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 emailed timeously to recruitment@csp.gov.za or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception.

CLOSING DATE

21 August 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 Civilian 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. 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. Please note that all applicants for Senior Management positions are required to complete the SMS Pre-Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. The Civilian Secretariat for Police Service has the right not to fill the post. Preference will be given to youth, people with disability and women in accordance with our employment equity plan. The successful candidate will be based in Pretoria and will frequently travel to Cape Town when Parliament in session.

MANAGEMENT ECHELON

POST 19/02

DIRECTOR: EXECUTIVE SUPPORT REF NO: CSP/15/2020

This is a re-advertisement of ref: CSP/13/2019. Applicants who previously applied should re-apply if still interested

SALARY

R1 057 326 per annum (All inclusive package)

CENTRE

Pretoria

REQUIREMENTS


DUTIES

Render executive administrative support to the Secretary for Police Service pertaining to committee programme, Provide secretarial and administrative support to MINMEC, MANCO, EXCO etc. Monitor and follow up on action lists.
for all committee programmes ensure the accountability for the tabling of
Strategic Plans, Financial and Annual reports, Act as a nodal point between
the office of the Secretary for Police Service, Minister of Police and the Deputy
Minister of Police. Provide effective communication and interface between
Independent Police Investigation Directorate (IPID), PSIRA, DPCI Judge, DNA
Board, Firearms Appeals Board, Ministry of Police, Parliament and Provincial
Legislation. Develop programme of action in compliance with Cabinet and
Parliamentary requirements, Participate in the Strategic Development of the
Department. Provide bilateral and multilateral administrative support service,
Facilitate and coordinate international relation, Support the Secretary for Police
Services with Ministry of Police international relations obligation, Coordinate
multilateral and bilateral relations, Liaise with internal and external
stakeholders. Ensure close working relationship with committee members and
Parliamentary officials, Advice political and administrative principals on all
parliamentary matters. Coordinate Cabinet and Justice Crime Prevention and
Security (JCPS) Cluster activities. Attend to all Cabinet and Parliamentary
committees and events, meetings, debates and give feedback as required by
the Secretary for Police Service, Prepare and quality assure cabinet memos.
Report, present and summarise all portfolio committee outcomes to the
Secretary of Police Service, Participate in the development and implementation
of the Committee’s oversight site visits. Develop a record management
database, Manage all official documentation by ensuring the effective
application of proper filling. Ensure standardization of document flow. Keep
records of all information relevant to the Secretary for Police Service.
Management of resources (human and financial).

ENQUIRIES : Ms L Maisela Tel No: (012) 393 1916

POST 19/03 : DIRECTOR: POLICY DEVELOPMENT REF NO: CSP/162/020

SALARY : R1 057 326 per annum (All inclusive package)
CENTRE : Pretoria
REQUIREMENTS : Bachelor’s degree in Research or Social Science or Law (NQF 7) or relevant
equivalent qualification. 5 years middle managerial level experience/senior
managerial experience. Completion of pre-entry certificate for Senior
Management Service (SMS) is mandatory requirement. Inherent requirements:
Strategic capability and leadership, Programme and Project Management,
People management and empowerment, Financial Management, Change
management. Knowledge of Government policies. Extensive knowledge and
experience in policy drafting Knowledge of the Constitution of the Republic of
South Africa. Knowledge and understanding of policy and research
development methodologies. A sound knowledge of and interpretation of
constitutional law. Computer literacy. Verbal and written communication skills.
Presentation skills. Drafting skills. Policy development skills, research skills.
Decision making skills. Problem skills.

DUTIES : Manage the development of strategic evidence-based policies, standards and
strategies, developing and implementing policies for the advancement of
government policy goals, managing the policy development and policy analysis
activities within the unit, conducting research, analyse findings, provide
recommendations and reports on policing and safety policy and practice.
Develop and analyse all policing and safety policies, standards and strategies,
Implement Government development policies and strategies to build capability
across the spectrum, managing the budget of the Policy, Standards and
Strategy department, Developing and managing business plans, and
performance and service delivery improvement plans. Provide guidance and
support to management on all policy, standards and strategy issues,
Developing policy and discussion papers in relation to policing and safety,
Designing, managing, and overseeing all policy and related projects,
Overseeing the process of consultation and drafting of all policies. Liaise with
internal and external stakeholders in relation to policing policies, presenting
research/policy findings to internal and external stakeholders (Government,
NGOs, Reference groups), developing networks in the policing/safety/security
environment. Management of resources (human and financial).

ENQUIRIES : Mr BK Shiphamele Tel No: (012) 393 4359