

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. No late applications will be accepted.
- CLOSING DATE** : 23 December 2024
- 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. 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. 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 submit the certificate prior to appointment. 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 Civilian Secretariat for Police Service has the right not to fill the post. Preference will be given to youth, people with disability and women in accordance with our employment equity plan. The successful candidates will be based in Pretoria and will frequently travel to Cape Town when Parliament is in session. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

MANAGEMENT ECHELON

- POST 45/03** : **DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY AND AUXILIARY SERVICES REF NO: CSP/13/2024**
- SALARY** : R1 216 824 per annum (All inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF 7) in Computer Science or Information Technology or equivalent qualification. 5 years of experience in middle management or senior managerial level. Knowledge and or qualification in a recognized framework for ICT service and Microsoft Windows. Knowledge of current technologies and products used in the industry. Understanding of computer systems(Hardware/software) and networks. Experience in controlling information technology budget. Ability to develop and implement outcome based performance management system to support achievement of department goals and objectives. Knowledge of government prescripts. Strategic capacity and leadership, programme and project management, team player. Service delivery innovation, presentation skills, planning and organizing skills. Communication (verbal and written) skills. Drivers licence.
- DUTIES** : Provide strategic direction to the department with regard to information communication and technology environment. Develop and manage the implementation of Information Communication Technology (ICT) policies and procedures. Manage ICT support provision to system users. Develop standard operating procedures and best practices, including providing written protocols and guidance to ICT staff and to end-users. Oversee provision of end-user services, including help desk and technical support services. Manage service

level agreements with providers of outsourced IT strategy and budget. Manage and provide ICT project monitoring and reporting. Ensure alignment of ICT projects to business objectives, provide projects standards and frameworks. Provide and manage contract management services and ICT projects. Manage backup and restore for systems, applications and database. Manage anti-virus deployment and support, provide firewall and proxy support services. Manage and oversee the overall ICT security standards. Manage servers, security solutions, network hardware and equipment. Manage and provide auxiliary services, oversee security management services, provide food service aide, receptionist and cleaning services. Facilities management and Auxiliary Services, Minimum Information Security Standards (MISS) and Safety and Security of both employees and the building. Implement the Facilities Management Plan, Environmental Sustainability Plan and the Disaster Recovery Plan. Manage resources of the Directorate (human and financial).

ENQUIRIES : Mr BK Shiphamele Tel: 012 4931 388
APPLICATIONS : Can also be emailed to Recruitment42@csp.gov.za

OTHER POSTS

POST 45/04 : **DEPUTY DIRECTOR: CIVIL SOCIETY PARTNERSHIPS REF NO: CSP/14/2024**

SALARY : R1 003 890.per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree in Social Science or relevant equivalent qualification. 5 years working experience in stakeholder relations/partnerships of which 3 years must be at management/ supervisory level (ASD). Understanding of stakeholder Management, Public Participation Framework, government policies, policy implementation and evaluation process. Advanced report writing skills, policy presentation and protocol skills. Good governance and Batho Pele Principles, Public Service Regulations and Public Finance Management Act. Computer literacy, communication (verbal & written) and project management skills. Planning and organizing, team leadership, event management, problem solving and decision making skills. Applied Strategic Thinking, networking and building bonds. Drivers Licence.

DUTIES : Manage the facilitation of Civil Society Partnerships, develop and manage Civil Society Partnerships policies and procedure manuals. Develop and update procedures, methods, policies and guideline Civil Society Partnerships. Develop, coordinate and maintain Civil Society Partnerships programmes. Manage the identification of role players to support crime prevention. Manage and facilitate Civil Society Partnerships, participate and contribute in Civil Society Partnerships. Develop, manage and continuously update the database of stakeholders. Research and analyse crime prevention initiatives. Manage and review Civil Society Stakeholders, develop and implement plans to evaluate Civil Society Partnerships crime prevention initiatives. Develop concept notes for civil society partnerships engagement with stakeholders. Write reports, presentations and engagements with civil society partners. Facilitate the development of civil society partners and signing of related working agreements or MOUs. Provide inputs on conducting needs analysis by means of appropriate tools. Manage the provision of the identification of relevant initiatives to support crime prevention. Manage the Civil Society Partnerships stakeholders' engagement and identify Civil Society Partnerships initiatives for the Sub-Directorate. Management of resources (Human resources and financial resources).

ENQUIRIES : Ms M Ngobeni/Ms NM Sefiti, Tel: 012 4931 388/ 012 4931 398
APPLICATIONS : Can also be emailed to Recruitment22@csp.gov.za

POST 45/05 : **ASSISTANT DIRECTOR: PUBLIC PRIVATE PARTNERSHIPS REF NO: CSP/15/2024**

SALARY : R444 036.per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma or Bachelor's Degree in Social Science, Development Studies, Policing Studies or relevant equivalent qualification. 3 years working experience in stakeholder relations or partnerships. Understanding of stakeholder management, Public Participation Framework, government policies and advanced report writing skills. Policy presentation, policy implementation and evaluation process and protocol skills. Computer literacy, communication (verbal & written) skills, planning and organising skills. Event

DUTIES

management, networking and building bonds. Team leadership, problem solving and decision making skills. Drivers licence.

Facilitate the identification of relevant initiatives to support crime prevention. Research projects focused on crime prevention with public private partnerships, development and submission of the unit demand management plan. Provide inputs on conducting needs analysis by means of appropriate tools, keep abreast of latest public private partnerships trends and developments on crime prevention. Maintain stakeholder relations through conducting regular consultation on crime prevention initiatives through public private partnerships. Development of monitoring and evaluation guides for public private partnerships conducted, provide support in the monitoring and evaluation of crime prevention initiatives, participate in the preparation for implementation of crime prevention initiatives with public private partners, manage the Public Private Partnerships stakeholder engagement and database. Participate in the coordination and development of internal and external crime prevention programs. Conduct researched input on the development of sub-directorate annual plan, promote application of innovative PPP structures and approaches. Quarterly reports information Collating and Submission of POE. Maintain knowledge of emerging best practices on enhancing public private partnerships with stakeholders including best practices in crime prevention implementation. Make presentations and write reports on public private partnerships program with agreed timelines. Promote Public Private Partnerships cooperation on community safety and crime prevention, conduct impact assessment of social crime prevention and community behavior change programs initiated. Conduct impact of public private partnership initiatives to improve community police relations.

**ENQUIRIES
APPLICATIONS**

Ms L Mogudi/Ms NM Sefiti, Tel: 012 4931 387/ 012 4931 388
Can also be emailed to Recruitment32@csp.gov.za

POST 45/06

ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: CSP/16/2024

**SALARY
CENTRE
REQUIREMENTS**

R444 036.per annum
Pretoria
National Diploma in Auditing/ Internal Audit and Accounting or equivalent qualification. 3-5 years working experience in Internal audit. Understanding of Treasury and PFMA Regulations. Knowledge of internal Audit processes and Accounting Standards. Knowledge of IIA, ISACA, GAA standards and Government legislations. Computer literacy, knowledge of Teammate working papers, problem solving and analysis, planning, interpersonal, verbal and written communication skills. Report writing skills, presentation and project management skills. Ability to work under pressure. Review of Annual Financial Statements and Interim Financial Statements.

DUTIES

Participate in the development/ review of internal Audit methodology. Participate in the development of the three-year strategic risk based audit plans and annual audit operational plan. Participate in the coordination with other internal and external service (AGSA). Perform compliance, performance and financial audits to validate the effectiveness and adequacy of internal controls to address governance, risk management and compliance structures. Attend planning sessions (Strategic planning, Strategic Risk Management etc.) to participate in identification of the key risk areas for the department. Maintain efficient and effective department's internal controls of internal audits. Develop proposals to determine the scope of allocated internal audits. Execute the allocated audit engagement, collect, analyse and interpret data for Audit purposes. Develop findings and recommendations for the enhancement of controls/processes. Keep up to date with new developments in the internal audit environment. Engage in continuous professional development activities relevant (tools and techniques) as required/prescribed. Coordination of information/ packs for Audit and Risk Committee (ARC). Maintain a file for Audit and Risk Committee member's records. Assist with minutes taking for Audit and Risk Committee and Management Steering Committee meetings.

**ENQUIRIES
APPLICATIONS**

Mr M Maiko, Tel: 012 4931 390/400
Can also be emailed to Recruitment52@csp.gov.za

POST 45/07

ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: CSP/17/2024

**SALARY
CENTRE
REQUIREMENTS**

R444 036.per annum
Pretoria
National Diploma in Financial Management/Logistics/Purchasing management /Supply Chain Management/Public administration. 3-5 years' experience in

Supply Chain Management. Knowledge of Public Finance Management Act, Treasury Regulations, Contract management and leasing processes. Knowledge of SCM policies and procedures, BAS and LOGIS system. Computer competency (MS Word, Excel, Outlook, PowerPoint and emails). Communication skills (Written and Verbal), applied strategic thinking. Project Management, facilitation skills and report writing skills. Planning and organising skills. Problem solving and decision making.

DUTIES : Manage all departmental contracts and leases. Coordinate the drafting and signing of the Service Level Agreement, ensure participation on SITA and National Treasury Transversal Contracts. Identify, evaluate and manage the risks associated with contracts and compliance. Keep a record of all contracts (Maintenance of contract register). Management of contract register, facilitation of extension/expansion and variation of orders and price adjustments. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Monitor performance of the service providers, ensure that best practice SCM and SIPDM standards are realized. Review and intervention on a poor or unsatisfactory performance by service providers. Monitor contract payments to service providers. Coordinate reports from directorates on contract issues. Compiling of contract management reports.

ENQUIRIES : Ms NM Sefiti, Tel 012 4931 388/400
APPLICATIONS : Can also be emailed to Recruitment42@csp.gov.za

POST 45/08 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION REF NO: CSP/18/2024**

SALARY : R444 036.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 : Ms M Ngobeni/Mr BK Shiphamele, Tel: 012 4931 398
APPLICATIONS : Can also be emailed to Recruitment22@csp.gov.za

POST 45/09 : **HUMAN RESOURCE PRACTITIONER REF NO: CSP/19/2024**

SALARY : R308 154.per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma/ Degree in Human Resources Management and/or Development or equivalent qualification. 2 – 3 years' relevant experience in human resource environment. Knowledge of PERSAL, an introduction to PERSAL training would be an added advantage. Knowledge of Public Service

Legislative Framework and Human Resources prescripts. Good interpersonal and presentation skills, report writing, planning and organizing. Problem solving and decision making. Verbal and written communication skills. Drivers licence.

DUTIES : Administer the implementation of Recruitment and Selection. Prepare adverts and compile submissions for approval to advertise posts on newspaper and DPSA. Arrange interviews and provide secretariat services during interviews. Provide support on the processing of submissions for approval of shortlisting and approvals of appointments of recommended candidates. Prepare documents for verification of qualifications. Administer the implementation of Appointments, Transfers and Termination of Services. Auditing of personnel and leave files, pension administrations and implement amendments on establishment. Administer Leave Management. Implement leaves on Persal. Compile leave reports. Administer the implementation of conditions of service. Administer the capturing of the authorization number of the overtime on Persal. Administer housing allowance, acting allowance and handle enquires related to conditions of service.

ENQUIRIES : Mr M Maiko/ Ms N Sefiti, Tel: 012 4931 390/400

APPLICATIONS : Can also be emailed to Recruitment52@csp.gov.za

NOTE : Preference will be given to youth and people with disability in accordance with our department employment equity.

POST 45/10 : **REGISTRY CLERK SUPERVISOR REF NO: CSP/20/2024**

SALARY : R308 154 per annum

CENTRE : Pretoria

REQUIREMENTS : National Diploma in Records Management or equivalent qualification. Three (3) years' experience in records management. Knowledge of Employment Legislation. Knowledge of Human Resource Policies, storage and retrieval procedures. Knowledge of Public Service Regulations and Act, Public Finance Management Act. Basic Conditions of Employment Act. Planning and organizing, project management, report writing and presentation skills. Verbal and written communication skills. Ability to conceptualise ideas, problem analysis and decision-making. Drivers licence.

DUTIES : Supervise and provide registry counter services, receive and register hand delivered mail or files. Supervise and handling of incoming and outgoing correspondence. Supervise the reception and receive all mail, supervise and sort, register and dispatch mail, distribute notices on registry issues. Opening and close files according to the record classification system. Electronical and manual filing and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Lock post in postbag for messengers to deliver to Post Office, record all valuable articles as prescribed in remittance register. Send wrong remittance back to sender via registered post and record daily amount of letters franked. Electronic scanning of files, sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Allocate and ensure quality of work and assess staff performance.

ENQUIRIES : Ms M Ngobeni/ Ms N Sefiti, Tel: 012 4931 388/389

APPLICATIONS : Can also be emailed to Recruitment32@csp.gov.za

POST 45/11 : **SECRETARY TO THE CHIEF DIRECTOR: CORPORATE SERVICES REF NO: CSP/21/2024 (2 POSTS)**

SALARY : R216 417 per annum

CENTRE : Pretoria

REQUIREMENTS : Grade 12 or relevant qualification. Language skills and ability to communicate well with people at different levels and from different backgrounds. 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), Problem analysis and decision making. Interpersonal relations, good telephone etiquette, organisational skills and high level of reliability. Ability to work under pressure, planning and organising. Ability.

DUTIES : Provides a Secretarial or receptionist support service to the Manager. Receives telephone calls and refers the calls to the correct role players if not meant the relevant manager. Records appointments and events in the diary of the manager, type documents for the manager and other staff within the Unit on a word processor. Provide a clerical support service to the manager. Liaise with travel agencies to make travel arrangements. Arranges meetings and events

for the Manager and the staff in the Unit. Identifies venues, invites role players, organises refreshments and sets up schedules for meetings and events. Process travel and subsistence claims for the Unit. Records basic minutes of the meetings of the manager where required. Drafts routine correspondence and reports, filling of documents for the manager and the Unit where required. Administers leave registers and telephone accounts. Receives records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationary, refreshments etc. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager.

ENQUIRIES : Ms M Mogudi, Tel: 012 4931 387/400
APPLICATIONS : Can also be emailed to Recruitment6@csp.gov.za

POST 45/12 : **SUPPLY CHAIN CLERK: ASSETS REF NO: CSP/22/2024**

SALARY : R216 417.per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate or equivalent. Basic knowledge of supply chain duties, practices, as well as the ability to capture data. Operating computer and collecting statistics. Basic knowledge of working procedure in terms of the working environment, understanding of legislative framework governing the Public Service. Accuracy, planning and organizing, interpersonal skills, communication skills (verbal and written). Time management, ability to work under pressure and computer literacy.

DUTIES : Render assets management clerical support. Compile and maintain records. Check and issue furniture, equipment and accessories to components and individual. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain supplier database, register suppliers on Logis or similar systems, request and receive quotations. Capture specification on the electronic purchasing system. Issue and receive bid documents. Provide secretarial or logistical support during bid consideration and contracts conclusion process. Compile draft documents as required. Place orders for goods, receive and verify goods from suppliers. Capture goods in register database, receive request for goods from end user, issue goods to end user, update and maintain register of suppliers.

ENQUIRIES : Ms L Mogudi, Tel: (012) 4931 387/400
APPLICATIONS : Can also be emailed to [20 Recruitment7@csp.gov.za](mailto:20_Recruitment7@csp.gov.za)

POST 45/13 : **ACCOUNTING CLERK REF NO: CSP/23/2024**

SALARY : R216 417.per annum
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate or equivalent. Basic knowledge of financial functions, ability to capture data and ability to collate financial stats. Basic knowledge of Public financial legislations, procedures and treasury regulations. Knowledge of basic financial operating system (PERSAL, BAS, LOGIS etc.). Knowledge of working procedure in terms of the working environment and understanding of legislative framework governing the Public Service. Computer literacy. Planning and organizing, interpersonal and good verbal and written communication skills. Confidentiality, time management and ability to work under pressure.

DUTIES : Render financial accounting transactions. Receive invoices, check invoices for correctness, verification and approval. Process invoices (e.g. capture payments). Perform salary administration support services. Receive salary advices, process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments and capture all deductions etc.). Filing of documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts, record debtors and creditors. Process electronic banking transactions and compile journals. Render budget support services. Collect information from budget holders, compare expenditure against budget and identify variances. Capture, allocate veriments on budget. Distribute documents with regard to budget, receive and capture cash payments.

ENQUIRIES : Ms L Mogudi, Tel: 012 4931 387/400
APPLICATIONS : Can also be emailed to Recruitment8@csp.gov.za