

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.
- CLOSING DATE** : 29 May 2026. NB: Please ensure that your application reaches this office not later than 16h00 on weekdays.
- NOTE** : Applications must be submitted on the new prescribed application form Z83 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. 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.

OTHER POSTS

- POST 16/03** : **OFFICE MANAGER REF NO: CSP/07/2026**
- SALARY** : R932 292 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma/Degree (NQF 6) in in Public Administration/Business Administration/Business Management/Public Management or equivalent qualification. Five (5) years' experience in Office Administration/Executive Administrative environment, inclusive of three (3) years' experience at Assistant Director Level. Knowledge of Government Systems and Structures. Understanding of the management of information and formal government reporting systems. Proven knowledge of office administration/office management and professional office etiquette. Knowledge of the Public Service Act and Regulations; Public Finance Management Act; Supply Chain Management procedures; performance management and development systems. Knowledge of International Relations in the Public Service context. Knowledge of the broader Public Service Policy Framework. An analytical approach to problem solving, strong communication (written and verbal) skills. Presentation and facilitation skills, Project Management, planning and organizing skills and ability to interact with all levels and functions, including senior management. Ability to work under pressure and to work long hours when required. Ability to travel when required.
- DUTIES** : To render executive and strategic support to Secretary for Police Service. Establish, maintain and update both manual and electronic Documents Management System in the Office of the Secretary for Police Service. Coordinate correspondence management, including the screening, reading, quality assuring and prioritising submissions and other relevant documentation. Obtain inputs, collate and compile monthly progress and other

reports. Categorise and prioritise submissions in the Office of the Secretary for Police Service and prepare advisory notes on submissions as required. Develop and monitor the implementation of protocols for the effective functioning of the Office of the Secretary for Police Service, in line with internal policies and procedures. Provide Secretariat Services for EXCO, MANCO, HODs and other high level meetings chaired by the Secretary for Police Service. Coordinate meetings and provide updates in respect of activities resulting from decisions taken in meetings chaired by the Secretary for Police Service such as EXCO, MANCO, HODs Forum, etc. Provide support to the MINMEC Secretariat comprising of the CSPS and SAPS. Provide support on special projects undertaken by the Executive Support Directorate on behalf of the Secretary for Police Service. Coordinate the HODs PMDS process for the Secretary for Police Service, in collaboration with Human Resources Development. Compile quarterly reports on activities in the Office of the Secretary for Police Service. Liaise with the Ministry and the Department of Planning, Monitoring, and Evaluation to ensure timely and compliant submission of the Secretary's performance documents. Keep a record of expenditure commitments, monitor expenditure for the Executive Support Directorate and the Office of the Secretary for Police Service. Supervise junior staff and learners in the Executive Support Directorate.

ENQUIRIES : Ms HP Masoma Tel No: (012) 493 1397
APPLICATIONS : Applications can be emailed to OF-Manager@csp.gov.za
NOTE : Preference will be given to Coloured, Indian and White Males and Females in accordance with our employment equity plan.

POST 16/04 : **ASSISTANT DIRECTOR: RESEARCH REF NO: CSP/08/2026**

SALARY : R605 742 per annum
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF Level 7 as recognised by SAQA) in Social Science/Data Science/ Statistics, Economics, or relevant equivalent qualification. Three (3) years' proven experience in conducting impact research. Proven experience regarding research on the impact of policies, strategies and procedures. Experience on conducting impact analysis to determine effectiveness and efficiency. Promote the use of science to promote violence prevention and public safety, including testing sustainability and scalability of interventions. Proven proficiency in applying evidenced-based research designs, including experimental designs, quasi-experimental designs, cohorts design, longitudinal design, and survey research. Demonstrate practical knowledge and extensive experience on impact research. Application of advanced quantitative research methodologies and procedures. Experience with research softwares such as SPSS, Stata, Python, Ms Excel. Advanced data visualisation: ability to create dashboards, GIS mapping, Tableau, Power BI will be an added advantage. Advanced experience of quantitative research procedures. Advanced analytical skills; communication, research report writing and presentation skills, minimal supervision and project management, planning and organising, team leadership, problem solving and decision making skills. Valid driver's license.

DUTIES : Conduct evidenced-based research including quasi-experimental designs, cohorts design, longitudinal designs, survey research, longitudinal, experimental designs. Undertake quantitative impact analysis of legislation, policies and strategies on crime & violence prevention. Conduct primary and secondary research. Provide desktop research. Render research support through an active role in research planning including contribution to the Research Agenda development and review; and drafting of concept note, terms of reference and proposal to support research project; and identify research topics. Develop and apply quantitative, evidenced-based and impact research methodologies that is appropriate for the study, compile sampling plan and criteria for each research projects. Prepare interview tools and maintain accurate records of interviews. Develop and apply innovative and sound data collection/analysis systems for quantitative studies. Plan and manage field work processes. Conduct literature reviews and collects data. Conduct advanced quantitative data analysis, including causal inferences. Prepares briefing notes, facts sheets reports, other articles, and presentations. Undertake comparative research with national and international research institutions. Compiles research reports based on analysed data. Develop evidenced-based recommendations for the respective project. Provide

- summaries for respective research reports. Coordinate supply chain, research publication and dissemination processes. Prepare progress reports, coordinate the respective research project according to project management principles.
- ENQUIRIES** : Mr O Phomane Tel No: (012) 4931 439
APPLICATIONS : Can be emailed to ASD-Research@csp.gov.za
NOTE : Preference will be given to Coloured, Indian and White Males and Females in accordance with our employment equity plan.
- POST 16/05** : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION REF NO: CSP/09/2026**
- SALARY** : R487 197 per annum
CENTRE : Pretoria
REQUIREMENTS : Undergraduate Qualification (NQF level 6 as recognised by SAQA) / Bachelor's degree in Supply Chain Management / Logistics or Purchasing Management or relevant SCM qualification. Three (3) years' experience in Supply Chain environment at a supervisory level. Knowledge of Public Finance Management Act and Treasury-related legislations. Knowledge of Contract management and leasing processes, Supply Chain Management policies and procedures, BAS and LOGIS system. Computer literacy, communication skills, presentation and project Management skills. Planning and organizing, problem solving and decision-making skills. Leadership and facilitation skills. Valid driver's license.
- DUTIES** : Coordinate, review and execute the Bidding process. Provide secretariat support services to the Departmental Bid Specification Committee, Acquisition Committee and Bid Evaluation Committee. Compile Bid documents. Publish Tender invitations. Conduct research on the relevant identified procurement needs. Analyse and determine requirements for implementation. Assess and interpret the results of the research conducted on the market. Recommend proposals for procurement methodology. Ensure compliance with quality requirements. Coordinate the review of the Annual Procurement Plan. Analyse the information and engage with business units regarding the annual procurement. Confirm availability of budget with Finance unit/Business Units. Check alignment of the procurement plan against strategic goals and objectives. Consolidate the information collected into the procurement plan and table for approval by the Accounting Officer. Compile Terms of Reference/ specifications to invite service providers for an expression of interest. Receive, evaluate and recommend the expressions of interest for approval/adjudication. Coordinate, review and source quotations from the Central Supplier Database (CSD). Receive, compile and recommend submissions (SCM3's) for approval. Manage the rotation of suppliers. Quality assures information on the supplier database. Management of Resources (Human Resource, Financial Resource and Equipment/Asset).
- ENQUIRIES** : Mr MD Mashifane Tel No: (012) 4931 435
APPLICATIONS : Can be emailed to ASD-DemandAqui@csp.gov.za
NOTE : Preference will be given to Coloured, Indian and White Males and Females in accordance with our employment equity plan.