

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.

- 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.
- CLOSING DATE** : 20 August 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. Advertisements and accompanying notes must clearly capture the requirements for certification to reflect that applicants must submit copies of qualifications, identity documents and drivers licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. 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.

OTHER POSTS

- POST 26/01** : **DEPUTY DIRECTOR: RESEARCH REF NO: CSP/13/2021**
- SALARY** : R869 007 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree in Social Sciences or Research Methodologies or relevant equivalent qualification. 3-5 years' relevant experience in a related field of which 3 years must be at Assistant Director Level. Understanding and development of research strategies, policies and procedures. Extensive experience in quantitative and qualitative research methodology and analysis. 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 Research Framework and other government legislations. Computer literacy, Communication (verbal & written), Project management and presentation skills. Planning and organizing, Team leadership & development, Emotional Intelligence, Self-management, Conflict Management, Initiative, Self-driven, Innovative, Deadline drive, Excellent attitude towards work, Problem solving and decision making skills. Report writing skill. Valid driver's license.
- DUTIES** : Provide research and management support to the Director: Research. Develop service level agreements and memorandum off agreements. Develop and managing the research dissemination plan. Coordinate supply chain processes for research workshops, commissioning, participate in evaluating the proposals, dissemination, presenting, publications and events. Develop and cultivate relevant research networks in policing and safety environment such as academic safety and policing institutions, centres of excellence, research councils, South African Police Service and civil society. Facilitate the National

Oversight Forum and other relevant seminars/workshops/dialogues pertaining to research, and provide report thereof. Coordinate and participate in Research Committees and quality assure the minutes of the Committees. Influence, maintain and implement the Research Framework and Standard Operating Procedure. Manage the research cycle, and conduct both quantitative and qualitative research studies. Contribute to the development of the CSPS research plan by identifying research topics, problem statements & relevant methodology; and managing the identification process with internal and external stakeholders. Draft concept notes and terms of reference to support research project. Develop and manage research project monitoring tools. Undertake primary and secondary research, including desktop, comparative and impact research studies. Analyse research findings and produce research reports. Develop and quality assure research briefing notes and facts sheets, and coordinate the publications thereof. Present research findings to key internal and external stakeholders. Develop operational plans and manage operational risks. Management of physical, human and financial resources.

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 26/02 : **SENIOR ADMINISTRATION OFFICER REF NO: CSP/14/2021**

SALARY : R316 791 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma/ Degree in Public Administration or equivalent qualification. 2-3 years' experience in Secretarial/ Office Administration or Personal Assistant field. Knowledge of the Constitution of the Republic of South Africa, Public Service Regulations, Public Finance Management Act. Treasury Regulations, Supply Chain Management procedures and Personnel Performance Management Systems. Computer literacy, strong communication (verbal & written) skills. Presentation skills, planning and organizing skills. Ability to interact with all functions & levels including top management and facilitation skills. An analytical approach to problem solving, confidentiality, integrity and honesty. Ability to work under pressure and work long hours. Driver's License.

DUTIES : Provide executive administrative support, ensure an effective flow of information and documents to and from the office of the Head of Department. Coordinate travel arrangements, schedule and manage appointments. Coordinate and administer leave register and telephone accounts for the Office of the Head of Department. Prepare briefing notes for the Head of Department, safekeeping of all documentation. Provide logistical support services, process and submit subsistence and travel claims. Handle queries from internal and external clients. Manage the budget of the office of the Head of Department, monitor expenditure and alert the Head of Department of possible over and under spending, keep a record of expenditure and other financial commitments. Check and verify financial reports, compilation of various submissions/ memoranda and responses in relation to the disbursement function. Oversee effective, efficient and economical utilisation of the funds.

ENQUIRIES : Ms NM Sefiti / Mr BK Shiphamele Tel: (012) 393 4359/2500
APPLICATIONS : Applications can also be emailed to recruitment@csp.gov.za

POST 26/03 : **MONITORING AND EVALUATION OFFICER REF NO: CSP/15/2021**

SALARY : R316 791 per annum
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree or equivalent National Diploma (NQF 6) in Social Science (Policing, Criminology, Criminal Justice, Sociology) , Public Policy, Public Administration, Statistics, Population Studies or Development Studies. 1 to 2 years' working experience in the M&E field. Knowledge of Data collection and processing, data analysis and information management. Computer literacy especially using the Microsoft Windows Suite e.g. MS Word, Excel and Outlook. Knowledge of Civilian Secretariat for Police Service Act, SAPS Act. Public Service Act, the Constitution of the Republic of South Africa, internal performance evaluation and reporting and Batho Pele Principles. Planning and organizing, interpersonal and communication skills. Problem solving and decision making skills. Team leadership, customer service orientation. Maintain confidentiality and ability to work under pressure.

DUTIES : Assist in the development of M&E project plan and conduct desktop research. Assist in the design and development of tools, guidelines and procedures for monitoring and evaluation of policing policies and programmes. Assist in the piloting of M&E tools, recommend changes in the review of the tool. Collect data and source documents at Police Stations and SAPS Units. Capture and analyse data. Compile individual site reports and provide oversight feedback and recommendations to the relevant South African Police Service (SAPS) Commanders. Liaise with Provincial Secretariats and other stakeholders. Assist in the development of an operational plan. Coordinate submission of quarterly reports and M&E tools to or from Provincial Secretariats. Assist in the coordination of the National Oversight Forum meetings. Provide Support in the implementation of special projects identified by the Minister and or Secretary for Police Service. 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 recruitment2@csp.gov.za

POST 26/04 : **ACCOUNTING CLERK REF NO: CSP/16/2021**

SALARY : R173 703 per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate or equivalent. Basic knowledge of financial functions, ability to capture data and ability to collate financial stats. Basic knowledge of Public financial legislations, procedures and treasury regulations. Knowledge of basic financial operating system (PERSAL, BAS, LOGIS etc.). Knowledge of working procedure in terms of the working environment and understanding of legislative framework governing the Public. Computer literacy. Planning and organizing, interpersonal and good verbal and written communication skill. Confidentiality, time management and ability to work under pressure.

DUTIES : Render financial accounting transactions. Receive invoices, check invoices for correctness, verification and approval. Process invoices (e.g. capture payments). Perform salary administration support services. Receive salary advices, process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments and capture all deductions etc.). Filing of documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts, record debtors and creditors. Process electronic banking transactions and compile journals. Render budget support services. Collect information from budget holders, compare expenditure against budget and identify variances. Capture, allocate veriments on budget. Distribute documents with regard to budget, receive and capture cash payments.

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