

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.
- CLOSING DATE** : 08 January 2021
- 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. 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 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 the most suitable candidate. 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 POSTS

- POST 28/01** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: CSP/19/2020**
- SALARY** : R376 596 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Bachelor's Degree in Social Work or Psychology or relevant equivalent qualification. Registration with South African Council of Social Service Professions or Health Professions Council of South Africa. 3-5 years of experience in employee health and wellness environment. Knowledge and understanding of legislative frameworks within employee health and wellness area. Understanding of government priority governing employee wellness programs. Employee Health Wellness Strategic framework, Public Service Regulations and Public Service Act. Public service regulatory framework and government planning. Knowledge of the Constitution of the Republic of South Africa and Batho Pele Principles. Computer Literacy, verbal and written communication skills, interpersonal relation and presentation skills. Planning and organizing. Problem solving and decision making skills. Analytical and facilitation skills. Project management.
- DUTIES** : Implement and ensure compliance on policies and standards that regulate EHW and report on them. Management of HIV & AIDS/TB in the Civilian Secretariat for Police Service. Provide support on Wellness management aspects. Provide a Health and Productivity management service to the Civilian Secretariat for Police Service. Provide support on Sports and Recreation Management. Manage Bereavement and Workplace Violence including Gender Based Violence. Provide advice and support on Occupational Health and Safety (OHS) policies and standards. Manage the effective functioning of the OHS Committee. Manage all

safety related complaints, design the implementation and evaluation mechanisms of OHS Act and regulations. Conduct Occupational Hygiene awareness sessions and routine safety inspections audits. Facilitate/conduct Occupational Hygiene awareness sessions and other evacuation control measures. Marketing the role of the EHW Civilian Secretariat for Police Service. Conduct needs assessment and Climate Culture surveys, increase the visibility of EHW Civilian Secretariat for Police Service and promote its utilization. Manage the infected and affected employees regarding health and wellness matters. Provide treatment and care support mechanisms. Render direct EHW services to employees of the Department. Consult and train relevant stakeholders of EHW procedures. Conduct diagnostic assessments, short-term interventions, referral and follow-up services. Establish and manage the departmental peer educators (Insourced or outsourced). Manage the issues of gender in the Civilian Secretariat for Police Service.

ENQUIRIES

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

POST 28/02

: **HR PRACTITIONER: TRAINING AND PMDS REF NO: CSP/20/2020**

SALARY

: R257 508 per annum

CENTRE

: Pretoria

REQUIREMENTS

: National Diploma/ Bachelor's Degree in Human Resource Management/ Human Resource Development. 2-3 years' experience in HR environment. Knowledge of the Constitution of the Republic of South Africa, Performance Management and Monitoring, Batho Pele Principles, Public Service Regulations and Public Service Act. Knowledge of Human Resource policies, Basic Conditions of Employment Act and Public Finance Management Act. Planning and organizing, good interpersonal and presentation skills, verbal and written communication. Problem solving and decision making skills. Team leadership, report writing and facilitation skills. Maintain confidentiality and ability to work under pressure.

DUTIES

: Provide support to training and development interventions. Administer compulsory induction programme, coordinate adult education training programme and compile submissions for approval of training interventions. Administer and maintain effective database for training plans and reports. Administer training programmes. Implement the Workplace Skills Plan and training programmes. Identify training interventions in line with the skills audit/ need analysis undertaken. Provide support in the compilation of the Quarterly Monitoring Report, Work Skills Plans & and relevant stakeholders (e.g. SETA's). Render PMDS support services. Administration of PMDS documents. Capture Performance Agreements on Persal, quality assurance of PMDS documents and ensure PMDS compliance. Administer the annual incentives, pay progressions and probations. Facilitate departmental Unit Moderation, updating performance database for reporting purposes and conduct advocacy sessions on Performance Management and Development System. Provide support on the administration of PMDS. Provide logistical support to Performance Assessment Moderating Committee. Co-ordinate the submission of Performance Assessment documents. Maintain and update Performance Management files. Administering of probation. Administer the annual incentives and pay progression. Facilitate the development of Performance Improvement Plans. Provide administrative support to the Directorate. Assist in logistical preparation for Directorate's meetings and events. Coordinate proper administration of the staff overtime, claims and leave plans.

ENQUIRIES

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

POST 28/03

: **ACCOUNTING CLERK REF NO: CSP/21/2020**

SALARY

: R173 703 per annum

CENTRE

: Pretoria

REQUIREMENTS

: Grade 12 certificate or equivalent. Basic knowledge of financial functions, ability to capture data and ability to collate financial stats. Basic knowledge of Public financial legislations, procedures and treasury regulations. Knowledge of basic financial operating system (PERSAL, BAS, LOGIS etc.). Knowledge of working procedure in terms of the working environment and understanding of legislative framework governing the Public. Computer literacy. Planning and organizing, interpersonal

and good verbal and written communication skill. Confidentiality, time management and ability to work under pressure.

DUTIES

: Render financial accounting transactions. Receive invoices, check invoices for correctness, verification and approval. Process invoices (e.g. capture payments). Perform salary administration support services. Receive salary advices, process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments and capture all deductions etc.). Filing of documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts, record debtors and creditors. Process electronic banking transaction and compile journals. Render budget support services. Collect information from budget holders, compare expenditure against budget and identify variances. Capture, allocate veriments on budget. Distribute documents with regard to budget, receive and capture cash payments.

ENQUIRIES

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