control processes, good communication skills, strong leadership skills, knowledge of the Public Administration Industry. Independence from all operations of the Civilian Secretariat for Police Service.

**DUTIES**

The Committee regulates and discharges its responsibilities in accordance with the provisions of the PFMA, Treasury Regulations and the approved Audit Committee Charter.

**ENQUIRIES**

Ms L Maisela Tel No: (012) 393 1916/ 012 321 0638

**NOTE**

The Civilian Secretariat for Police Service calls on all independent suitably qualified and experienced professional to serve as members of the Audit and Risk Committee. Preference will be given to applicants who are citizens of the Republic of South Africa and residents within the Gauteng Province.