

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** : 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.
- FOR ATTENTION** : Human Resource Management
- CLOSING DATE** : 14 April 2020 NB: 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 comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. Faxed or e-mailed applications will not be considered. 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. 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. Please note that preference will be given to youth and people with disability.

OTHER POST

- POST 12/01** : **HUMAN RESOURCE PRACTITIONER REF NO: CSP/14/2020**
- SALARY** : R257508 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma/Degree in Human Resource or equivalent qualification. 2 – 3 years' relevant experience in human resource environment, Recruitment and Selection, Performance Management and Human Resource Administration. Knowledge of Persal, an introduction to Persal training would be an added advantage. Knowledge of Public Service Legislative Framework and Human Resources prescripts. Good Interpersonal skills, planning and organizational skills. Ability to work under pressure and perform independently. Good analytical, verbal and written communication skills and an innovative thinker. Computer literacy (Ms Word, Ms Excel and Power point).
- DUTIES** : Administer the implementation of Recruitment and Selection, appointments, transfers, resignation and termination of services. Provide support on the administration of Performance Management and Development system. Administer Leave Management. Administer the implementation of condition of services: Housing, acting allowances, medical aid, long service, resettlement, pension and overtime on Persal. Human Resource administration: Maintain a record management system, maintain staff files and ensure proper filling, Completing and submission of claims to Finance and implement amendments on Persal Establishment. Perform other HR duties delegated by the supervisor
- ENQUIRIES** : Mr BK Shiphamele/Ms N Sefiti, Tel No: (012) 393 4359/2500