ANNEXURE B

CIVILIAN SECRETARIAT FOR POLICE

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.

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.

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. Fax ed 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. NB: 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 POST

POST 22/03: DEPUTY DIRECTOR: POLICY DEVELOPMENT REF NO: CSP/08/2019

SALARY: R 869 007.00 per annum
CENTRE: Pretoria
REQUIREMENTS: Bachelor Degree in Social Sciences or Law or Criminology or relevant equivalent qualification. 3-5 years’ relevant experience in a related field of which 3 years must be at Assistant Director Level. 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. Policy and research structures. National Advisory Council on Innovation Act and National Research Foundation Act. National Research and Development Strategy. Understanding of research strategies, policies and procedures, government legislations relevant to the Minister of Police. Computer literacy, communication (verbal & written) skills, presentation skills, project management and facilitation skills. Planning and organising skills, team leadership, innovative, problem solving, decision making and financial management. Analytical skills.

DUTIES: Conduct feasibility study. Analyse/ scope the problem, draft concept note/ framework to support policy development project, conduct social economic impact assessment survey (SEIAS) and develop policy project plan. Conduct policy analysis. Analyse monitoring an evaluation reports for policy implications. Identify policy key issues, conduct analysis of all relevant policing and legislations, establish analysis criteria and conduct analysis of data collected. Identify and evaluate alternative policies. Develop policies on all aspects of policing and safety. Undertake primary and secondary research. Undertake comparative research with national and internal research institutions. Develop policy guidelines and procedures, draft Policy Framework, review or update policy and provide policy administrative support. Develop and maintain Stakeholder relations across the criminal justice sector, civil society and academia. Communicate research/ policy
findings to internal and external stakeholders (Parliament, NGOs, Reference groups, etc.). Develop networks in the policing and safety environment. Cultivate stakeholder engagements with relevant stakeholders and conduct consultation workshops on draft policies with stakeholders. Management of Resources (human and financial).

**ENQUIRIES** : Mr BK Shiphamele / Ms NM Sefiti, Tel: (012) 321- 0638/ 012 393- 2500.

**CLOSING** : 05 July 2019 before 17h00 on week-days.