

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.

- 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** : 09 November 2018
- 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. Former employees who left the Public Service earlier on condition that they would not accept re-appointment or due to ill health and cannot provide sufficient evidence of recovery should not apply. 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.

OTHER POST

- POST 43/03** : **DEPUTY DIRECTOR: SPECIALIST INVESTIGATOR REF NO: CSP/15/2018**
This is a re-advertisement of ref no: CSP/18/2017. Applicants who previously applied should re-apply if still interested.
- SALARY** : R697 011 per annum (All-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree/Diploma in Law or Policing or equivalent qualification. A minimum of five years working experience in management of criminal investigations of which 3 years must be at management /supervisory level (ASD). Knowledge and understanding of criminal law, criminal procedure and law of evidence. Knowledge of the investigative system and procedures. Knowledge of Human rights and Government's broad transformation objectives and initiatives. Knowledge of the Performance Management and Development System in the Public Service. Understanding the confidentiality of documents. Knowledge of Government prescripts. Ability to develop and implement outcome based performance management system to support achievement of department goal and objectives. Presentation skills; problem solving and decision-making skills; communication (verbal and written) skills; computer literacy; Drivers licence.
- DUTIES** : Conduct investigations on complaints from the public regarding alleged violations relating to the abuse of DNA samples and forensic DNA profiles, and security breaches. Collect, analyse and collate information requested by the Assessment sub-committee and/ or the DNA Secretariat Head. Ensure the proper classification and registration of complaints on the complaints management system. Ensure that written acknowledgement is provided for complaints lodged. Assist the DNA Secretariat Head in engaging with internal and external stakeholders and role-players. Attend to all other

ENQUIRIES
NOTE

directives of the DNA Board relating to his/her mandate. Management of financial and human resources.

- : Mr K Shiphamele/ Mr S Matsapola Tel No: 012 393 2500/ 4359
- : Shortlisted candidates will be required to undergo a competency assessment.