

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 2nd floor, Pretoria at the Reception Desk. No late applications will be accepted. Applications Can also be emailed to Recruitment32@csp.gov.za
- CLOSING DATE** : 28 February 2025
- 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.

MANAGERMENT EECHELON

- POST 06/01** : **DEPUTY DIRECTOR- GENERAL: POLICY RESEARCH AND LEGISLATION REF NO: CSP/01/2025**
Re-advertised of Ref No: CSP/03/2024. Applicants who previously applied should re-apply if still interested.
- SALARY** : R1 741 770.per annum (All-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : LLB Degree or Bachelor's Degree in Law or Social Science or Research NQF level 8 in Law or Social Science or Research or relevant equivalent qualification as recognized by SAQA. 8 years' experience at a Senior Management level. Basic understanding of Civilian Secretariat for police Service Act. Extensive knowledge and experience in. Knowledge of the Constitution of the Republic of South Africa, good governance and Batho Pele Principles, understanding of legislation research, policy and research development methodologies, government legislation. Understanding of the PFMA and Public Service Regulatory Framework; Strategic capability and leadership, programme and project management, financial management and change management, Problem-solving, conflict resolution and analytical skills. Good communication, presentation skills, policy development skills, research skills, legal drafting skills, legislation development skills and planning and organizing. Valid driver's license.
- DUTIES** : Provide strategic leadership and support to the Secretary for Police. Advise the Secretary for Police Service on the constitutional and other statutory powers and responsibilities of the Minister of Police. Give strategic advice to the Secretary for Police Service in respect of research and legislation that is constitutionally and policy compliant. Lead and guide the Secretary for Police Service on the Policy, Research and Legislation development matters. Perform such functions as the Secretary for Police may consider necessary to ensure civilian oversight of the South African Police. Manage the facilitating of the Policing policies development and reviews. Ensure alignment of policy strategy and operations in liaison with the Monitoring and Evaluation Unit. Manage provincial policing policy implementation and ensure strategic alignment with national policing policies. Ensure conducting of policing research and strategy development. Provide research recommendations and report on Policing Policy and development of legislation and practices. Manage research comparative policing theories and practice nationally and internationally. Implement government wide crime and violence prevention

programmes and strategies. Ensure that Crime Prevention policies and research are effectively consulted with other organs of state and role-players. Ensure conducting of legal research. Liaise and communicate with stakeholders on legislation Ensure research information and legislation proposals are in line with the required frameworks. Manage the development and reviews of Legislation. Oversee the preparation of draft Bills and Regulations. Manage and attend to consultations and Parliamentary processes on Bills. Manage the costing of policies and legislations. Ensure development of financial and fiscal values of related policies and legislation into MTEF inputs. Ensure development and implementation of costing model of the department. Management of physical, human and financial resources.

ENQUIRIES

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Tebogo Mabitsi Tel No: 012 493 1400/ 1386