

DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and its intention is 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** : 09 December 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 for Police Service 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 NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

OTHER POSTS

- POST 45/31** : **PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER REF NO: CSP/23/2022**
- SALARY** : R269 214 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate Secretarial Diploma or equivalent qualification. 3-5 years' experience in rendering support to Senior Management. Knowledge on the relevant legislation/ policies/ prescripts and procedures in the public services. Computer competency (MS Word, Excel, Outlook, PowerPoint and emails). Communication skills (Written and Verbal), facilitation skills and report writing skills. Problem solving and decision making. Interpersonal relations, professional telephone manner, organisational skills and ability to multitask. Service delivery and client orientation, time management and ability to work long hours. Confidentiality and high level reliability, confident and independent. Integrity and honesty. Ability to work under pressure and to tight deadlines. Document analysis, planning and organising. Ability to act with tact and discretion.
- DUTIES** : Provide administrative and secretarial support. Ensure the effective flow of information and documents to and from the office of the Chief Financial Officer, ensure safekeeping of all documents in the office of the Chief Financial Officer, scrutinize routine submissions/ reports and make notes and /or recommendations for the Chief Financial Officer. Ensure that travel arrangements are well coordinated, schedule and manage appointments. Prepare correspondence and other information as requested. Coordinate and administer leave register for the Chief Directorate. Provide logistical support services. Record minutes/ decisions and communicate to relevant role players, prepare briefing notes for the Chief Financial Officer, coordinate logistical

arrangements for meeting when required. Process and submit subsistence and travel claims. Administer the demand management plan of the Chief Directorate, compile draft letters and submissions as requested. Administer the budget of the office of the Chief Directorate. Collect and coordinate all documents in relation to the budget of the Unit, keeps record of expenditure commitments. Monitor expenditure and alert the Chief Financial Officer of possible over and under spending, keep a record of expenditure and other financial commitments for the Chief Directorate. Check and verify financial reports in support of the Chief Directorate. Provide general support services. Prepare documents for meetings hosted and/ or attended by the Chief Financial Officer, circulate documents to other meeting participants and provide secretarial support for the Chief Directorate meetings. Perform any other administrative duties required by the Chief Financial Officer and follow up on behalf of the Chief Financial Officer on the implementation of meeting and other decisions.

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

POST 45/32 : **STATE ACCOUNTANT: BUDGET REF NO: CSP/24/2022**

SALARY : R269 214 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Financial Management or Management Accounting or Financial Accounting or relevant financial qualifications with Accounting or Cost and Management Accounting as a major. 3 years' experience in Accounting / Finance environment. Knowledge of Public Finance Management Act and Treasury-related legislations, Public Service Act and Public Service Regulations. Economic Reporting Framework including the standard chart of accounts. Medium Term Strategic Framework (government priorities). Understanding of accounting principles and practices, tax and the analysis and reporting of financial data. Knowledge of PERSAL/BAS. Computer literacy, communication (verbal & written) skills, planning and organising skills. Facilitation and presentation skills, problem solving and decision making skills.

DUTIES : Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assure the relevant financial information required in the evaluation and development of business and project plans. Develop templates for the collection of budget information from line functionaries, implement shifting of funds/virements when required and capture on BAS, recording of adjustments and provide feedback to the relevant components and monitoring expenditure against budget. Preparation of MTEF budget process, preparation of Estimates of National Expenditure (ENE) and compile monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Compile information for management accounting reporting processes. Capture shifts/virements in the Year Monitoring Report, provide support to role players on the use of forecasting methods and tools. Provide information for the annual financial statements.

ENQUIRIES : Mr BK Shiphamele at 061 080 7598
APPLICATIONS : Can also be emailed to Tshiamo.Mazibuko@csp.gov.za

POST 45/33 : **STATE ACCOUNTANT (FINANCIAL ACCOUNTING) REF NO: CSP/25/2022**

SALARY : R269 214 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Financial Management or Management Accounting or Financial Accounting or relevant financial qualifications Accounting or Cost and Management Accounting as a major. 2 years of experience in Accounting / Finance environment. Knowledge of Public Finance Management Act and Treasury-related legislations, Public Service Act and Public Service Regulations. Understanding of accounting principles and practices, tax and the analysis and reporting of financial data. Knowledge of PERSAL/BAS. Computer literacy, communication (verbal & written) skills, planning and organising skills. Economic Reporting Framework including the standard chart of accounts. Medium Term Strategic Framework (government priorities). Facilitation and presentation skills, problem solving and decision making skills.

DUTIES : Render financial accounting transactions. Receive and allocate invoices. Verify invoices for correctness, verification and approval (internal control). Verify

processing of invoices (e.g. capturing of payments). Supervise and perform salary administration support services. Process and ensure the processing of salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc.). Ensure the filing of all documents. Supervise and perform bookkeeping support services. Verify all financial transactions captured. Verify and process the processing of electronic banking transactions. Record debtors and creditors. Compile journals and verify the compilation of journals. Management of resources. Provision of physical, human resources and financial resources.

ENQUIRIES
APPLICATIONS

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