ANNEXURE B

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

CLOSING DATE: 28 February 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. 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 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 06/02: DEPUTY DIRECTOR: PUBLIC PRIVATE PARTNERSHIPS REF NO: CSP/04/2020

SALARY: R869 007 per annum

CENTRE: Pretoria


Develop and review crime prevention programmes to encourage cooperation with public private partnerships strategies at local provincial and national level. Measure the impact of public private partnerships crime prevention initiatives and improve on public private partnerships initiatives and community relations. Promote Public Private Partnerships cooperation on community safety and crime prevention. Develop and maintain Public Private Partnerships relationships within policing environment. Initiate, coordinate, integrate and sustain Public Private Partnerships to support crime prevention through different partnership models. Establish stakeholder relationships and develop a stakeholder engagement plan. Develop concept documents, working group agreements and memorandum of Understanding (MOUs) for public private partnerships campaigns against crime. Ensure alignment of Public Private Partnerships strategy to national policy. Manage and facilitate the implementation of the Public Private Partnerships programmes. Management of crime prevention. Develop and implement plan to manage Public Private Partnerships engagements. Communicate with external stakeholders on Public Private Partnerships. Develop and review crime prevention programmes to ensure dialogue with all public private partnerships relevant stakeholders. Communicate and develop joint plans with provincial Department of safety on Public Private Partnerships. Provide technical assistance in the review of Public Private Partnerships programmes. Develop and maintain productive client and stakeholder relationships. Conduct impact assessment of social crime prevention and community behaviour change programs initiated. Management of physical, human and financial resources.

ENQUIRIES
Mr S Matsapola/Mr BK Shiphamele Tel No: (012) 393-4359/2500

POST 06/03
DEPUTY DIRECTOR: HRD AND EMPLOYEE RELATIONS & WELLNESS REF NO: CSP/05/2020

SALARY
R733 257 per annum

CENTRE
Pretoria

REQUIREMENTS

ENQUIRIES
Mr M Maiko / Mr BK Shiphamele Tel No: (012)393-4359/2500
POST 06/04

FOOD SERVICE AID REF NO: CSP/06/2020

(04 Months Contract)

SALARY

R102 534 per annum plus 37% in lieu of benefit

CENTRE

Pretoria

REQUIREMENTS

Grade 10 or ABET. Food Service Aid and Cleaning experience. Verbal and written communication skills. Professional personal presentation. Customer service orientation. Confidentiality. Ability to work under pressure. Confident and independent. Friendly and adaptability. Ability to work long hours and under pressure. Problem solving skills.

DUTIES

Maintaining general hygienic environment. Follow hygiene and safety directives in the food service unit. Report broken apparatus and equipment. Maintain safety measures for apparatus and equipment. Ensure compliance to Occupational Health and Safety Act. Assist in providing a safe work environment by sweeping or mopping as needed. Wash dishes, microwaves and refrigerators. Clean equipment used in the preparation of food. Maintain work area and equipment in a clean, hygienic, and orderly condition. Collect, deliver, transport, and place waste in a bin as needed. Render food service in the boardroom. Prepare and arrange food and water to employees during meetings for the boardroom. Distribute food and water to employees at the boardroom, as required. Manage boardroom utensils and any other equipment. Retrieve eaten food from the boardroom. Set up, deliver and serve at special catering functions during meetings.

ENQUIRIES

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