

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** : 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. 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** : 07 October 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 only (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. 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 department has the right not to fill the post. Preference for appointment will be given in accordance with the employment equity status of the Department. The successful candidate will be based in Pretoria.

MANAGEMENT ECHELON

- POST 36/14** : **DIRECTOR: POLICY DEVELOPMENT REF NO: CSP/18/2022**
- SALARY** : R1 073 187 per annum, (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree in Public Policy, Social Science or Law (NQF 7) or relevant equivalent qualification. A post graduate qualification would be preferable. 5 years middle managerial level experience/senior managerial experience. Completion of pre-entry certificate for Senior Management Service (SMS) is mandatory requirement. Knowledge of Government policies. Extensive knowledge and experience in policy drafting. Knowledge of the Constitution of the Republic of South Africa. Knowledge and understanding of public policy, and research development methodologies. Strategic capability and leadership, programme and project management, financial management and change management. Computer literacy. Verbal and written communication skills, presentation skills, drafting skills and policy development skills. Problem solving and analysis, planning and organizing skills. Drivers licence.
- DUTIES** : Manage the development of strategic evidence-based policies, standards and strategies for the advancement of government policy goals. Manage the policy design, policy development and policy analysis process and activities within the Department. Conduct research, analyse findings, make recommendations and provide reports on policing and safety. Develop discussion papers in relation to policing and safety. Provide guidance and support to management

on all policy, standards and strategy issues. Oversee the process of policy consultations, liaise with stakeholders, and present policy proposals to internal and external stakeholders. Develop networks in the policing, safety & security environment. Develop and manage business plans, performance and service delivery improvement plans. Manage the budget and resources of the Directorate (human and financial).

ENQUIRIES
APPLICATIONS
NOTE

: Mr BK Shiphamele at 061 080 7598
: Can also be emailed to Gladman.Bida@csp.gov.za
: The Office of the Directorate for Priority Crimes Investigation Judge (DPCI Judge) 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, 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 only (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. NB: Please ensure that your application reaches this office before 17h00 on week days.

OTHER POST

POST 36/15

: **ASSISTANT DIRECTOR: INVESTIGATION: OFFICE OF THE DPCI JUDGE**
: **REF NO: CSP/19/2022**

SALARY
CENTRE
REQUIREMENTS

: R477 090 per annum
: Pretoria
: 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
APPLICATIONS

: Mr BK Shiphamele at 061 080 7598
: Can also be emailed to Rembani.Ambani@csp.gov.za