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.

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

CLOSING DATE: 25 October 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 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. Faxied 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 security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria.

OTHER POSTS

POST 36/01: ASSISTANT DIRECTOR: POLICE COMPLIANCE REF NO: CSP/10 /2019

SALARY: R470 040 per annum
CENTRE: Pretoria
REQUIREMENTS: National Diploma or Bachelor’s Degree in Public Administration/Social Sciences or Development Studies or relevant equivalent qualification. 3-5 years’ experience in monitoring and evaluation. Understanding of monitoring and evaluation strategies, policies and procedures. Knowledge of the Constitution of the Republic of South Africa, Civilian Secretariat for Police Act, Public Service Act, Performance Management and Monitoring, Public Finance Management Act, Public Service Regulations, Networking and Building bonds. Communication (verbal and written) skills. Public Services Transformation Planning and organisating skills. Problem solving and decision making. Project Management, Presentation skills and computer literacy. Facilitation and leadership skills.

DUTIES: Facilitate the development of compliance monitoring policies, guidelines and procedures. Provide support in the design of compliance monitoring tools, guidelines and systems. Develop annual costed monitoring and evaluation plan. Analyse Domestic violence Act (DVA) and Gender Based Violence (GBV) related legislation, legislation administered by the Minister of Police and policing policies in relation to policing mandates. Facilitate capacity building activities for compliance monitoring. Monitor and evaluate compliance with legislation administered by the Minister of Police, the DVA and other GBV related legislation and policies. Conduct desktop research for conceptualisation of compliance monitoring projects. Coordinate compliance monitoring team activities. Facilitate the planning for oversight visit processes. Assess SAPS compliance levels and implementation in relation to legislation, policies and Ministerial Directives. Develop appropriate reports on compliance monitoring. Support the development of DVA compliance biannual reports for presentation.
to Parliament Facilitate the collection and processing of data regarding compliance Facilitate the development of oversight monitoring and evaluation database Develop oversight monitoring and evaluation reports with recommendations Management of resources (human and financial).

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

POST 36/02 : CLEANER REF NO: CSP/09/2019

SALARY : R102 534 per annum
CENTRE : Pretoria

REQUIREMENTS : Grade 10 or ABET Basic knowledge of general hygiene practices Professional personal presentation, good knowledge of cleaning products and applications relevant cleaning experience Ability to work under pressure Verbal and written communication skills Customer service orientation Confidentiality.

DUTIES : Provision of cleaning services Dusting and waxing office furniture Sweeping, scrubbing waxing of floors Vacuuming and shampooing floors Cleaning wall, windows and doors Emptying waste bins or similar containers Transporting waste material to designated collection points Mopping floors with wet or damp mops Cleaning the rest rooms. Refilling hand wash liquid soap Replace toilet papers, hand towels and refreshments Empty and wash waste bins Keep and maintain cleaning materials and equipment Report and maintain machines and equipment cleaning of machines (vacuum cleaners, etc) and equipment after use Request cleaning materials.

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