

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	ADMINISTRATOR
REFERENCE	CSP/06/2022
SALARY	R 211 713.00 per annum
CENTRE	Pretoria
REQUIREMENTS	National Diploma in Public Administration/Management with one-year administrative experience or Grade 12 certificate with 2 years administrative experience. Knowledge of clerical duties and ability to use a computer. Ability to capture and collect data. Knowledge and understanding of legislative framework governing the Public Service. Communication skills (Written and Verbal), Problem analysis and decision making. Confidentiality and ability to work under pressure. Planning and organising.
DUTIES	Provide administrative and secretarial support. Devise and maintain office systems including electronic and hard copy filing systems, data management etc. Organise events, meeting room and facility for the Directorate. Assist in logistical preparation for Directorate's meetings and events as required. Prepare meetings packs for the Directorate and timeously distribute to all participants. Write-up and follow-up on notes and actions from meetings that the Directorate have participated in, prepare correspondence, presentations and other information as requested by the Directorate. Coordinate proper administration of staff overtime, claims and leave plans. Perform any other administrative duties required by the Directorate. Provide logistical support to the Directorate. Arrange travel and accommodation for the Directorate, assist with the management of deadlines for individuals within the Directorate. Render information/records management services, administer incoming and outgoing mail/documents. Refer and distribute documents/information to the relevant committee members. Maintain records keeping and filing system. Record flow of correspondence. Receive and records information requests. Make follow up on referred action list and decision registers, compile minutes and monthly reports.
ENQUIRIES	Ms NM Sefiti / Mr BK Shiphamele (012-393-4359/2500)
APPLICATIONS	Applications can also be emailed to recruitment@csp.gov.za .
CLOSING	08 April 2022

POST	ADMINISTRATION CLERK
REFERENCE	CSP/07/2022
SALARY	R 176 310.00 per annum
CENTRE	Pretoria
REQUIREMENTS	Grade 12 certificate or relevant qualification. Knowledge of clerical duties and ability to use a computer. Knowledge and understanding of legislative framework governing the Public Service. Communication skills (Written and Verbal), Problem analysis and decision making. Confidentiality and ability to work under pressure. Planning and organising skill.
DUTIES	Render general clerical support services. Record, organise, store, capture and retrieve correspondences and data. Update register and statistics. Handle routine enquiries, make photocopies and receive or send fax. Distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component. Type basic letters and/ or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurements of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Maintain leave register for the component. Keep and maintain personnel records and attendance register for the component. Arrange travelling and accommodation, provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of substance and travel claims of officials. Perform ad-hoc duties, as may be delegated from time to time.
ENQUIRIES	Ms NM Sefiti / Mr BK Shiphamele (012-393-4359/2500)
APPLICATIONS	Applications can also be emailed to recruitment@csp.gov.za
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