

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.

Note: Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. The Z.83 form should be accompanied by a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as copies of all qualifications, ID document and license (these copies need not be certified), only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from HR. Failure to submit the requested documents/information will result in your application not being considered.

Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception Desk. Applications can also be emailed to recruitment@csp.gov.za.

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 for posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will 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 for 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 before 17h00 on week-days.

POST	HUMAN RESOURCE CLERKS (6 MONTHS CONTRACT)
REFERENCE	CSP/04/2022
SALARY	R 147 459.00 per annum (plus 37%)
CENTRE	Pretoria
REQUIREMENTS	Grade 12 certificate or equivalent. 1 to 2 years' experience in Human Resources Administration. Knowledge and understanding of the relevant legislation/ policies/ prescripts and

procedures in the public service. Knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Knowledge of storage and retrieval procedures in terms of the working environment. Communication skills (Written and Verbal), facilitation skills and report writing skills. Problem solving and decision making. Interpersonal skills. Ability to work under pressure, planning and organising.

DUTIES

Recruitment and selection administration. Receive, sort and capture applications. Administer and facilitate shortlisting. Schedule appointments for interviews and prepare interview packs. Conduct security and verifications of qualifications with SAQA. Open, close and auditing of personnel and leave files. Attend to HR related queries. Communicate and hand over letters/circular/documents to units/managers/ employees. Filling of human resources documents in relevant files. Administer leave management. Receive and register incoming leave application forms, capture leave applications on PERSAL and filling of processed leave forms. Compile leave reconciliation monthly report.

ENQUIRIES

Ms NM Sefiti / Mr BK Shiphamele (012-393-4359/2500)

APPLICATIONS

Applications can also be emailed to recruitment@csp.gov.za.

CLOSING

04 March 2022