

CIVILIAN SECRETARIAT FOR POLICE

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.

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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 recruitment2@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	PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: LEGISLATION
REFERENCE	CSP/01/2022
SALARY	R 261 372.00 per annum
CENTRE	Pretoria
REQUIREMENTS	Appropriate Secretarial Diploma or equivalent qualification. 3-5 years' experience in rendering support to Senior Management. Knowledge on the relevant legislation/ policies/ prescripts and procedures in the public services. Computer competency (MS Word, Excel, Outlook, PowerPoint and emails). Communication skills (Written and Verbal), facilitation skills and report writing skills. Problem solving and decision making. Interpersonal relations, professional telephone manner, organisational skills and ability to multitask. Service delivery and client orientation, time management and ability to work long hours. Confidentiality and high level reliability, confident and independent. Integrity and honesty. Ability to work under pressure and to tight deadlines. Document analysis, planning and organising. Ability to act with tact and discretion.
DUTIES	Provide administrative and secretarial support. Ensure the effective flow of information and documents to and from the office of the Chief Director, ensure safekeeping of all documents in the office of the Chief Director, scrutinize routine submissions/ reports and make notes and /or recommendations for the Chief Director. Ensure that travel arrangements are well coordinated, schedule and manage appointments. Prepare correspondence and other information as requested. Coordinate and administer leave register for the Chief Directorate. Provide logistical support services. Record minutes/ decisions and communicate to relevant role players, prepare briefing notes for the Chief Director, coordinate logistical arrangements for meeting when required. Process and submit subsistence and travel claims. Administer the demand management plan of the Chief Directorate, compile draft letters and submissions as requested.

Administer the budget of the office of the Chief Directorate. Collect and coordinate all documents in relation to the budget of the Unit, keeps record of expenditure commitments. Monitor expenditure and alert the Chief Director of possible over and under spending, keep a record of expenditure and other financial commitments for the Chief Directorate. Check and verify financial reports in support of the Chief Directorate. Provide general support services. Prepare documents for meetings hosted and/ or attended by the Chief Director, circulate documents to other meeting participants and provide secretarial support for the Chief Directorate meetings. Perform any other administrative duties required by the Chief Director and follow up on behalf of the Chief Director on the implementation of meeting and other decisions.

ENQUIRIES

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

APPLICATIONS

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CLOSING

11 February 2022