

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 2nd floor, Pretoria at the Reception Desk, or emailed to Gladman.Bida@csp.gov.za. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified.
- CLOSING DATE** : 27 January 2023
- 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. 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. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

OTHER POST

- POST 01/01** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION REF NO: CSP/01/2023**
- SALARY** : R393 711 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Bachelor's Degree in Human Resource Management and/or Development or equivalent qualification. 3-5 years' working experience in Human Resource Management field. Knowledge of Human Resources Management and HR systems, organisational development policies and procedures, Knowledge of HR Systems implementation and change management, knowledge of PERSAL, Public service regulatory framework and government planning. Understanding of government systems and structures, 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** : Implement and co-ordinate recruitment and selection processes, monitor vacancies within the department, quality assure adverts and list of applicants, approve transfer and appointment of employees on PERSAL. Maintenance of conditions of service (Leave, housing allowance, medical aid, termination. Long service, overtime, relocation, pension allowance and acting allowance). Verify and approve conditions of service transactions on PERSAL. Co-ordinate the services of Client Liaison Officers in the department (GEMS and Pension). Develop and implement effective and efficient leave management, compile leave reconciliation reports and manage employee records. Maintain and

update staff establishment. Implement changes on PERSAL, verify that information on PERSAL correlates with the approved structure and draw up staff establishment reports. Update and consolidate employment Equity Statistics and equity plan, monitor the implementation of the departmental equity plan, provide advice on the employment equity and compile employment equity plan reports. Facilitate and co-ordinate the development and maintenance of the Human Resource Plan. Compile and maintain HR reports and data related to Human Resource information. Provide inputs and statistics on the Human Resource Annual report and Human Resource Plan. Management of resources, human and financial resources.

ENQUIRIES

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Mr BK Shiphamele Tel No: 061 080 7598