

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

<u>POST 18/11</u>	:	<u>DEPUTY DIRECTOR: INTERGOVERNMENTAL PARTNERSHIPS REF NO: CSP/09/2022</u>
<u>SALARY</u>	:	R882 042 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	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 (Assistant Director Level). Knowledge of the Constitution of the Republic of South Africa, good governance and Batho Pele Principles, Public Service Regulations, Civilian Secretariat for Police Service Act, Intergovernmental Relations Framework Act, National Crime Prevention and Municipality System Act. Understanding of Stakeholder Management, Public Participation Framework, government policies and Community Safety Forums policy. Computer literacy, communication (verbal & written), project management and presentation skills. Planning and organizing, Team Leadership, problem solving and decision making skills. Report writing skill. Valid driver's license.
<u>DUTIES</u>	:	Manage the facilitation of Intergovernmental Partnerships. Develop and manage Intergovernmental Partnerships policies and procedure manuals. Enhance stakeholder Intergovernmental Partnerships, develop and update procedures, methods, policies, and guideline for Intergovernmental Partnerships. Develop, coordinate and maintain Intergovernmental Partnerships programmes. Facilitate the establishment of Community Safety Forums with Provincial Secretariat and Municipalities. Manage the Intergovernmental Partnerships stakeholders' engagements. Participate and contribute in Intergovernmental Partnerships, identify Intergovernmental Partnerships programmes, develop, manage and continuously update the database of stakeholders. Research and analyse crime prevention initiatives, present Community Safety Forums (CSF) Policy Stakeholder, organise Community Safety Forums CSF's facilitation with municipalities and Provincial Secretariats. Manage the implementation initiatives to support crime prevention. Manage and review Intergovernmental stakeholders. Develop and implement plans to evaluate Intergovernmental Partnerships crime prevention initiatives. Write and present reports recommended reports, manage and identify relevant initiatives to support crime prevention. Provide inputs on conducting needs analysis by means of appropriate tools. Manage database of relevant stakeholders. Manage the provision of the identification of relevant initiatives to support crime prevention. Provide inputs on conducting needs analysis by means of appropriate tools, update database of relevant stakeholders and identify Intergovernmental Partnerships initiatives for the Sub-Directorate. Management of physical, human and financial resources.
<u>ENQUIRIES</u>	:	Ms NM Sefiti / Mr BK Shiphamele Tel No: (012) 393 2500
<u>APPLICATIONS</u>	:	Applications can also be emailed to Gladman.Bida@csp.gov.za Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2 nd floor, Pretoria at the Reception Desk. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.
<u>NOTE</u>	:	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.

CLOSING DATE

: 03 June 2022

POST 18/12

**ASSISTANT DIRECTOR: INVESTIGATION: OFFICE OF THE DPCI JUDGE
REF NO: CSP/12/2022**

The Office of the Directorate for Priority Crimes Investigation Judge (DPCI Judge)

SALARY

: R477 090 per annum

CENTRE

: Cape Town

REQUIREMENTS

: National Diploma or Bachelor Degree in Law / Policing or equivalent qualification. 3-5 years' working experience in the management of criminal investigations. Knowledge and understanding of the Criminal Law, Criminal Procedure and Law of Evidence. Knowledge of the Constitution of the Republic of South Africa, good governance and Batho Pele Principles. Knowledge of the investigative system and procedures, Knowledge of Human Rights and government's broad transformation objectives and initiatives, Performance Management and Development System in the Public Service. Understanding the confidentiality of documents. Knowledge of Government prescripts. Public Finance Management Act. Computer literacy, communication (verbal & written) skills, presentation skills, planning and organizing skills. Analytical and decision making skills, problem solving skills, influential skills.

DUTIES

: Conduct investigations into complaints from the public into serious and unlawful infringement of rights by the Directorate for Priority Crime Investigation (DPCI), also known as the Hawks. Gather all relevant information pertaining to investigations. Analyse complaints and advice on complaints falling within the DPCI Judge's mandate. Interview witnesses, respondents and obtain affidavits. Collect and safeguard evidence, compile investigation reports on complaints for consideration by the Judge. Brief the Judge on the imminent action required. Receive, classify and acknowledge receipt of complaints and also send written acknowledgement letters to complainants. Register complaints and investigations. Allocate case numbers to complaints and investigations and also attend to the classification and registration of complaints on the DPCI database. Provide support to the Judge in engagements with departmental stakeholders and role-players. Draft routine submissions/reports and make notes and/or recommendations to the Judge. Collect, analyse and collate information requested by the Judge.

ENQUIRIES

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

APPLICATIONS

: Applications can also be emailed to Sheerine.More@csp.gov.za Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception desk. NB: Please ensure that your application reaches this office before 17h00 on week days.

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 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. Preference will be given to youth, people with disability and women in accordance with our employment equity. The Office of the Directorate for Priority Crimes Investigation Judge has the right not to fill the post. The Post of Assistant Director: Investigation is based in Cape Town.

CLOSING DATE

: 03 June 2022

POST 18/13

: **SENIOR ADMINISTRATION OFFICER REF NO: CSP/10/2022**

**SALARY
CENTRE**

: R321 543 per annum
: 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
APPLICATIONS**

: Ms NM Sefiti / Mr BK Shiphamele Tel No: (012) 393 2500
: Applications can also be emailed to Rembani.Ambani@csp.gov.za Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk. 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. 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.

- CLOSING DATE** : 03 June 2022
- POST 18/14** : **COMMUNICATION OFFICER REF NO: CSP/11/2022**
(Twelve Months Contract)
- SALARY** : R261 372 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate National Diploma or Bachelor's Degree in Communication or Journalism. 1 year relevant experience in a Communication field. Knowledge of graphic design. Adobe creative suite (InDesign, Photoshop, Illustrator, Premier Pro) in the production of communication products, Digital media, Photography. Knowledge of the relevant legislation/ policies/ prescripts, guidelines, standards, procedures and best practices. Knowledge of global, regional and local political, economic and social affairs impacting on the South Africa Police Services. Events management. Computer competency (MS Word, Excel, Outlook, PowerPoint and emails). Communication skills (Written and Verbal), facilitation skills and report writing skills. Planning and organising skills. Problem solving and decision making. Interpersonal relations, sound organizing skills, and project management skills. Communication and Information management, customer focus and responsiveness and ability to work long hours. Confidentiality and high level reliability, confident and independent. Integrity and honesty. Ability to work under pressure. Ability to act with tact and discretion. Drivers' license.
- DUTIES** : Facilitate and enhance communication services. Design and implement brand awareness campaigns, Develop and implement communication campaigns and products, Design and roll out above-the-line communication campaigns and products in collaboration with relevant stakeholders (programmes, izimbizos and facilities. Render graphic design, photographic and video services. Design promotional displays, marketing brochures, packing products, animations, layout method, logos for products and services. Plan, analyse and design a visual answer to a communication problem, Review and check the design to avoid errors before the final printing, take photos and videos for department, edit photos and videos for publications, manage the departmental digital library (pictures and videos). Facilitate departmental media events and functions. Oversea departmental social media accounts (Facebook, twitter, you-tube, instagram), implement social media strategy in align with the departmental cooperate identity manual, conduct research on current social media standard trends and audience preferences. Edit, publish and share engaging content, monitor the department social media platforms and respond accordingly, stay up to date with the current technologies and trends in social media, design tools and system. Enhance department identity and brand. Develop branding initiatives, establish and maintain the image of the department, implement new features to develop brand awareness, promote departmental programmes in line with the CSPS calendar, write news diary of events to support internal publications, issue internal communication publication.
- ENQUIRIES** : Mr BK Shiphamele / Ms NM Sefiti / Tel No: (012-393-4359/2500)
- APPLICATIONS** : Applications can also be emailed to Gladman.Bida@csp.gov.za Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.
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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.

CLOSING DATE

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03 June 2022