

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 to 217 Pretorius Street, Van Erkom Arcade building 7th floor , Pretoria at the Reception. Faxed or e-mailed applications will not be considered. No late applications will be accepted.
- CLOSING DATE** : 20 March 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. 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. Non-SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. 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 people with disability and women in accordance with our employment equity. NB: Please ensure that your application reaches this office before 17h00 on week-days.

OTHER POST

- POST 09/01** : **DEPUTY DIRECTOR: HUMAN RESOURCES DEVELOPMENT, EMPLOYEE WELLNESS AND PERFORMANCE MANAGEMENT; AND DEVELOPMENT SYSTEM REF NO: CSP/07/2020**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (An all-inclusive remuneration package)
: Pretoria
: National diploma/Bachelor's Degree in Human Resource Management and/or Development, or relevant equivalent qualification. 3-5 years of experience of which 3 years' experience must be at an Assistant Director level. Knowledge of legislation, policies and procedures in relation to Human Resources Development and Performance Management and Development System. Diversity Management, Performance management and monitoring, Public Service Regulations, Public Finance Management Act, Skills Development Act, Basic Conditions of Employment Act. Good governance and Batho Pele, Knowledge of PMDS systems. Knowledge, development and implementation of HRD Systems. National Skills Development Strategy. Human Resource Development; Talent Management; Diversity Management; Performance Management; and all related strategies, policies and activities. Project Management, Problem solving and decision making skills, Managing interpersonal conflict and resolving skill, networking and developing bonds skills and team leadership. Computer literacy, Presentation skills, planning and organising, Analytical and decision making and influential skills.
- DUTIES** : Develop, manage and implementation of Human Resources Development (HRD); Performance Management and Development System (PMDS); Diversity Management; Employee Health and Wellness policies and guidelines; Manage the implementation of HRD and PMDS systems. Develop and implement HRD & PMDS development programmes. Facilitate and coordinate training programmes. Facilitate and manage compulsory induction programmes. Coordinate adult education training programme. Administer and maintain effective database for training plans and reports. Implement the

Workplace Skills Plan and training programmes. Identify and conduct training interventions in line with the skills audit/ needs analysis. Manage the Quarterly Monitoring Reports, Work Skills Plan and relevant stakeholders (e.g. SETAs). Manage the implementation of the recognition of improved qualifications and prior learning. Manage unemployed youth development programmes (Internship, learnership and traineeship). Development of HRD operation strategies. Develop the organizational human resources development strategy in compliance with DPSA directives and prescripts. Manage and implement the performance management development systems. Develop and implement talent management strategy. Provide and facilitate administrative support for PMDS projects and programmes. Co-ordinate and facilitate the effective implementation of the performance management system. Advice and ensure compliance to PMDS. Administer the provision of PMDS. Facilitate and coordinate the implementation of Performance Management framework. Ensure compliance with Performance incentives framework. Coordination of the moderation of performance agreements and assessment for both SMS and non SMS, probations, poor performance and management of reports. Management of physical, financial resources. Conduct policy workshops and awareness programmes. Develop, manage and coordinate Employee Health and Wellness programmes, service, policies and guidelines. Implement and ensure Occupational Health and Safety (OHS) policies and standards. Facilitate and implement gender, disability, youth and children (GDYC) programme. Ensure awareness of and conduct EHW, OHS & GDYC workshops.

ENQUIRIES

: Mr BK Shiphamele/Mr S Matsapola Tel No: (012) 393-4359/2500