

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 NOTE** : 14 April 2026
- : 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 11/15** : **DEPUTY DIRECTOR: POLICY DEVELOPMENT REF NO: CSP/01/2026**
(12 Months Contract)
- SALARY CENTRE REQUIREMENTS** : R1 059 105.per annum (plus 37%)
: Pretoria
: Bachelor Degree in Research, Criminology, Social Sciences, Policing, or relevant equivalent qualification. Five (5) years' experience in Research, Policy Development and Analysis within the safety and security/policing environment of which three (3) years must be at Assistant Director Level. Understanding of research strategies, policies and procedures. Knowledge of government prescripts and procedures, and stakeholder management. Understanding of IGR Framework in the 3 spheres of government. Ability to use applicable systems, software and database relating to Policy and Research. Knowledge of integrated planning and monitoring of stakeholders' performance within the safety and security/policing sector. Ability to conduct analysis of Policy and Research projects and reports. Ability to conduct impact analysis and assessment. Communication (verbal & written), presentation and facilitation skills. Project Management and Coordination. Valid Driver's licence.
- DUTIES** : Undertake primary and secondary desktop research. Undertake comparative research with national and international institutions, develop policy guidelines and procedures. Review and/or update policy. Analyse or scope the research problem. Draft concept note/ framework to support policy development project, develop policy project plan. Analyse monitoring and evaluation reports for policy implications. Identify key policy issues in policing. Conduct analysis of data collected and existing policy. Identify and evaluate alternatives to policy development. Present policy data analysis findings. Make recommendations and compile policy analysis reports. Manage policy and research collaboration

relationship with internal and external stakeholders. Present research/ policy findings to internal and external stakeholders (Government Clusters, NGOs, Reference groups, etc). Develop networks in the safety and security/policing environment, cultivate stakeholder engagement process with relevant stakeholders. Conduct consultation workshop on the draft policy reports with stakeholders. Coordinate multi-sectoral stakeholders' meetings. Management of resources (human and financial).

ENQUIRIES : Ms NM Sefitl, Tel 012 4931 388
APPLICATIONS : Can be emailed to: DD-PolicyDev@csp.gov.za

POST 11/16 : **ASSISTANT DIRECTOR: POLICE PERFORMANCE REF NO: CSP/02/2026**

SALARY : R582 444.per annum
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF Level 6 as recognised by SAQA) in Public Administration/ Social Sciences or Development Studies or relevant equivalent qualification. Four (4) years' experience in the monitoring, evaluation and research environment of which two (2) years must be at Senior Practitioner level. Understanding of monitoring and evaluation strategies, policies and procedures. Good governance and Batho Pele Principles. Knowledge of Civilian Secretariat for Police Service Act, South African Police Service Act, community structures, Public Service Act, Public Service Regulations and Public Finance Management Act. Computer Literacy (MS Word, Excel, PowerPoint, Outlook). Communication (verbal & written) skills. Presentation, project Management and report writing skills. Planning and organising skills. Analytical, decision-making and problem solving skills. Drivers licence

DUTIES : Planning and development of documents to guide the monitoring and evaluation processes for police performance. Support the development of data collection tools, guidelines and procedures for monitoring police performance. Consolidate the approved reports recommendations into a template for effective monitoring of police performance. Schedule and undertake oversight visits. Develop tabulation plans. Plan and conceptualise projects through the development of Terms of Reference. Draft police performance project plans. Ensure the implementation and monitoring of police performance project plans. Coordinate monitoring and evaluation partnership activities and/or stakeholder engagement. Ensure data collection and processing. Analyse data collected. Compile draft reports with findings and recommendations. Management of resources (human and financial). Preference will be given to Male Coloured, Indian and White in accordance with our employment equity plan.

ENQUIRIES : Mr M Maiko, Tel 012 4931 390
APPLICATIONS : Can be emailed to: ASD-PP@csp.gov.za

POST 11/17 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: CSP/03/2026**

SALARY : R468 459.per annum
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF Level 6) in Financial Management/ Management Accounting/ Financial Accounting / Cost Accounting/ Business Administration/Taxation/Accounting Information Systems or equivalent relevant qualification. Four (4) years functional experience in Finance environment, of which three (3) years should be at a State/Senior State Accountant level. Knowledge of Public Finance Management Act, Treasury-related Legislations/Framework, Accounting Principles, Practices and Tax. Knowledge of budgeting processes, Accounting Standards and Financial systems (BAS, etc). Computer Literacy, communication (verbal & written) skills. Presentation and project Management skills. Planning and organising skills. Problem solving and decision-making skills.

DUTIES : Creditors/Supplier Payments Management. Oversee the verification of the validity and allocation of payments received via electronic transfers. Approval and management of all S& T Claims and LOGIS payments. Management of manual PERSAL payments, manage payment of suppliers within 30 days, oversee the identification and accurate recording of debts owed to the department. Liaise with debtors in the most complex and problematic cases to determine payback conditions and time span. Oversee the process of obtaining the accounting officer's approval for debt collection conditions. Obtain the accounting officers approval for debt payback conditions and time span on the cases handled. Oversee the accurate allocation of monies received,

management of suspense accounts, manage bank reconciliations and bookkeeping matters. Collection of revenue resulting from suspense accounts. Tax Reconciliation, Payroll management and PERSAL System Controller. Oversee and review disclosure notes on revenue collection. Amendments of IRP5 accumulations, availability of IRP5's at the end of the tax year. Submission of Tax Recon in accordance with SARS requirements. Creation and maintenance of user profiles on PERSAL. Expenditure Management. Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Authorise payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc) outside the payroll system. Oversee the quality assurance and verification of transactions on BAS/LOGIS. Ensure that expenditure is in line with budget and item provisioning. Oversee creditor reconciliation (ensure that service providers are paid timely and correctly). Authorise the payment of transfers and subsidies processed on the accounting system. Compile interim and annual financial statements for the department. Provide information as requested by the AGSA. Keep audit file and supporting documents available for Internal and External auditors. Management of resources (human and financial). Preference will be given to Female Coloured, Indian and White in accordance with our employment equity plan.

- ENQUIRIES** : Mr MD Mashifane, Tel 012 4931 1435
- APPLICATIONS** : Can be emailed to: ASD-FinAcc@csp.gov.za
- POST 11/18** : **SENIOR PRACTITIONER: ORGANISATIONAL DEVELOPMENT REF NO: CSP/04/2026**
- SALARY** : R397 116.per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 6 as recognised by SAQA) in Management Services /Operations Management /Organisational Development / Organisation and Work Study/Industrial Psychology/ Public Management/Administration or relevant equivalent qualification. (Certificate in Job Evaluation will be an added advantage). Three (3) years' experience in Organisational Development/Design environment of which two (2) years should be at the Organisational Development Practitioner level. In-depth understanding of the Legislative Framework that governs Organisational Design, Job Evaluation and Job Descriptions. Knowledge of the Public Service Compensate Evaluate Grading System. Proven knowledge and experience in conducting work study investigations, organisational design, job evaluation and business process mapping. Knowledge of Organisational Design Principles, Change Management, DPSA Directives and Determination and Operations Management Framework. Communication (written and verbal), Facilitation, Presentation, Interpersonal, Analytical, Computer Literacy, Problem solving, Report writing, Project Management, Business Process Mapping and research.
- DUTIES** : Conduct Organisational Design Investigations. Review, align and develop organisational structure based on Departmental strategic objective and mandate. Facilitate the determination of post provisioning norms and standards. Facilitate the costing of the proposed organisational structure and post establishment. Facilitate the implementation of organisational design and development strategies. Conduct Job Evaluation in line with the Departmental Na National Policy guidelines. Identify and prioritise jobs to be evaluated. Conduct job evaluation on identified and prioritised jobs (newly and existing jobs). Present the evaluated jobs to the Job Evaluation Panel for recommendations. Update the Job Evaluation Executive Summary in line with approved JE results. Maintain the job evaluation database. Facilitate the development and review of job descriptions. Identify job descriptions to be developed and reviewed. Draft job descriptions and submit to relevant stakeholders for inputs, confirmation and sign off. Quality assure job descriptions received from line managers/subordinates. Maintain the job description database. Conduct Organisational Functionality Assessment. Participate in the development and review of the Service Delivery Model, Service Charter and Service Delivery Improvement Plans. Participate in the compilation of the OFA report and implementation plan. Conduct workshops for work streams within CSPS. Consolidate inputs from the work streams and submit to supervisor for consideration. Keep record of the Operations

Management Framework Documents. Conduct Work Study Investigations. Receive and acknowledge requests for work study investigations. Meet with relevant stakeholders to gather more information/data on request. Conduct research and benchmark exercise with other departments to determine best practices. Draft preliminary work study report and submit to supervisor for inputs and advise. Keep record of approved submissions. Preference will be given to Male African, Coloured, Indian, White, Youth and people with disability in accordance with our employment equity plan.

ENQUIRIES : Mr MD Mashifane, Tel 012 4931 1435
APPLICTIONS : Can be emailed to: SOD-Pract@csp.gov.za

POST 11/19 : **ICT SUPPORT TECHNICIAN REF NO: CSP/05/2026**

SALARY : R325 101.per annum
CENTRE : Pretoria
REQUIREMENTS :

An undergraduate qualification (NQF 6) as recognised by SAQA in Information Technology/Computer Science or equivalent qualification. Minimum of two 2 to 3 years of experience within Information Technology support environment. Knowledge and/or qualification in a recognised framework for ICT service, Microsoft Windows, ICT Systems and transversal systems (BAS, PERSAL or LOGIS). Sound understanding of computer systems (hardware/software), networks etc. Knowledge of Client User IT environment and exposure to business applications platforms. Knowledge of Batho Pele Principles, Public Service Act, Public Finance Management Act, Government Information Technology Officers Council. Protection of Personal Information (POPI) Act No. 4 of 2013. Computer Literacy, communication (verbal & written) Skills. Planning and organising, team leadership, problem solving and decision-making skills. Ability to prioritise, delegate and stick to strict deadlines.

DUTIES : Provide 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. Ensure compliance with ICT policies and procedures. Provide users with support regarding hardware, software and network connectivity. Render Local Area Network (LAN) and Wide Area Network (WAN) administration and support. Perform installation, maintenance and upgrading of computer hardware. Install and upgrade software applications. Provide support and maintenance of the department's telecommunications and audio-visual equipment systems. Ensure end-users systems are backed up and restorable. Provide and Maintain Internet and Email Client Services. Provide users with support regarding password activation/change. Ensure that antivirus software signature and operating systems are up to date. Compile and submit accurate monthly, quarterly, and ad hoc ICT reports. Maintain ICT asset registers, assist with ICT procurement processes, including preparation of specifications, quotations, and supporting documentation. Maintain records for software licenses and warranties. Advise users on ICT policies. Maintain IT asset registers and compile technical reports for asset disposals. Monitor the adherence to SLAs and OLAs by the internal ICT service providers. Preference will be given to Male and Female Coloured, Indian, White, Youth and People with disability in accordance with our employment equity plan.

ENQUIRIES : Mr MAIKO, Tel 012 4931 390
APPLICTIONS : Can be emailed to: ICTSuppTech@csp.gov.za

POST 11/20 : **DRIVER/MESSENGER REF NO: CSP/06/2026**

SALARY : R163 680.per annum
CENTRE : Pretoria
REQUIREMENTS :

Grade 10 or ABET Level 4. One (1) to two (2) years driver/messenger working experience. National Traffic Regulations. Knowledge of messenger/driver processes and procedures. Experience in handling confidential and classified documents. Knowledge of local routes and Traffic Laws. Ability to assess condition / road worthiness of motor vehicles to ensure safety of self and passengers. Ability to read and use GPS to navigate locations. Communication (verbal & written skills). Interpersonal, customer orientated and time management. Planning, organising and coordinating. Driving skills. Valid SA Driver's license (Code 10/C1). Professional Driver's Permit (PDP).

DUTIES

: Drive light and medium motor vehicles to transport passengers and deliver other items (e.g. Mail and Documents). Transport passenger/s and other items to the correct destination. Shuttling employees to various destinations for official purposes. Deliver, collect and distribute official documents, mail and parcels to the correct destination. Adhere to safety protocols and driving regulations. Check vehicle each time before driving e.g. oil, water etc). Refer vehicle when due for service, report mechanical defects to the supervisor and always keep the vehicle clean. Obtain authorisation for vehicle use, complete the required documentation and always keep all receipts and necessary prescribed records and logbooks. Assist with the checking of logbooks. Collect and deliver documentation and related items in the department. Copy and e-mail transport documents. Assist in the registry office, assist with any other duties delegated by the supervisor. Assist with transport filing and signing delivery notes services. Preference will be given to Female African, Coloured, Indian, White and Youth in accordance with our employment equity plan.

ENQUIRIES
APPLICTIONS

: Mr OP Phomane, Tel 012 493 1439
: Can be emailed to: Driver@csp.gov.za