

**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 Civilian Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.*

- APPLICATIONS** : 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<sup>nd</sup> floor, Pretoria at the Reception Desk. No late applications will be accepted. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.
- CLOSING DATE** : 29 July 2022
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from Department. 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. Failure to submit the requested documents/information will result in your application not being considered. 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 will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate for appointment. Short-listed candidates will be subjected to a security clearance. The Department has the right not to fill the post. All posts are based in Pretoria. Preference for appointment will be given in accordance with the employment equity status of the Department.

**OTHER POSTS**

- POST 26/04** : **DEPUTY DIRECTOR: POLICY AND LEGISLATION COSTING REF NO: CSP/14/2022**  
(12 Month contract)
- SALARY** : R882 042 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree in Economics/Econometrics/Financial Management/Public Finance or relevant financial costing qualifications. 3-5 years working experience of which 3 years should be at the Assistant Director Level or management level in financial policy and legislation costing within the public service environment. Knowledge of drafting social economic impact assessment system (SEIAS) reports, analysis, costing and reporting of policy directives and legislation financial data. Understanding of organisational and government structures, Public Finance and Management Act (PFMA), Treasury Regulations and guidelines. Economic Reporting Framework including the standard chart of accounts, Medium Term Strategic Framework, government financial systems principles and practice of financial accounting. Understanding of tools and techniques for costing and reporting, extensive knowledge of budget, financial planning and costing. Good governance and Batho Pele Principles. Extensive computer literacy, advanced skills on Microsoft excel, communication (verbal & written), project management and presentation skills. Planning and organising, team leadership, problem solving and decision making skills. Valid driver's license.
- DUTIES** : Identify cost drivers in policy and legislation, develop policy and legislation costing policies and draft costing reports. Provide possible funding sources including the financing implementation plans, prepare inputs for MTEF submission related to policies and legislation costing in consultation with finance unit and provide advice on the costing findings. Develop and Implement the costing model of the department. Identify activities in policies and legislation that are developed by the department and prepare the costing for their implementation. Analyse policy directives and legislation to comply with allocated budget, prepare financial analyses and make recommendations. Liaise with internal and external key stakeholders on the costing of policies and legislation (Line functionaries, Ministry, National Treasury, SAPS) etc. Conduct cost-benefit analysis of policies and legislations. Evaluate the value against the cost of a decision, project, policy or legislation. Identify the impacts and select measurement indicators, predict the

impacts over the life of the proposed policies or legislations and identify risks associated with policy and legislation outcomes.

**ENQUIRIES** : Mr BK Shiphamele at 061 080 7598  
**APPLICATIONS** : Applications can also be emailed to [Sheerine.More@csp.gov.za](mailto:Sheerine.More@csp.gov.za)

**POST 26/05** : **ASSISTANT DIRECTOR: PUBLIC PRIVATE PARTNERSHIPS REF NO: CSP/13/2022**

**SALARY** : R470 040 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma or Bachelor's Degree in Social Science, Development Studies, Policing Studies or relevant equivalent qualification 3 years working experience in stakeholder relations or partnerships. Knowledge of the Constitution of the Republic of South Africa, Good Governance and Batho Pele Principles, Performance Management and Monitoring. Public Service Regulations, Public Finance Management Act and internal performance evaluation and reporting. Understanding of stakeholder management, Public Participation Framework, government policies and advanced report writing skills. Policy presentation, policy implementation and evaluation process and protocol skills. Computer literacy, communication (verbal & written) skills, planning and organising skills. Event management, networking and building bonds. Team leadership, problem solving and decision making skills. Drivers license.

**DUTIES** : Facilitate the identification of relevant initiatives to support crime prevention. Research projects focused on crime prevention with public private partnerships, development and submission of the unit demand management plan. Provide inputs on conducting needs analysis by means of appropriate tools, keep abreast of latest public private partnerships trends and developments on crime prevention. Maintain stakeholder relations through conducting regular consultation on crime prevention initiatives through public private partnerships. Development of monitoring and evaluation guides for public private partnerships conducted, provide support in the monitoring and evaluation of crime prevention initiatives, participate in the preparation for implementation of crime prevention initiatives with public private partners, manage the Public Private Partnerships stakeholder engagement and database. Participate in the coordination and development of internal and external crime prevention programs. Conduct researched input on the development of sub-directorate annual plan, promote application of innovative PPP structures and approaches. Quarterly reports information Collating and Submission of POE. Maintain knowledge of emerging best practices on enhancing public private partnerships with stakeholders including best practices in crime prevention implementation. Make presentations and write reports on public private partnerships program with agreed timelines. Promote Public Private Partnerships cooperation on community safety and crime prevention, conduct impact assessment of social crime prevention and community behavior change programs initiated. Conduct impact of public private partnership initiatives to improve community police relations.

**ENQUIRIES** : Mr BK Shiphamele at 061 080 7598  
**APPLICATIONS** : Applications can also be emailed to [Kedibone.Mazwi@csp.gov.za](mailto:Kedibone.Mazwi@csp.gov.za)