

DEPARTMENT OF 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 or couriered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception Desk. Applications can also be emailed to recruitment@csp.gov.za. 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.
- CLOSING DATE** : 02 October 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. Please note that all applicants for Senior Management positions are required to complete the Pre- Entry Programme administered by the National School of Government (NSG). 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://thensg.gov.za/training-courses/sms-pre-entry-programme> 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. Preference will be given to youth, people with disability and women in accordance with our employment equity.NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

OTHER POST

- POST 22/01** : **MONITORING AND EVALUATION OFFICER REF NO: CSP/17/2020 (X2 POSTS)**
- SALARY** : R316 791 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree or equivalent National Diploma (NQF 6) in Social Science (Policing, Criminology, Criminal Justice, Sociology), Public Policy, Public Administration, Statistics, Population Studies or Development Studies. 1 to 2 years' working experience in the M&E field. Knowledge of Data collection and processing, data analysis and information management. Computer literacy especially using the Microsoft Windows Suite e.g. MS Word, Excel and Outlook. Knowledge of Civilian Secretariat for Police Service Act, SAPS Act. Public Service Act, the Constitution of the Republic of South Africa, internal performance evaluation and reporting and Batho Pele Principles. Planning and organizing, interpersonal and communication skills. Problem solving and decision making skills. Team leadership, customer service orientation. Maintain confidentiality and ability to work under pressure.
- DUTIES** : Assist in the development of M&E project plan and conduct desktop research. Assist in the design and development of tools, guidelines and procedures for monitoring and evaluation of policing policies and programmes. Assist in the piloting of M&E tools, recommend changes in the review of the tool. Collect data and source documents at Police Stations and SAPS Units. Capture and

analyse data. Compile individual site reports and provide oversight feedback and recommendations to the relevant South African Police Service (SAPS) Commanders. Liaise with Provincial Secretariats and other stakeholders. Assist in the development of an operational plan. Coordinate submission of quarterly reports and M&E tools to or from Provincial Secretariats. Assist in the coordination of the National Oversight Forum meetings. Provide Support in the implementation of special projects identified by the Minister and or Secretary for Police Service. Management of resources (human and financial).

ENQUIRIES

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Ms NM Sefiti / Mr BK Shiphamele Tel No: (012) 393 4359/2500