

CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and its intention is 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 258 Lillian Ngoyi Street, Pretorius Street, Fedsure Forum Building, 2nd floor, Pretoria at the Reception. Applications can also be emailed to recruitment@csp.gov.za. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.
- CLOSING DATE** : 27 May 2022
- 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. 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. 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.

OTHER POSTS

- POST 17/06** : **ASSISTANT DIRECTOR: LOGISTICS REF NO: CSP/03/2022**
: This is a re-advertisement. Applicants who previously applied do not need to re-apply, their applications will still be considered
- SALARY** : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree/ National Diploma in Supply Chain Management/ Logistics/ Purchasing Management or relevant SCM qualifications. Minimum of three (3) year supply chain experience on supervisory level. Knowledge of Public Finance Management Act and Treasury-related legislations. Understanding of Accounting principles and practices, tax, and the analysis and reporting of financial data. Knowledge of logistics management processes, SCM policies and procedures. Knowledge of BAS and LOGIS system. Knowledge of the Constitution of the Republic of South Africa, Batho Pele Principles, Public Service Regulations and Public Service Act. 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** : Coordinate and review the processing of creating orders and payments for goods and services. Manage the creation of purchase orders, manage the 0-9 file. Manage the commitment and accruals reports, manage and coordinate Travel Management and reconcile the travel payments. Ensure the proper management of stores and warehouse. Ensure the process of issuing goods as required, continuously monitor inventory, Stock taking according to stock taking plan and consolidation of stock counted with official record. Identify outdated, unserviceable, redundant and obsolete stock. Coordinate the disposal of stock inventory. Compile a report for the identification of stock for

		disposal purposes and presentation to the disposal committee for approval. Manage and supervise the logistics staff.
<u>ENQUIRIES</u>	:	Ms NM Sefiti / Mr BK Shiphamele, Tel: (012) 393 2500
<u>POST 17/07</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: CSP/05/2022</u>
		This is a re-advertisement. Applicants who previously applied do not need to re-apply, their applications will still be considered
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree/ National Diploma in Financial Management/ Management Accounting/ Financial Accounting or relevant financial qualifications. 3 years' experience in Financial Accounting preferable in Government Service. Knowledge of PFMA and Treasury-related legislations, accounting principles and practices, tax, and the analysis and reporting of financial data. Track record of business plans and budgeting. Knowledge of PERSAL, LOGIS and BAS. Economic Reporting Framework including the standard chart of accounts and Medium Term Strategic Framework. Understanding of government financial systems, principles and practice of financial accounting including MCS and AMD. Tools and techniques for accounting and reporting. Knowledge of the Constitution of the Republic of South Africa, Batho Pele Principles, Public Service Regulations and Public Service Act. Computer Literacy, verbal and written communication skills, presentation skills. Planning and organizing. Problem solving and decision making skills. Advanced financial management and analytical skills. Team leadership and project management.
<u>DUTIES</u>	:	Monitor the collection and recording of revenue. Oversee Cashier, banking service and electronic payments. Monitor and review the procedures for the collection and safekeeping of all monies. Oversee the safeguarding of source documents and face value forms. Manage and oversee debt management. Oversee the identification and accurate recording of debts owed to the department. Ensure and oversee monitoring and reporting on revenue, manage and ensure the compensation of employees. Oversee the reconciliation of transactions on the payroll (PERSAL) with the accounting system (BAS). Ensure the processing and reconciliation of payment requests. Ensure all creditors are paid within 30 days. Authorise the payments processed on BAS and LOGIS system, oversee the compilation of interim and annual financial statements and reports. Oversee monthly and annual financial system closer and reporting. Management of Resources, human and financial resources.
<u>ENQUIRIES</u>	:	Ms NM Sefiti / Mr BK Shiphamele Tel No: (012) 393 2500
<u>NOTE</u>	:	Preference will be given to applicants who are citizens of the Republic of South Africa and residents within the Gauteng Province.
<u>CLOSING DATE</u>	:	27 May 2022
<u>POST 17/08</u>	:	<u>AUDIT AND RISK COMMITTEE MEMBER REF NO: CSP/08/2022</u>
<u>SALARY</u>	:	Audit and Risk Committee members shall be appointed as independent contractors and not as employees of the Civilian Secretariat for Police Service. Appointment will be for a three-year term and remuneration shall be in accordance with National Treasury Regulations 3.1.6, read with 20.2.3. Members will be remunerated for preparation and attendance of meetings.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a graduate qualification in the field of either Accounting, Internal Auditing, Risk Management, Information Communication Technology, or Law. Possession of a CA (SA), CIA, CISA, CFE qualification and knowledge of the Public Sector will be an added advantage. Experience: Applicants must have a sound experience in Internal Audit, Governance and Risk Management, General and working Knowledge of the Public Sector, Information Communication Technology, Strategy Development, Implementation and Monitoring, Legal and External Auditing. A proven record of service or membership of the following Committees: Audit Committee, Risk Management Committee, IT Steering Committee, Ethics Committee and/or any Governance Body. Attributes and skills: Independence, integrity, objectivity, reliability, sound knowledge of Public Sector environment, knowledge of governance and risk management principles and control processes, good communication skills, strong leadership skills, knowledge of the Public

DUTIES

Administration Industry. Independence from all operations of the Civilian Secretariat for Police Service.

: The Committee regulates and discharges its responsibilities in accordance with the provisions of the PFMA, Treasury Regulations and the approved Audit Committee Charter.

ENQUIRIES

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