

## 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.*

## OTHER POSTS

<b><u>POST 06/01</u></b>	:	<b><u>DEPUTY DIRECTOR: PUBLIC PRIVATE PARTNERSHIPS REF NO: CSP/06/2021</u></b>
<b><u>SALARY</u></b>	:	R869 007 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree in Social Science or relevant equivalent qualification. 5 years working experience in Stakeholder relations/ partnerships of which 3 years must be at management/ supervisory level (ASD). The Constitution of the Republic of South Africa. Good governance and Batho Pele Principles. Internal performance evaluation and reporting. Government decision making processes, Diversity Management, Performance Management and Monitoring. Public Service Regulations, Government systems and structure. Public Finance Management Act. Understanding of Stakeholder Management. Public Participation Framework. Government Policies. Advanced report writing skills, Policy Presentation, planning and organising skills. Event management skills. Analytical and Decision Making skills. Problem Solving skills and Project Management skills.
<b><u>DUTIES</u></b>	:	Manage the facilitation of Public Private Partnerships. Develop and manage Public Private Partnership's strategy and policies. Manage the facilitation of Public Private Partnerships engagements. Enhance stakeholder Public Private Partnerships. Coordinate and facilitate research and research projects focused on crime prevention with public private partners. Facilitate the implementation of Public Private Partnerships developed policies and strategies. Strengthen public-private partnerships and intergovernmental cooperation on safety crime prevention programs. Coordination, integrate and sustain Public Private Partnerships on crime prevention. Identify and develop database of Public Private Partnerships. Conduct research, develop policy and analyse information on public private partnerships. Develop action plan on stakeholder engagement. Develop concept documents on Public Private Partnerships. Engage stakeholders and report on crime prevention programmes. Identify relevant initiatives through communities to support crime prevention on public private partnerships. Develop and maintain Public Private Partnerships within policing environment. Develop concept document on Public Private Partnerships. Make presentations on research and policy on public private partnerships. Establish and engage reference group. Develop guidelines and recommendations on crime prevention. Develop and review crime prevention programmes to encourage cooperation with public private partnerships strategies at local provincial and national level. Measure the impact of public private partnerships crime prevention initiatives and improve on public private partnerships initiatives and community relations. Promote Public Private Partnerships cooperation on community safety and crime prevention. Develop and maintain Public Private Partnerships relationships within policing environment. Initiate, coordinate, integrate and sustain Public Private Partnerships to support crime prevention through different partnership models. Establish stakeholder relationships and develop a stakeholder engagement plan. Develop concept documents, working group agreements and memorandum of Understanding (MOUs) for public private partnerships campaigns against crime. Ensure alignment of Public Private Partnerships strategy to national policy. Manage and facilitate the implementation of the Public Private Partnerships programmes. Management of crime prevention. Develop and implement plan to manage Public Private Partnerships engagements. Communicate with external stakeholders on Public Private Partnerships. Develop and review crime prevention programmes to ensure dialogue with all public private partnerships relevant stakeholders. Communicate and develop joint plans with provincial Department of safety on Public Private Partnerships. Provide technical assistance in the review of Public Private Partnerships programmes. Develop and maintain productive

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

client and stakeholder relationships. Conduct impact assessment of social crime prevention and community behaviour change programs initiated. Management of physical, human and financial resources.

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

Applications can also be emailed to [recruitment@csp.gov.za](mailto:recruitment@csp.gov.za)

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. 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. 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.

**CLOSING DATE**

05 March 2021

**POST 06/02**

**DEPUTY DIRECTOR: POLICE COMPLIANCE REF NO: CSP/03/2021**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

R869 007 per annum

Pretoria

National Diploma or Bachelor's Degree in Public Administration/ Social Sciences, Development Studies or relevant equivalent qualification. 3 years' management experience in monitoring and evaluation field. Understanding of monitoring and evaluation strategies, policies and procedures. Use of Audio-visual equipment. Flow-charting software. Monitoring methodologies, Monitoring and evaluation methods. Extensive knowledge and experience in monitoring and evaluation tools and systems. Knowledge of the Constitution of the Republic of South Africa and Batho Pele Principles. Public Service Regulations, Public Service Act, South African Police Act and community structures. Computer Literacy, verbal and written communication skills, presentation skills. Planning and organizing. Problem solving and decision making skills. Applied strategic thinking, facilitation skills and team leadership. Project management.

**DUTIES**

Develop compliance monitoring policies, guidelines and procedures. Develop and design compliance monitoring tools, guidelines and systems. Develop annual costed monitoring and evaluation plan. Analyses DVA and GBV related legislation and policies in relation to policing mandates. Ensure compliance with Ministerial Directives. Monitor and evaluate SAPS compliance with the Domestic Violence Act (DVA) and other Gender Based Violence (GBV) related legislation and policies. Plan and conceptualise compliance monitoring projects. Coordinate national and provincial compliance monitoring team activities. Guide oversight visit processes. Assess and analyse SAPS compliance levels in relation to legislation, policies and Ministerial Directives. Oversee intervention plans for non-compliance. Coordination and monitoring of special projects. Participate in Intersectoral Committees relating to implementation of DVA and GBV related legislation. Provide complex reports on police compliance. Develop DVA compliance bi-annual reports for presentation to Parliament. Manage the collection and processing of data regarding compliance monitoring. Coordinate and guide data collection processes. Manage the processing and analysis of accurate and reliable data. Ensure the development of oversight monitoring and evaluation database.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

Provide compliance monitoring and evaluation reports with recommendations. Management of Resources, human and financial resources.  
Ms NM Sefiti / Mr BK Shiphamele Tel No: (012) 393 4359/2500  
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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. 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. 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.

**CLOSING DATE**

05 March 2021

**POST 06/03**

**ASSISTANT DIRECTOR: POLICE PERFORMANCE REF NO: CSP/04/2021**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

R470 040 per annum  
Pretoria  
National Diploma/ Bachelor's Degree in Public Administration/ Social Sciences, Development Studies or relevant equivalent qualification. 3-5 years working experience in civilian oversight of police or monitoring and evaluation. Knowledge of the Constitution of the Republic of South Africa, understanding of monitoring and evaluation strategies, policies and procedures, Batho Pele Principles, Public Service Finance Regulations and Public Service Act. Public Finance Management Act, Civilian Secretariat for Police Service Act. SAPS Act and internal performance evaluation and reporting. Computer Literacy, Planning and organizing, presentation, verbal and written communication skills. Problem solving, analytical and decision making skills. Team leadership, report writing and facilitation skills. Project management.

**DUTIES**

Plan and conceptualise police performance projects. Support the development of M&E systems for effective monitoring of SAPS performance. Provide support in the Directorate operational and strategic planning processes. Conduct Research, develop the project proposal and develop project plans. Monitor and report on the implementation of project plans. Provide guidance on police performance plan. Develop data collection instruments / questionnaire, design and develop the questionnaire guidelines. Conduct pilot to ascertain the applicability of the data collection instruments on data collection processes. Conduct tests on the electronic questionnaire to ascertain applicability and synergy with regard to data capturing and validation rules. Conduct oversight monitoring and evaluation of SAPS performance. Develop the travel schedule, collect data using the data collection tools. Provide leadership to the data collection team, ensure completion of data collection tools and conduct quality control and assurance. Develop the report tabulation plan, develop tables, charts and graphs. Analyse monitoring and evaluation data. Compile comprehensive oversight monitoring and evaluation reports. Stakeholder Management. Coordinate monitoring and evaluation partnership activities or stakeholder engagements. Conduct internal and external capacity building initiatives. Provide support for the National Oversight Forum and M&E Forum. Provide support to the projects by Minister of Police and Secretary for Police Service. Consultative meetings with stakeholders. Management of

<b><u>ENQUIRIES</u></b>	:	resources (human and financial).
<b><u>APPLICATIONS</u></b>	:	Ms NM Sefiti / Mr BK Shiphamele Tel No: (012) 393 4359/2500
<b><u>NOTE</u></b>	:	Applications can also be emailed to <a href="mailto:recruitment4@csp.gov.za">recruitment4@csp.gov.za</a>
	:	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. 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. 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.
<b><u>CLOSING DATE</u></b>	:	05 March 2021
<b><u>POST 06/04</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMMUNITY OUTREACH PROGRAMME REF NO: CSP/01/2021</u></b>
<b><u>SALARY</u></b>	:	R470 040 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Bachelor Degree in Social Science or relevant equivalent qualification. 3 year's working experience. Knowledge of the Constitution of the Republic of South Africa, Good Governance and Batho Pele Principles, Performance Management and Monitoring. Public Service Regulations, Public Finance Management Act and internal performance evaluation and reporting. Understanding of Intergovernmental Relations Frameworks Act, government policies and advanced report writing skills. Policy presentation and policy implementation and evaluation process. Computer literacy, communication (verbal & written) skills, presentation skills, planning and organizing skills. Event management skills and facilitation skills. Team leadership, problem solving skills. Drivers Licence.
<b><u>DUTIES</u></b>	:	Provide support in the identification of relevant initiatives to promote crime prevention. Engage with stakeholders and communities to identify community safety constraints in various target groups, develop community safety programmes according to identified community safety constraints. Provide support on the development of plans to implement community safety programs in identified communities. Develop and review community outreach programmes. Research comparative community outreach partnership policing theories for best practice on implemented outreach programmes, measure impact of implemented outreach programmes and recommend improved initiatives. Engage in dialogues and other avenues to source inputs, coordinate and align community outreach programmes for implementation in various target groups to ensure synergy. Manage and update database of relevant stakeholders and implemented programmes. Provide support on the facilitation of public participation engagements. Provide logistic support in preparation of public participation engagements and assist with the co-ordination of national and provincial events. Assist with the implementation, follow ups and compiling draft reports with recommendations for implemented public participation engagement plans. Write and present reports with recommendations on the community outreach engagements, assist in the research and analysis of performance of unit functions against plan. Provide support on the reporting for budget and resources. Develop and implement directorate resource monitoring

tool, provide support on monthly compilation of expenditure budget reporting of costs on activities and assist in the development of sub-directorate budget tool.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

: Ms NM Sefiti / Mr BK Shiphamele, Tel No: (012) 393 4359/2500  
: Applications can also be emailed to [recruitment1@csp.gov.za](mailto:recruitment1@csp.gov.za)  
: 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. 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. 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.  
: 05 March 2021

**CLOSING DATE**

**POST 06/05**

**SENIOR ADMINISTRATION OFFICER REF NO: CSP/05/2021**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R316 791 per annum  
: Pretoria  
: National Diploma/ Bachelor's Degree in Public Administration /Management or equivalent qualification. 2-3 years' experience. Knowledge of all applicable legislation, policies, prescripts and procedures. Ability to conduct research and analyse documents and situations. Knowledge of Public Finance Management Act, Supply Chain Management procedures, Public Service Regulations and Personnel Performance Management Systems. An analytical approach to problem solving, strong communication (written and verbal), computer literacy and presentation skills. Project Management. Planning and organising skills. Ability to interact with functionaries at all levels including top management.

**DUTIES**

: Render administrative support services. Ensure the effective flow of information and documents to and from the office of the Director. Ensure the safekeeping of all documentation in the office of the Director in line with relevant legislation and policies. Obtain inputs, collate and compile reports, (e.g. Progress reports, monthly reports and management reports). Scrutinise routine submissions / reports and make notes and/or recommendations for the Director. Respond to enquiries received from internal and external stakeholders. Collect, analyse and collate information requested by the Director. Ensure the timely coordination of travel arrangements, manage all administrative matters (e.g. leave register, procurement, etc.). Provide secretariat and personal assistant support. Scrutinise documents to determine actions/information/other documents required for meetings. Records minutes/decisions and communicate to relevant role-players – follow-up on progress made. Support the office the Director DNA board with the administration of the budget. Keep record of expenditure commitments, monitors expenditure and alert the manager of possible over- and under spending.

**ENQUIRIES**  
**APPLICATIONS**  
**NOTE**

: Ms NM Sefiti / Mr BK Shiphamele, Tel No: (012) 393 4359/2500  
: Applications can also be emailed to [recruitment5@csp.gov.za](mailto:recruitment5@csp.gov.za)  
: 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. 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. 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.

- CLOSING DATE** : 05 March 2021
- POST 06/06** : **DRIVER/MESSENGER REF NO: CSP/02/2021**
- SALARY** : R145 281 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 10 or ABET. 7- 12 months relevant experience. Knowledge of fleet operations, knowledge of public transport regulations, knowledge of the relevant emergency procedures and knowledge of customer service principles and practices. Knowledge of Public Service Regulations and Public Service Act, the Constitution of the Republic of South Africa and Batho Pele Principles. Verbal and written communication skills. Professional personal presentation and confidentiality. Ability to work under pressure, confident and independent. Valid driver's license.
- DUTIES** : Drive light and medium motor vehicles to transport passengers and deliver other items (Mail and Documents). Transport passengers and other items to and from (e.g. Mail and documents). Deliver and collects official documents, mail and parcels to the correct destination. Accurately following routes, maps, and direction. Do routine maintenance on the allocated vehicle and report defects timely. Check vehicle each time driving e.g. oil, water etc. Refer vehicle due for service, report mechanical defects and keep the car clean at all times. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Obtain authorisation for vehicle use, fill up required documentation, keep all receipts, necessary prescribed records and log books at all times. Render clerical support/ messenger services in the relevant office. Copy and fax documents. Assist in the registry, assist with any other duties delegated by the supervisor. Ensure proper and secure control over movement of documents.
- ENQUIRIES** : Ms NM Sefiti / Mr BK Shiphamele Tel No: (012) 393 4359/2500  
**APPLICATIONS** : Applications can also be emailed to [recruitment2@csp.gov.za](mailto:recruitment2@csp.gov.za)  
**NOTE** : The Office of the Directorate for Priority Crimes Investigation Judge (DPCI Judge) is an Institution headed by a retired Judge (S17L(1) (a) and (4) of the SAPS Act, 68 of 1995) to exercise judicial oversight over the investigations conducted by members of the DPCI Police (also known as the Hawks) in circumstances in which members of the public lay complaints that their rights have been violated; and to prevent or address any undue political, or any other nature, interference or influence with the functioning of the Hawks. 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-

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**CLOSING DATE**

:

05 March 2021