

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.

- CLOSING DATE** : 04 June 2021. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.
- 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. 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.

OTHER POSTS

- POST 18/01** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: CSP/11/2021**
- SALARY** : R733 257 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree / National Diploma in Auditing / Internal Audit and Accounting. 3-5 years' working experience in risk management of which 3 years must be at Assistant Director Level. Understanding of Treasury and PFMA regulations. Knowledge of Public service internal controls, enterprise wide risk management framework and corporative governance king report. Risk management standards and procedures and other government legislations. Knowledge of the Constitution of the Republic of South Africa, good governance and Batho Pele Principles. The Internal Audit methodologies and procedures. Departmental Policies and Procedures. Performance Management and Monitoring. Planning and organizing, problem solving and decision making. Project management, strategic and analytical skills. Report writing skills, presentation skills, ability to interpret and apply policy. Ability to work with diverse people. Valid driver's license.
- DUTIES** : Manage risk management strategies, policies, systems and annual risk management plan. Develop risk management maturity level framework in the department. Conduct research on risk management best practices to improve departmental risk management processes. Facilitate the annual strategic risk assessment workshop, facilitate operational risk assessment workshop, compile the strategic and operational risk registers. Develop risk management reports on strategic and operational risks in the department, assess the impact and likelihood of identified risks to the department. Facilitate and follow up on the implementation of management action plans to address all identified risks. Conduct risk management awareness campaigns, develop newsletters, pamphlets and email alerts to promote risk management awareness throughout the department. Monitor the implementation of the action plans of AGSA, internal Audit findings and other

oversight committee reports. Liaise with management on the implementation of the management action plans and develop a status report on the implementation of management action plans. Management of physical, human and financial resources.

ENQUIRIES : Ms NM Sefiti / Mr BK Shiphamele Tel No: (012) 393 4359/2500
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. Applications can also be emailed to recruitment4@csp.gov.za.

POST 18/02 : **ASSISTANT DIRECTOR: RESEARCH REF NO: CSP/12/2021 (X2 POSTS)**

SALARY : R470 040 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor Degree in Social Science, Research Methodology (NQF 7) or relevant equivalent qualification. 3 years' experience in conducting research and producing research reports. Demonstrate extensive knowledge and application of quantitative and qualitative research methodologies and procedures. Extensive practical knowledge and experience in research. Experience on quantitative and qualitative research softwares. Experience of research procedures and research report writing. Knowledge of the Constitution of the Republic of South Africa, good governance and Batho Pele Principles, Civilian Secretariat for Police Service Act, South African Police Service Act and other government legislations. Computer literacy, communication (verbal & written), project management and presentation skills. Planning and organizing, team leadership, problem solving and decision making skills. Valid driver's license.

DUTIES : Take active role in research planning including drafting of concept note/terms of reference/proposal to support research project and identification of research topics. Develop qualitative/quantitative research methodology that is appropriate for the study, compile sampling plan and criteria for each research projects. Develop and apply sound data collection/analysis systems. Prepare interview questions, maintain accurate records of interviews, and prepare briefing notes, facts sheets reports, other articles, and presentations. Coordinate supply chain, research publication and dissemination processes. Conduct primary and secondary research. Conduct impact research studies. Provide desktop research. Conduct literature reviews, collect and analyse data. Undertake comparative research with national and international research institutions. Undertake field work preparations, collect data for research projects, and manage fieldwork processes. Compile research reports based on analysed data. Develop evidenced-based recommendations for the respective project, provide summaries of collected research reports for projects. Prepare progress reports, coordinate and manage the respective research project according to project management principles. Influence and implement the CSPS Standard Operating Procedure and Research Framework.

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