

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.
- CLOSING DATE** : 24 July 2026
- 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 Civilian 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. 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. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

OTHER POSTS

- POST 24/05** : **EXECUTIVE PERSONAL ASSISTANT: OFFICE OF THE DDG'S REF NO: CSP/10/2026 (X2 POSTS)**
- SALARY** : R413 001 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 6 as recognised by SAQA) in Public Administration/or related equivalent qualification. Two years' experience in administrative/secretarial/personal assistant environment. Knowledge of information management, office administration and management. Knowledge of Supply Chain Management Procedures, Public Service Legislative and policy framework, applicable departmental policies and Public Finance Management Act. Knowledge of virtual meeting platforms, calendar and Scheduling Tools. Computer literacy, communication (verbal & written) Skills. Report writing, presentation, project management. Planning and organizing. Analytical and ability to interact with all business units.
- DUTIES** : Render administrative support services. Screen calls, emails and correspondence. Assist in planning, scheduling and coordinating internal and external meetings. Draft the meeting calendar for the DDG. Book boardroom/s for the DDG's meetings with internal and external stakeholders. Assist with the compilation of quarterly Demand Management Plans and monitoring of the budget expenditure. Provide secretariat support services for the DDG's meetings. Follow up on resolutions and action items. Handle correspondence in the office of the DDG. Organise, maintain the filing system and confidential records. Render logistical support services in the office of the DDG. Provide travel and accommodation arrangements. Process and submit itineraries. Process and submit subsistence and travel claims. Ensure that the DDG is

prepared for meetings and engagements (i.e. being in receipt of relevant information, briefing documents, etc.). Maintain the DDG's personal file (e.g. keep copies of documents submitted to HRM Unit such as leave forms, Performance Agreements/Assessments and other relevant work-related documents). Ensure effective and ongoing communication (verbal and written) is maintained from the office of the DDG, Branch and other business units. Receive and record documentation before submission to the Branch Coordinator. Meet and greet the clients/stakeholders who are visiting the DDG and manage the waiting area.

ENQUIRIES : Mr M Maiko Tel No: (012) 493 1390
APPLICATIONS : Can be emailed to ExecutivePA-ODDG@csp.gov.za
NOTE : Preference will be given to youth, Coloureds, Indians and Whites both males and females in accordance with our employment equity plan.

POST 24/06 : **ASSISTANT MONITORING AND EVALUATION OFFICER REF NO: CSP/11/2026**

SALARY : R280 278 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma at (NQF 6 as recognized by SAQA) or relevant qualification in Social Sciences, Developmental Studies, Population Studies or Public Administration. Experience in data collection and processing. Data analysis and Information management. A high degree of computer literacy especially using the Microsoft windows suite (e.g. MS Word, Excel, Outlook). Understanding of policing environment and/or monitoring and evaluation. Planning and organizing. Data collection and management skill. Analytical, project management and interpersonal skills. Attention to detail, confidentiality and communication skills (written & verbal). Ability to work under pressure, problem analysis and decision-making. Drivers licence.

DUTIES : Conduct oversight visits. Collect data using M&E tools. Collect source documents as evidence to support the data collected. Capture data into the capturing system. Conduct quality control and assurance on completed M&E tools. Handle the control of documents within the directorate. Provide access to source documents based on access rights, maintain and update file of source documents. Provide admin support to the directorate. Ensure proper filling and archival of documents. Coordinate travel arrangements. Provide admin support to the Directorate. Provide logistical and administrative support to the Monitoring and Evaluation Team.

ENQUIRIES : Ms NM Sefiti Tel No: (012) 493 1388
APPLICATIONS : Can be emailed to AMandE-Officer@csp.gov.za
NOTE : Preference will be given to youth, persons with disability, Coloureds, Indians and Whites both males and females in accordance with our employment equity plan.

POST 24/07 : **ACCOUNTING CLERK REF NO: CSP/12/2026**

SALARY : R237 453 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 Internal Control. Perform activities attached to improving control environment of payments for completeness and accuracy. Provide assistance in identifying control

mechanisms to reduce possible non-compliance. Develop, update and maintain an effective filing system /system control for the Directorate.

ENQUIRIES : Mr MD Mashifane Tel No: (012) 493 1435
APPLICATIONS : Can be emailed to AccountingClerk@csp.gov.za
NOTE : Preference will be given to youth, persons with disability, Coloureds, Indians and Whites both males and females in accordance with our employment equity plan.

POST 24/08 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: CSP/13/2026**

SALARY : R237 453 per annum
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 Certificate/National Senior Certificate or equivalent. No experience required. Basic Knowledge of supply chain duties, practices and ability to capture data, operate computer and collecting statistics. Basic Knowledge of and understanding of legislative framework governing the Public Service. Basic Knowledge of work procedures in terms of the working environment. Computer literacy, communication (verbal and written), Planning and organizing. Teamwork, accountability and transparency. Ethical Conduct and Integrity, time management. Customer Service Orientation.

DUTIES : Render Acquisition clerical support. Update and maintain a supplier database. Register suppliers on the Supply Chain (Logis) System. Receive and request quotation. Capture specification on the electronic purchasing system. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Place orders for goods, receive and verify goods from suppliers. Capture goods in registers database, receive request for goods from end users and maintain goods register. Update and maintain register of suppliers. Render Assets Management clerical support. Compile and maintain assets records/database. Check and issue, furniture, equipment and stationery to business units. Identify redundant, non-serviceable and obsolete equipment for disposal. Assist in conducting stock taking according to stock taking plan. Verify asset register.

ENQUIRIES : Mr MD Mashifane Tel No: (012) 493 1435
APPLICATIONS : Can be emailed to SCMClerk@csp.gov.za
NOTE : Preference will be given to youth, persons with disability, Coloureds, Indians and Whites both males and females in accordance with our employment equity plan.