

**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 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. 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** : 17 March 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. 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 not later than 16h00 on week-days.

**MANAGEMENT ECHELON**

- POST 08/35** : **DIRECTOR: COMMUNITY OUTREACH PROGRAMME REF NO: CSP/10/2023**
- SALARY** : R1 105 383 per annum, (all inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree in Social Science or Law or relevant equivalent qualification. 5 years of experience in middle managerial level /senior managerial level position. Knowledge of Government policies. Understanding of Stakeholder Management, research skills and ability to engage partners at all levels. Knowledge of the Constitution of the Republic of South Africa. 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. Advanced report writing skills and event management skills. Problem solving and analysis, planning and organizing skills. Drivers Licence.
- DUTIES** : Manage the development of strategies to encourage community participation on safety programmes. Develop and maintain Community Outreach programmes, facilitate Community Outreach programme engagements and ensure alignment of Community Outreach programmes strategy to national policy. Manage the planning and implementation of public participation programmes. Identify public participation programmes. Compile reports and

recommendations on the outcome of public participation programmes. Management of role players in Community Outreach Partnerships to support crime prevention. Coordinate the development of Community Outreach Partnerships annual business plan. Identify and quantify cost drivers for project activities and compile budget, development of guidelines to clarify and inform community empowerment initiatives and provide researched input on the development of sub-directorate annual plan. Management of crime prevention, communicate and develop joint plans with provincial departments of safety on Community Outreach Programme Partnerships. Manage resources of the Directorate (human and financial).

**ENQUIRIES** : Mr BK Shiphamele at 061 080 7598/ 012 6727 861  
**APPLICATIONS** : Can also be emailed to [Gladman.Bida@csp.gov.za](mailto:Gladman.Bida@csp.gov.za)

#### **OTHER POSTS**

**POST 08/36** : **ICT SUPPORT TECHNICIAN REF NO: CSP/11/2023 (X2 POSTS)**

**SALARY** : R269 214 per annum  
**CENTRE** : Pretoria

**REQUIREMENTS** : A National Diploma in Information Technology (NQF 6) /BSc in Computer Science or related qualification. Minimum of 2-3 years of experience within information technology technical support. Knowledge and/or qualification in a recognised framework for ICT service, Microsoft Windows, ICT Systems and transversal systems. Sound understanding of computer systems (hardware/software) and networks. Experience in controlling information technology budget. Knowledge of Government prescripts, Public Finance Management Act and Public Service Transformation. Computer literacy, communication (verbal & written), project management and presentation skills. Planning and organising, team leadership, problem solving and decision making skills. Ability to prioritise, delegate and stick to strict deadlines.

**DUTIES** : Render ICT service desk administration and support. Act as a first point of contact for IT incidents reporting and service request handling. Coordinate all the incoming requests in a form of phone calls, emails and tickets logged to the IT service desk. Provide regular feedback to customers/users and IT group on logged calls/incidents progress. Facilitate escalations across the IT service desk. Installation and configuration of software programmes. Provide support and maintenance of the department's telecommunications and audio-visual equipment systems. Ensure the installation and regular updates of antivirus software on end user equipment. Render Local Area Network (LAN) and Wide Area Network(WAN) administration and support. Network monitoring and troubleshooting. Troubleshooting system failures and identifying roadblocks in the network. Scheduling upgrades and maintenance. Install and configure on networking devices. Monitoring and regular update of network devices operating system. Ensure all internal controls, legislative and audit requirements, standards, guidelines are adhered to and violations are reported. Advice users on ICT policies. Maintain IT asset register and compile technical reports for asset disposals. Monitor the adherence to SLAs and OLAs by the internal ICT service providers.

**ENQUIRIES** : Ms NM Sefiti / Mr BK Shiphamele, Tel No: 012 6727 861  
**APPLICATIONS** : Can also be emailed to [Kedibone.Mazwi@csp.gov.za](mailto:Kedibone.Mazwi@csp.gov.za)