

DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and its intention is 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.

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 not later than 16h00 on week-days.

POST	ASSISTANT DIRECTOR: CIVIL SOCIETY PARTNERSHIPS
REFERENCE	CSP/18/2021
SALARY	R 470 040.00 per annum
CENTRE	Pretoria
REQUIREMENTS	Bachelor Degree in Social Science or relevant equivalent qualification. 3 year's working experience in stakeholder relations or partnerships. Knowledge of the Constitution of the Republic of South Africa, Good Governance and Batho Pele Principles, Performance Management and Monitoring. Public Service Regulations, Public Finance Management Act and internal performance evaluation and reporting. Understanding of stakeholder management, Public Participation Framework, government policies and advanced report writing skills. Policy presentation and policy implementation and evaluation process. Computer literacy, communication (verbal & written) skills, presentation skills, planning and organizing skills. Event management skills and facilitation skills. Team leadership, problem solving skills. Drivers Licence.
DUTIES	Facilitate the identification of relevant initiatives to support crime prevention. Facilitate, engage and provide support in the development of Civil Society programmes. Provide inputs on conducting needs analysis by means of appropriate tools. Update database of relevant stakeholders, manage the Civil Society Partnerships stakeholder engagement for public participation and facilitate interventions for public participation. Facilitate the implementation of crime prevention initiatives. Facilitate the development and implementation of Civil Society partnerships. Provide support to Civil Society projects and programmes. Compile reports on Civil Society partnerships on crime prevention. Provide support on the development of guidelines to clarify and inform community empowerment

initiatives. Participate and contribute in the development and implementation plan to evaluate Civil Society crimes prevention initiatives. Conduct researched inputs on the development of sub-directorate annual plan, facilitate the research and analysis of performance of unit functions against plan. Present report on compliance with agreed timelines, support the development and presentation of progress reports. Facilitate the development budget of the sub-directorate annual plan and quarterly programmes.

ENQUIRIES

Ms NM Sefiti / Mr BK Shiphamele, Tel: (012) 393 4359/2500

APPLICATIONS

Applications can also be emailed to recruitment1@csp.gov.za.

CLOSING

12 November 2021

POST

ASSISTANT DIRECTOR: POLICE COMPLIANCE

REFERENCE

CSP/19/2021

SALARY

R 470 040.00.00 per annum

CENTRE

Pretoria

REQUIREMENTS

National Diploma or Bachelor's Degree in Public Administration/ Social Sciences, Development Studies or relevant equivalent qualification. 3-5 years' working experience in monitoring and evaluation. Understanding of monitoring and evaluation strategies, policies and procedures. Use of Audio- visual equipment. Knowledge of flow-charting software and Monitoring and evaluation methods. Extensive knowledge and experience in monitoring and evaluation tools and systems. Knowledge of the Constitution of the Republic of South Africa, Batho Pele Principles, Public Service Regulations, Public Service Act and South African Police Act. Computer Literacy, verbal and written communication skills, presentation skills. Planning and organizing. Problem solving and decision making skills. Applied strategic thinking, facilitation skills and team leadership. Project management.

DUTIES

Facilitate the development of compliance monitoring policies, guidelines and procedures. Provide support in the design of compliance monitoring tools, guidelines and systems. Develop annual costed monitoring and evaluation plan. Analyse Domestic Violence Act (DVA) and Gender Based Violence (GBV) related legislation and policies in relation to policing mandates. Facilitate capacity building activities for compliance monitoring. Monitor and evaluate compliance with, legislation administered by the Minister of Police, the domestic Violence Act (DVA) and Gender Based Violence (GBV) related legislation and policies. Conduct desktop research for conceptualisation of compliance monitoring projects, coordinate compliance monitoring team activities and facilitate the planning for oversight visits processes. Support the development of DVA compliance biannual reports for presentation to parliament and organise engagements with various stakeholders to enhance compliance monitoring. Guide the processing and analysis of accurate and reliable data. Develop oversight monitoring and evaluation reports with recommendations. Management of Resources, human and financial resources.

ENQUIRIES

Ms NM Sefiti / Mr BK Shiphamele, Tel: (012) 393 4359/2500

APPLICATIONS

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

CLOSING

12 November 2021

POST	SUPPLY CHAIN CLERK: ASSETS
REFERENCE	CSP/17/2021
SALARY	R 173 703.00 per annum
CENTRE	Pretoria
REQUIREMENTS	Grade 12 certificate or equivalent. Basic knowledge of supply chain duties, practices, as well as the ability to capture data. Operating computer and collecting statistics. Basic knowledge of working procedure in terms of the working environment, understanding of legislative framework governing the Public Service. Accuracy, planning and organizing, interpersonal and good verbal and written communication skill. Confidentiality, time management and ability to work under pressure.
DUTIES	Render assets management clerical support. Compile and maintain records. Check and issue furniture, equipment and accessories to components and individual. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain supplier database, register suppliers on Logis or similar systems, request and receive quotations. Capture specification on the electronic purchasing system. Issue and receive bid documents. Provide secretarial or logistical support during bid consideration and contracts conclusion process. Compile draft documents as required. Place orders for goods, receive and verify goods from suppliers. Capture goods in register database, receive request for goods from end user, issue goods to end user, update and maintain register of suppliers.
ENQUIRIES	Ms NM Sefiti / Mr BK Shiphamele, Tel: (012) 393 4359/2500
APPLICATIONS	Applications can also be emailed to recruitment2@csp.gov.za .
CLOSING	12 November 2021