

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 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.
- CLOSING DATE** : 22 September 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. 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. 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 POST

- POST 32/03** : **SENIOR ADMINISTRATION OFFICER REF NO: CSP/21/2023**
- SALARY** : R359 517 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma/ Degree in Public Administration or equivalent qualification. 2-3 years' experience in Secretarial/ Office Administration or Personal Assistant field. Understanding of the management information and formal reporting systems, professional office etiquette and knowledge of office administration. Knowledge of Public Service Regulations, Public Service Act, Public Finance Management Act. Treasury Regulations, Supply Chain Management procedures and Public Service staff code. Computer literacy, strong communication (verbal & written) skills. Presentation skills, planning and organizing skills. Ability to interact with all functions & levels including top management and facilitation skills. An analytical approach to problem solving, confidentiality, integrity and honesty. Ability to work under pressure and work long hours. Driver's License.
- DUTIES** : Provide executive administrative support, ensure an effective flow of information and documents to and from the office of the Head of Department. Coordinate travel arrangements, schedules and manage appointments. Coordinate and administer leave register and telephone accounts for the Office of the Head of Department. Prepare briefing notes for the Head of Department, safekeeping of all documentation. Provide logistical support services, process and submit subsistence and travel claims. Handle queries from internal and external clients. Manage the budget of the office of the Head of Department, monitor expenditure and alert the Head of Department of possible over and under spending, keep a record of expenditure and other financial commitments. Check and verify financial

ENQUIRIES

reports, compilation of various submissions/ memoranda and responses in relation to the disbursement function. Oversee effective, efficient and economical utilisation of the funds.

: Ms NM Sefiti/Mr M Maiko Tel No: (012) 4931 390 / 012 4931 338