

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 emailed timeously to recruitment@csp.gov.za or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception No late applications will be accepted. 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. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link <https://thensg.gov.za/training-courses/sms-pre-entry-programme>.

Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. The Civilian Secretariat for Police Service has the right not to fill the post. Preference will be given to youth, people with disability and women in accordance with our employment equity plan. The successful candidates will be based in Pretoria and will frequently travel to Cape Town when Parliament in in session.

POST

SECRETARY FOR POLICE SERVICE

(FIVE YEAR CONTRACT)

REFERENCE**CSP/01/2022****SALARY****R1 978 533 per annum (All inclusive package)****CENTRE****Pretoria****REQUIREMENTS**

Bachelor's Degree in Public Administration, Commerce, Social Science, Law or equivalent qualification (NQF 7) and a relevant post graduate qualification (NQF 8) and 8 - 10 years experience at a Senior Management level (which five years must be as a member of SMS in the Public Service. Completion of pre-entry certificate for Senior Management Service (SMS) is mandatory requirement. Extensive knowledge and experience in policy drafting, analysis and implementation; interpretation of constitutional law; policy formulation; understanding of government policies and initiatives within the crime fighting environment as well as the role of information, partnerships and stakeholder management in Government decision-making. Good understanding of the safety and crime prevention structures within and outside the justice and security cluster. Good understanding of the PFMA and Public Service Regulatory Framework; Strategic capability, leadership and management skills in leading and managing transformation, change and diversity; Applied Strategic Planning and Facilitation; Financial management and Budgeting, Problem-solving and Analytical skills. Strong stakeholder management, good communication, presentation, strong interpersonal and negotiation skills including multi-national negotiations, honesty and integrity. The successful candidate will be directly responsible to the Minister of Police for the performance of the statutory functions of the Civilian Secretariat for Police Service, its operations and the realization of agreed output and targets. In accordance with Civilian Secretariat for Police Service Act Section 7, sub-paragraph 4, the Secretary must not be a member or former member of the Police Service of the Republic contemplated in section 199(1) of the Constitution, are not eligible for appointment, so they may not apply.

DUTIES

Provide strategic leadership and overall management of the Civilian Secretariat for Police Service as defined in Chapter 5 of the PFMA and Chapter 3 of the PSA. Ensure effective civilian oversight; monitoring and evaluation of the South African Police Service. Oversee the review and development of policing policies and render strategic policy advice and other support to the Minister of Police to direct effective Policing. Ensure the provision of evidence based

research and evidence led policy development on policing, crime and safety to the Minister of Police to inform policing policy and decision making. Coordinate the Minister's Stakeholder engagements and public participation on policing and safety and security matters. Oversee the legislation review and development process including presentation of bills to Parliament. Advise the Minister on any matter related to effective policing, safety and security. Oversee the management and facilitation of inter-governmental, civil society and public-private partnerships. Provide the necessary support on the implementation or compliance with international obligations. Monitor and advise on the utilisation of the budget of the police service to ensure compliance with policy directives or instructions of the Minister. Provide oversight and leadership on the functions of the National Forensic Oversight and Ethics Board (DNA Board) and the Directorate for Priority Crimes Investigation (DPCI) in consultation with the Minister. Develop and maintain sound relationships with relevant Parliamentary Committees. Lead and or participate in meetings with provincial civilian oversight structures. Management of Resources.

ENQUIRIES

Dipsy Wechoemang 012 393 2500/0796936585

CLOSING

4 February 2022

POST

DIRECTOR: NATIONAL FORENSIC OVERSIGHT AND ETHICS BOARD (SECRETARIAT OF DNA BOARD)

REFERENCE

CSP/02/2022

SALARY

R 1 057 326 per annum (All inclusive package)

CENTRE

Pretoria

REQUIREMENTS

LLB Degree or Bachelor's Degree in Law (NQF7) or relevant equivalent qualification. 5 years' middle / senior managerial level experience. Registration with GIC will be an added advantage. Understanding of legislation research, development methodologies and analysis methods. Knowledge of good governance and Batho Pele Principles. Sound knowledge and interpretation of constitutional Law. Knowledge of the Constitution of the Republic of South Africa. Understanding of government systems and structures. Understanding of Treasury and PFMA Regulations. Completion of pre-entry certificate for Senior Management Service (SMS) is mandatory requirement. Strategic capability and leadership, programme and project management, people management and

empowerment, financial management, change management. Computer literacy. Problem solving skills. Verbal and written communication skills. Interpersonal skills. Negotiation skills. People and diversity management skills. Strategic and analytical skills. Sound financial management skills. Report writing skills. Presentations skills. Research skills.

DUTIES

Develop policies and procedures for the National Forensic Oversight and Ethics Board. Draft recommendations for improvement to legislation. Unpacking legislation which require adherence, Develop Standard Operating Procedures (SOPs); Steering Committees e.g. Familial Searches. Keeping the Board fully informed of existing and new legislative requirements. Understanding which stakeholders need training and ensuring it takes place. Ensuring that Board resolutions and directives are communicated and implemented by relevant parties. Oversee the implementation of system software solution for the National Forensic DNA Database (NFDD), drafting reports as required by Parliament and other stakeholders as well as follow up with requests. Develop systems reports to determine gaps for analysis and suggest changes as required. Oversee the implementation of CODIS (Database software), if there are issues that need specific oversight. Acting as information and communication channel for Board members. Management of resources (human and financial).

ENQUIRIES

Ms L Maisela Tel: (012) 393 1916

CLOSING

4 February 2022