

## 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 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2<sup>nd</sup> floor, Pretoria at the Reception Desk, or emailed to [Sheerine.More@csp.gov.za](mailto:Sheerine.More@csp.gov.za). No late applications will be accepted. 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.
- CLOSING DATE** : 22 August 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 the Department. 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 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 POST

- POST 29/05** : **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT AND ADMINISTRATION REF NO: CSP/15/2022**
- SALARY** : R744 255 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma / Bachelor's Degree in Human Resource Management and/or Development or relevant equivalent qualification. 5 years' experience in Human Resource Management. Knowledge of Human Resources Management and HR systems, organisational development policies and procedures, Knowledge of HR Systems implementation and change management, ability to develop and implement outcome based performance management system to support achievement of department goal and objectives, Public service regulatory framework and government planning. Understanding of government systems and structures, Public Finance and Management Act (PFMA), Labour Relations Act, Public Service Regulations, Public Service Act, Basic Conditions of Employment Act and Compensation for Occupational Injuries and Diseases Act. Good governance and Batho Pele Principles. Computer literacy, communication (verbal & written), project management and presentation skills. Planning and organising, team leadership, problem solving and decision making skills. Valid driver's license.
- DUTIES** : Develop human resource policies, planning and research. Maintain correspondence on policy related issues and ensure implementation of Human Resources programs. Advise the department on the formation, development and application of policy and strategic decisions relating to the Human Resources. Develop and update procedures, methods, policies, and guidelines for the Department. Manage recruitment and selection, placement including retention strategy for the Department. Direct and implement employee

engagement and retention programs. Develop and manage succession planning for the department. Manage leave, long service recognition and PILIR, manage human resource allowances and benefits, service terminations and pension enquiries and facilitate GEMS and COIDA. Manage relocation, redeployment and provide support to SMS and MMS. Manage and coordinate HR records management, overseeing employee benefits and services, implement, communicate and administer the employee benefit programs. Management of HR plan and Annual reports. Develop and manage human resources management plan, prepares financial data for monthly, quarterly and annual reports. Provide and interpret human resources annual reports, manage the preparation and distribution of Human Resources Plan. Coordinate and update the Department annual report. Maintain and strengthen internal controls over Human Resources Plan and Annual Plan. Management of resources, human and financial resources.

**ENQUIRIES**

: Ms T Mabitsi Tel No: 084 941 2527