

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 emailed timeously to recruitment@csp.gov.za or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception
No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified

CLOSING DATE : 08 April 2022

MANAGEMENT ECHELON

POST 11/06 : **SECRETARY FOR POLICE SERVICE REF NO: CSP/05/2022**
(Five Year Contract)
Re-advert those who previously applied should re-apply if still interested

SALARY : R2 008 212 per annum (All inclusive package)
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree in Public Administration, Commerce, Social Science, Law or equivalent qualification (NQF 7) and a relevant post graduate qualification (NQF 8) and 8 - 10 years' experience at a Senior Management level (which five years must be as a member of SMS in the Public Service. Completion of pre-entry certificate for Senior Management Service (SMS) is mandatory requirement. Extensive knowledge and experience in policy drafting, analysis and implementation; interpretation of constitutional law; policy formulation; understanding of government policies and initiatives within the crime fighting environment as well as the role of information, partnerships and stakeholder management in Government decision-making. Good understanding of the safety and crime prevention structures within and outside the justice and security cluster. Good understanding of the PFMA and Public Service Regulatory Framework; Strategic capability, leadership and management skills in leading and managing transformation, change and diversity; Applied Strategic Planning and Facilitation; Financial management and Budgeting, Problem-solving and Analytical skills. Strong stakeholder management, good communication, presentation, strong interpersonal and negotiation skills including multi-national negotiations, honesty and integrity. The successful candidate will be directly responsible to the Minister of Police for the performance of the statutory functions of the Civilian Secretariat for Police Service, its operations and the realization of agreed output and targets. In accordance with Civilian Secretariat for Police Service Act Section 7, subparagraph 4, the Secretary must not be a member or former member of the Police Service of the Republic contemplated in section 199(1) of the Constitution, are not eligible for appointment, so they may not apply.

DUTIES : Provide strategic leadership and overall management of the Civilian Secretariat for Police Service as defined in Chapter 5 of the PFMA and Chapter 3 of the PSA. Ensure effective civilian oversight; monitoring and evaluation of the South African Police Service. Oversee the review and development of policing policies and render strategic policy advice and other support to the Minister of Police to direct effective Policing. Ensure the provision of evidence based research and evidence led policy development on policing, crime and safety to the Minister of Police to inform policing policy and decision making. Coordinate the Minister's Stakeholder engagements and public participation on policing and safety and security matters. Oversee the legislation review and development process including presentation of bills to Parliament. Advise the Minister on any matter related to effective policing, safety and security. Oversee the management and facilitation of inter-governmental, civil society and public-private partnerships. Provide the necessary support on the implementation or compliance with international obligations. Monitor and advise on the utilisation of the budget of the police service to ensure compliance with policy directives or instructions of the Minister. Provide oversight and leadership on the functions of the National Forensic Oversight and Ethics Board (DNA Board) and the Directorate for Priority Crimes Investigation (DPCI) in consultation with the Minister. Develop and maintain

sound relationships with relevant Parliamentary Committees. Lead and or participate in meetings with provincial civilian oversight structures. Management of Resources.

ENQUIRIES
NOTE

: Dipsy Wechoemang Tel No: 012 393 2500/0796936585
: 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. The Z.83 form should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications, ID document and license (these copies need not be certified), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from HR. Failure to submit the requested documents/information will result in your application not being considered. 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. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link <https://thensg.gov.za/training-courses/sms-pre-entry-programme>. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. The Civilian Secretariat for Police Service has the right not to fill the post. Preference will be given to youth, people with disability and women in accordance with our employment equity plan. The successful candidates will be based in Pretoria and will frequently travel to Cape Town when Parliament is in session.

OTHER POSTS

POST 11/07

: **ADMINISTRATOR REF NO: CSP/06/2022**

SALARY
CENTRE
REQUIREMENTS

: R211 713 per annum
: Pretoria
: National Diploma in Public Administration/Management with one-year administrative experience or Grade 12 certificate with 2 years administrative experience. Knowledge of clerical duties and ability to use a computer. Ability to capture and collect data. Knowledge and understanding of legislative framework governing the Public Service. Communication skills (Written and Verbal), Problem analysis and decision making. Confidentiality and ability to work under pressure. Planning and organising.

DUTIES

: Provide administrative and secretarial support. Devise and maintain office systems including electronic and hard copy filing systems, data management etc. Organise events, meeting room and facility for the Directorate. Assist in logistical preparation for Directorate's meetings and events as required. Prepare meetings packs for the Directorate and timeously distribute to all participants. Write-up and follow-up on notes and actions from meetings that the Directorate have participated in, prepare correspondence, presentations and other information as requested by the Directorate. Coordinate proper administration of staff overtime, claims and leave plans. Perform any other administrative duties required by the Directorate. Provide logistical support to the Directorate. Arrange travel and accommodation for the Directorate, assist with the management of deadlines for individuals within the Directorate. Render information/records management services, administer incoming and outgoing mail/documents. Refer and distribute documents/information to the relevant committee members. Maintain records keeping and filing system. Record flow of correspondence. Receive and records information requests. Make follow up on referred action list and decision registers, compile minutes and monthly reports.

ENQUIRIES

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

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POST 11/08

: **ADMINISTRATION CLERK REF NO: CSP/07/2022**

SALARY

: R176 310 per annum

CENTRE

: Pretoria

REQUIREMENTS

: Grade 12 certificate or relevant qualification. Knowledge of clerical duties and ability to use a computer. Knowledge and understanding of legislative framework governing the Public Service. Communication skills (Written and Verbal), Problem analysis and decision making. Confidentiality and ability to work under pressure. Planning and organising skill.

DUTIES

: Render general clerical support services. Record, organise, store, capture and retrieve correspondences and data. Update register and statistics. Handle routine enquiries, make photocopies and receive or send fax. Distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component. Type basic letters and/ or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurements of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Maintain leave register for the component. Keep and maintain personnel records and attendance register for the component. Arrange travelling and accommodation, provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of substance and travel claims of officials. Perform ad-hoc duties, as may be delegated from time to time.

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comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications, ID document and license (these copies need not be certified), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from HR. Failure to submit the requested documents/information will result in your application not being considered. 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 posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will 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 for 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 before 17h00 on week-days.