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 or couriered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception Desk. Failure to comply with this requirement will result in the candidate being disqualified. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

CLOSING DATE: 14 May 2021

NOTE: Applications must be submitted on the new 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.

OTHER POSTS

POST 15/03: INFORMATION ANALYST REF NO: CSP/07/2021

SALARY: R869 007 per annum

CENTRE: Pretoria

REQUIREMENTS: Bachelor Degree in Statistics or Population Studies or Mathematics or Demography. 3 – 5 years working experience which three years must be at Assistant Director Level. Knowledge in the policing environment and/or Monitoring and Evaluation, data collection and processing. Data analysis and information management. Computer literacy especially using the Microsoft Windows Suite e.g. MS Word, Excel and Outlook. Planning and organizing, budgeting and financial management, communication and information management. Problem solving and decision making, project management and team leadership. Research, analysis and report writing skills. Drivers licence. Manage data and analysis thereof. Oversee the collection, collation, capturing of data. Develop system for data analysis and presentation. Co-ordinate the development of the tabulation plans, perform complex data analysis, conduct research on international best practices on oversight M&E and participate in conducting M&E oversight activities. Provide information analysis support to provinces on sector indicators. Generate data files for each province. Extract standard data tables for each province, develop analysis guidelines and provide technical support to individual province. Conduct data quality assurance and sampling for M&E projects. Ensure accuracy, reliability, completeness, timeliness and integrity of data. Develop standards to ensure data quality. Develop sampling plans for M&E projects. Draw the sample for each project, conduct weighting and estimation. Perform data warehouse development and maintenance. Develop user requirements or specifications. Oversee the development and maintenance of the data warehouse. Manage
easy access and retrieval of data and information. Develop and maintain data processing system. Design, develop and maintain the data capturing system. Develop the training guide for the data capturing system and conduct end-user training. Management of resources (human and financial).

ENQUIRIES : Ms NM Sefiti / Mr BK Shiphamele, Tel No: (012) 393 4359/2500
APPLICATIONS : Applications can also be emailed to recruitment1@csp.gov.za.

POST 15/04 : ASSISTANT MONITORING AND EVALUATION OFFICER REF NO: CSP/08/2021 (2 POSTS)

SALARY : R208 584 per annum
CENTRE : Pretoria
REQUIREMENTS : Matric or relevant qualification. Extensive experience of working with the Microsoft Windows suite of software, data analysis and Information management. A high degree of computer literacy especially using the Microsoft windows suite (e.g. MS Word, Excel, Outlook). Understanding of policing environment and/or monitoring and evaluation. Planning and organizing. Information collection and management skill. Analytical, project management and interpersonal skills. Attention to detail, confidentiality and communication skills. Ability to work under pressure, problem analysis and decision-making. Drivers licence.


ENQUIRIES : Ms NM Sefiti / Mr BK Shiphamele, Tel No: (012) 393 4359/2500
APPLICATIONS : Applications can also be emailed to recruitment2@csp.gov.za.

POST 15/05 : ASSISTANT MONITORING AND EVALUATION OFFICER REF NO: CSP/09/2021

SALARY : R208 584 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (Matric) or relevant qualification. Experience in data collection and processing. Data analysis and information management (added advantage). A high degree of computer literacy especially using the Microsoft Windows Suite e.g. MS Word, Excel and Outlook. Understanding of the policing environment and/or monitoring and evaluation (added advantage). Planning and organizing. Data collection, processing and management skills. Attention to detail, maintain confidentiality and communication skills. Ability to work under pressure, problem analysis and decision-making. Drivers licence.

DUTIES : Participate in the development of the tabulation plan, participate in building the system, testing of the system, participate in effecting changes and finalisation of the system. Capture data in the database. Provide technical support to data capturers. Participate in data editing and imputation. Assist in data capturing. Participate in data analysis. Assist with the preparation and classification of data to be analyzed. Provide support on the coding and classification of data. Assist the Information Officer in data analysis and reporting. Provide logistical and administrative support to the sub-directorate.

ENQUIRIES : Ms NM Sefiti / Mr BK Shiphamele, Tel No: (012) 393 4359/2500
APPLICATIONS : Applications can also be emailed to recruitment3@csp.gov.za.