

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. NB: Please ensure that your application reaches this office before 17h00 on week-days.
- CLOSING DATE** : 27 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. No late applications will be accepted. 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. 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.

OTHER POST

- POST 10/01** : **TRANSPORT OFFICER REF NO: CSP/07/2020**
- SALARY** : R257 508 per annum (Level 07) (plus benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma/Bachelor Degree in Supply Chain Management, Logistics, Purchasing Management, Transport Management or relevant SCM Qualification. 2-3 years' experience in transport management. Knowledge of PFMA and Treasury related legislations. Knowledge of contract management and leasing processes. Knowledge of SCM policies and procedures. Basic knowledge of Supply Chain Management Framework. Computer Literacy, Communication (verbal and written) skills. Presentation skills. Project management skills. Planning and organising skills. Problem solving skills and decision making skills. Drivers' license.
- DUTIES** : Ensure efficient pool vehicle utilization, maintenance and tracking. Manage pool vehicles maintenance schedules. Ensure state vehicles are maintained in a safe and roadworthy condition (licence renewals). Manage motor services and repairs. Conduct regular inspections on vehicles. Manage and oversee pre and post vehicle delivery inspections. Ensure control of fuel cards on pool vehicles. Manage and follow up outstanding items. Manage traffic contravention and compile reports. Compile accident reports. Ensure that vehicles comply with legal and

business requirements. Drive light and medium motor vehicles to transport passengers and other items (e.g. Mail and documents). Deliver and collect official documents, as requested. Accurately following routes, maps and direction. Maintain all necessary vehicle records. Receive, inspect and reconcile log book. Manage inventory of parking cards, petrol cards and spare keys. Monthly visits to the Traffic Department to ensure all speeding fines are paid. Ensure submission of fines to driver(s). Manage payments of fines. Follow up outstanding items. Provision of human resources. Provision of physical resources. Provision of financial resources.

ENQUIRIES : Mr BK Shiphamele/Ms Z Matshiana Tel No: (012) 393 4359/2500

INTERNSHIP PROGRAMME 2020/2022

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 Civilian Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment. The Civilian Secretariat for Police Service is offering an internship programme for the 2020/2022 financial year

APPLICATIONS : Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkem Arcade building 7th floor, Pretoria at the Reception. Faxed or e-mailed applications will not be considered. NB: Please ensure that your application reaches this office before 17h00 on week-days.

CLOSING DATE : 27 March 2020

NOTE : The Programme will be for non-renewable period of 24 months. Interested candidates should forward a completed Z83 Form obtained from any Public Service Department, accompanied by a detailed CV and certified copies of their ID and qualifications (Grade 12 Certificate and Diploma/Degree certificate) to the following address: No late applications will be accepted. 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 one month of the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will be required to undergo security vetting/clearance and criminal record check. Applications are invited from Unemployed graduates, whom are between the age of 18-35, in possession of the Degree or National Diploma in the following areas:

OTHER POSTS

POST 10/02 : **INTERNAL AUDIT REF NO: CSP/08/2020 (X1 POST)**

SALARY : R6 083.70 per month

CENTRE : Pretoria

REQUIREMENTS : National Diploma/Bcom Degree Auditing/Accounting. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

DUTIES : Execute approved audit procedures. Compile audit working papers. Perform general administration duties.

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

CLOSING DATE : 27 March 2020

POST 10/03 : **RISK MANAGEMENT REF NO: CSP/09/2020 (X1 POST)**

SALARY : R6 083.70 per month

CENTRE : Pretoria

REQUIREMENTS : National Diploma/Degree Risk Management/Commerce/Financial Management. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

DUTIES : Coordinate risk management process. Perform general administrative duties.

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

POST 10/04 : **CIVILIAN OVERSIGHT, MONITORING AND EVALUATION REF NO: CSP/10/2020 (X1 POST)**

SALARY : R6 083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Degree in Development Studies, Public Administration or Social Sciences in Policing, Criminology, Sociology, Population Studies. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

DUTIES : Provide support in the conceptualization and implementation of monitoring and evaluation projects. Provide support in drafting of data collection plan/schedule. Provide support in the collection of data at police station and other SAPS units. Capturing of data on the electronic database. Provide logistical and administrative support to the Monitoring and Evaluation team.

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

POST 10/05 : **POLICY DEVELOPMENT & RESEARCH REF NO: CSP/11/2020 (X1 POST)**

SALARY : R6 083.70 per month
CENTRE : Pretoria
REQUIREMENTS : Bachelor Degree in Social Sciences with a module on research methodology and policy development. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

DUTIES : Conduct fieldwork, data collection. Analysis and report writing. Development concept note (research proposals) and project plan. Present research findings to internal and external stakeholders. Liaise with Provincial Secretariats and other relevant stakeholders. Quality assure documents. Compile monthly/quarterly reports. Compile Demand's Plan. Perform general administrative duties (e.g. minutes taking).

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

POST 10/06 : **COMMUNICATIONS REF NO: CSP/12/2020 (X1 POST)**

SALARY : R6 083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/Bcom Degree Graphic Designs. Must be between ages 18 – 35. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Drivers licence with Public Driving Permit is an essential requirement.

DUTIES : Craft Artwork for the Department and Ministerial events. Assist with event management including photography and videography service. Perform general administrative duties.

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

POST 10/07 : **INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: CSP/13/2020 (X1 POST)**

SALARY : R6 083.70 per month
CENTRE : Pretoria
REQUIREMENTS : National Diploma/BSc Degree Information Technology/Computer Science. Must be between ages 18 – 35. Be a South African citizen. Must

have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.

DUTIES

: Perform first line LAN and Desktop support. Applications development and support. Perform general administrative duties.

ENQUIRIES

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