

**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 this post. 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 268 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2<sup>nd</sup> 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. Applications can also be emailed to [Gladman.Bida@csp.gov.za](mailto:Gladman.Bida@csp.gov.za).
- CLOSING DATE** : 28 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 the Z83 and a detailed Curriculum Vitae. 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. 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. NB: Please ensure that your application reaches this office before 17h00 on week days. 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.

**MANAGEMENT ECHELON**

- POST 39/07** : **DIRECTOR: OFFICE OF THE DPCI JUDGE REF NO: CSP/20/2022**
- SALARY** : R1 073 187 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree or Advanced diploma in Law or Administration or equivalent qualification. 5 years' middle management/ senior managerial level experience. Knowledge of the relevant legislative framework which including but not limited to Constitution of RSA Act 108 of 1996, Criminal Procedure Act No: 51 of 1977 and Section 17L of SAPS Act No: 68 of 1995 as amended. Knowledge and understanding of criminal law, criminal procedure and law of evidence. Completion of pre-entry certificate for Senior Management Service (SMS) is a mandatory requirement. Knowledge of investigative systems and procedures. Human rights and government broad transformations objectives and initiatives. A sound knowledge of and interpretation constitutional law. Strategic capability and leadership and programme management. Understanding Performance Management and Development System in the Public Service. 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, report writing skills. Research and project management skills.

**DUTIES**

: Ensuring alignment and integration of divisional strategic and operational plans with the MTEF. Ensure the coordination of strategic planning sessions, events and processes as aligned with the government wide budgeting and planning cycle. Establish and maintain appropriate systems (analytical tools, information systems, projections of cost behaviour) and policies to ensure effective and efficient management of resources. Ensure accurate forecasting, budgeting and allocation of resources within the Office of the DPCI Judge. Ensure effective development and management of internal service level agreements Act as custodian of Financial Management and Financial Risk Management within Office. Ensure effective, efficient and transparent systems of financial and risk management and internal control. Manage and monitor the operations of the office of the DPCI Judge. Manage the investigations of complaints by investigators to ensure that investigations of cases are finalised within turnaround times, manage the investigations of high profile cases and media related cases. Ensure that complaints registers are completed and update, scrutinise submissions/ reports and recommendations to the Judge. Give directives to investigators regarding investigations of complaints, monitor the effective implementation of recommendation made by the Judge and manage the conducting of investigations and complaints. Drafting reports as required by Parliament and other stakeholders as well as follow up with requests. Compile reports e.g. monthly, quarterly, half-yearly, annual reports and management reports. Manage and oversee coordination of interventions for improved performance of staff members and units. Coordinate performance review sessions, develop marketing strategy/communication plan for the office. Conduct awareness campaigns to promote role and functions of the retired Judge. Enter into Memorandum of Understandings with stakeholders, manage relationships with key stakeholders ensuring implementation of the prescripts, policies, and procedures. Facilitate and coordinate information sharing, capacity building and participation. Develop and maintain coherent system and framework for stakeholder engagement. Management of resources (human and financial).

**ENQUIRIES**

: Mr BK Shiphamele Tel No: 061 080 7598