

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** : 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 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** : 14 July 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.NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

OTHER POSTS

- POST 22/31** : **ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: CSP/13/2023**
- SALARY** : R424 104.per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Bachelor's Degree in Information Technology/ Computer Science or related field. Minimum of five (5) years' experience within information technology. Knowledge and/or qualification in a recognised framework for ICT service, Microsoft Windows, ICT Systems and understanding of computer systems (hardware/software) and networks. Experience in Microsoft environment server administration and support. Experience in management of 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, analytical and decision making skills. Drivers Licence.
- DUTIES** : Manage 1st line technical user support, manage the setup and configurations of ICT end user equipment, timely communicate all challenges experienced in the department affecting service delivery and provide solutions. Manage and provide server administration technical support. Manage and provide voice solution (VoIP) and audio/visuals technical support. Facilitate support in the management of Service Level Agreements and ICT contracts, ensure incidents are attended in line with categorization, prioritization and according to the business impact and severity. Establish and manage the incident management processes and procedures, ensure proactive detection of incidents through available tools i.e. monitoring, events and alerts. Development, implementation

and management of ICT governance and policies, participate in identifying gaps and risk in the current processes and technical environment to ensure continuous improvement of the ICT services and conduct regular system audits. Develop and implement ICT security measures, coordinate the development and implementation of cyber security strategy. Identify, implement, monitor and upgrade computer anti-virus and malware protection systems. Compile, monitor and manage the ICT budget, manage ICT equipment and software procurement processes, Management of resources (Human resources, financials and ICT assets).

ENQUIRIES

: Ms NM Sefiti/Mr BK Shiphamele, Tel: 012 493 1388/ 012 4931 386