

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 post. The Secretariat for Police Services 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 to 217 Pretorius Street, Van Erkom. Arcade Building 7th floor, Pretoria at the Reception.
- CLOSING DATE** : 12 April 2019
- NOTE** : Applications must be submitted on the 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. All applications must be accompanied by comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. Faxed or e-mailed applications will not be 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 for SMS 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 candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment; or due to ill health and cannot provide sufficient evidence of recovery should not apply. NB: Please ensure that your application reaches this office before 17h00 on week-days.

MANAGEMENT ECHELON

- POST 12/03** : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: CSP/02/2019**
- SALARY** : R1 189 338 per annum (All inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor Degree in Business Administration/Management; Public Administration or Human Resources Management or Human Resources Development or field equivalent qualification. 5 years experience at Senior Management level. Inherent requirement: Strategy Capability and Leadership, People management empowerment, Programme and project management, Financial Management, Change management. Knowledge of Government prescripts such as Public service Act, Public Service Regulations, Public Finance Management, Performance Management and Monitoring, Diversity Management. Job related knowledge: Human Resources Management and Human Resource Systems (HR); Ability to develop and implement based Performance Management System. Job related skills: Problem solving and analytical skills; Facilitation skills, Computer literacy, Presentation skills, Planning and Organising skills, Decision Making skills; Verbal and Written communication skills and Negotiation skills.
- DUTIES** : Provide strategic leadership and support to the department on corporate support service matters. Manage the provision of Human Resource Management by ensuring development of HR operation strategy, policies and procedures and their compliance with public service best practice and prescripts, Render effective Human Resource Management functions and provide sound Performance Management System. Manage the provision of Human Resources Development and Employee Relations by ensuring development of HR Development strategies,

policies and procedures and their compliant with public service best practice and prescripts; Ensure employee health and wellness policies and procedures. Render effective employee relation function. Render departmental transformation programmes and services. Provide Information Communication Technology (ICT), information and knowledge management services by ensuring the development of ICT strategies, policies and procedures and manage departmental information services. Render auxiliary support services. Conduct risk assessment and develop mitigating strategies. Management of Resources, people management and financial management.

ENQUIRIES : Lerato Maisela Tel No: 012 393 1916

OTHER POST

POST 12/04 : **ASSISTANT DIRECTOR: BUDGET AND PROGRAMME ANALYSIS REF NO: CSP/03/2019**

SALARY : R444 693 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma or Bachelor's Degree in Economics/Statistics/Econometrics or Financial/Management Accounting or relevant budget or financial qualifications. 3-5 years working experience in budget analysis environment. Knowledge of PFMA and Treasury-related legislations, accounting principles and practices, tax, the analysis and reporting of financial data. Organizational and government structures, Treasury Regulations and guidelines, Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Economic Reporting Framework including the standard chart of accounts. Knowledge of the Constitution of the Republic of South Africa, Good Governance and Batho Pele Principles, Performance Management and Monitoring. Public Service Regulations. Problem solving and decision making, team leadership. Computer literacy, communication (verbal & written) skills, presentation skills, project management skills, planning and organizing skills.

DUTIES : Monitor the Budget of SAPS, establish financial allocation and budget processes for identified SAPS projects. Monitor and evaluate the efficiency and effectiveness of service delivery method in SAPS, monitor and evaluate SAPS budget against the Minister's priorities, conduct oversight on police focusing on budget. Monitor SAPS spending to ensure that it is within budget and conduct cost-benefit analyses to assess SAPS budget program. Monitor and evaluate the implementation of budget recommendations over SAPS. Monitor spending on projects identified by the Minister of Police and Secretary for Police, Establish and maintain Oversight Monitoring and Evaluation partnerships, compile budget reports with findings and recommendations. Prepare financial and descriptive information from computerized database and supporting documentation. Conduct and monitor SAPS budget reporting systems. Prepare financial analyses and make recommendations, receives completed SAPS budget submissions and budget review documents. Establish and maintain computerized records of budget allocations, monitor and evaluate SAPS budget procedures and recommend revisions to improve efficiency.

ENQUIRIES : MR BK Shiphamele / Ms NM Sefiti Tel No: (012) 321 0638