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

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

31 January 2020

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. Fax 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. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria.

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

OTHER POSTS

POST 02/01

ASSISTANT DIRECTOR: POLICY ANALYSIS REF NO: CSP/01/2020

SALARY

R470 040 per annum

CENTRE

Pretoria

REQUIREMENTS

National Diploma or Bachelor Degree in Social Science or relevant equivalent qualification. 3-5 years’ experience in relevant field. Understanding of research strategies, policies and procedures. Knowledge of Government legislation, Policy Development and analysis, Project management, content development, operational management and research analysis. Computer literacy, communication (verbal & written) skills, presentation skills, facilitation skills, planning and organizing skills. Analytical and decision making skills, problem solving skills and driver’s licence.

DUTIES

Provide policy development and analysis support. Facilitate the drafting of draft concept note/framework to support policy development project, Coordinate and facilitate policy development and analysis project plans. Facilitate the development of policing policies for all aspects of policing, undertake primary and secondary desktop research for the purpose of developing policy analysis, coordinate policy guidelines and procedures, facilitate the review or update policy, provide policy development support. Conduct policy analysis, analyse monitoring and evaluation reports for policy implications, identify policy key issues, establish analysis criteria, conduct analysis of data collected, identify and evaluate alternative, present policy data analysis findings and make recommendations and compile policy analysis reports, develop networks in the policing/security environment, facilitate consultation workshops on the draft policy reports with stakeholders, cultivate stakeholder engagement process with relevant stakeholders.

ENQUIRIES

Mr M Maiko/Mr S Matsapola Tel No: (012) 393 4359/2500
POST 02/02 : PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: OVERSIGHT MONITORING AND EVALUATION REF NO: CSP/02/2020

SALARY : R257 508 per annum
CENTRE : Pretoria
REQUIREMENTS : Appropriate Secretarial Diploma or equivalent qualification. 3-5 years’ experience in rendering support to Senior Management. Knowledge on the relevant legislation/policies/prescripts and procedures in the public services. Computer competency (MS Word, Excel, Outlook, PowerPoint and emails). Communication skills (Written and Verbal), Coordination skills, Interpersonal relations skills and report writing skills. Problem solving and decision making. Interpersonal relations, professional telephone manner, organisational skills and ability to multitask. Service delivery and client orientation, time management and ability to work long hours. Confidentiality and high level reliability, confident and independent. Integrity and honesty. Ability to work under pressure and to tight deadlines. Document analysis, planning and organising. Ability to act with tact and discretion.

DUTIES : Provide administrative and secretarial support. Ensure the effective flow of information and document to and from the office of the Chief Director, ensure safekeeping of all documents in the office of the Chief Director, scrutinize routine submissions/reports and make notes and/or recommendations for the Chief Director. Ensure that travel arrangements are well coordinated, schedule and manage appointments. Prepare correspondence and other information as requested. Coordinate and administer leave register for the Chief Directorate. Provide logistical support services. Record minutes/decisions and communicate to relevant role players, prepare briefing notes for the Chief Director, coordinate logistical arrangements for meeting when required. Process and submit subsistence and travel claims. Administer the demand management plan of the Chief Directorate, compile draft letters and submissions as requested. Administer the budget of the office of the Chief Directorate. Collect and coordinate all documents in relation to the budget of the Unit, keeps record of expenditure commitments. Monitor expenditure and alert the Chief Director of possible over and under spending, keep a record of expenditure and other financial commitments for the Chief Directorate. Check and verify financial reports in support of the Chief Directorate. Provide general support services. Prepare documents for meetings hosted and/ or attended by the Chief Director, circulate documents to other meeting participants and provide secretarial support for the Chief Directorate meetings. Perform any other administrative duties required by the Chief Director and follow up on behalf of the Chief Director on the implementation of meeting and other decisions.

ENQUIRIES : Mr M Maiko/Mr MS Matsapola Tel No: (012) 393-4359/2500

POST 02/03 : SENIOR ADMINISTRATIVE CLERK REF NO: CSP/03/2020

SALARY : R173 703 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 Certificate. A minimum of 1 – 2 years’ experience in office management and office administration. Technical Competencies: Office management and administration, secretarial functions and office administrative systems. Good communication (written and verbal), interpersonal, administrative, organisational and computer skills (MS Word, MS Excel, Power point), Ability to work independently and under pressure. A valid Driver’s Licence.

DUTIES : Manage and draft correspondence. Receive and distribute documents. Develop, manage and maintain records and filing system and flow of documents in the unit. Record documents in the appropriate registers. Manage incoming and outgoing register. Distribute and collect mail/stationery. File and manage the paperwork of the unit. Establish effective document tracking systems. Provide administrative support
services. Arrange logistics and related activities for travel, meetings, workshops and conferences. Co-ordinate and prepare documentation for meetings/workshops. Compile minutes/reports. Provide secretarial support services. Assist with some of the duties of the PA when absent or on leave.

**ENQUIRIES**: Mr M Maiko/Mr S Matsapola Tel No: (012) 393 2500/4359