

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.

- 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** : 06 July 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 a 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 or seek 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. 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. 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. NB: Please ensure that your application reaches this office before 17h00 on week-days.

OTHER POSTS

- POST 25/06** : **DEPUTY DIRECTOR: EVALUATION REF NO: CSP/05/2018**
- SALARY** : R779 295 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Bachelor Degree in Monitoring and Evaluation/ Social Sciences / Development Studies/ Statistics/ Population Studies or relevant equivalent qualification. 3 year's management experience in Monitoring and Evaluation field. Knowledge of the Constitution of the Republic of South Africa, Good Governance and Batho Pele Principles, Civil Secretariat for Police Service Act and SAPS Act. Public Service Act, SMS Hand book, performance management and monitoring. Public Service Regulations, Public Finance Management Act. Understanding of monitoring and evaluation strategies, policies and procedures, monitoring and evaluation methodologies. Extensive knowledge and experience in monitoring an evaluation tools and systems, sound knowledge of and interpretation constitutional law. Computer literacy, communication (verbal & written) skills, presentation skills, negotiation skills and facilitation skills.
- DUTIES** : Develop policies, strategies and guidelines to evaluate policing and programmes implemented by the SAPS. Develop a three-year evaluation plan. Ensure the development/ review of information and knowledge management system for the directorate to meet current needs. Develop and implement the evaluation systems, build evaluation capacity, compile evaluation reports with findings and recommendations. Ensure data collection and processing, analyse monitoring and evaluation data. Oversee the development of evaluations forms for data collection

methods. Coordinate Monitoring and Evaluation Partnerships, liaise with Programme Monitoring and Evaluation in the Presidency, participate in M&E Forums and evaluation of technical teams. Develop/review and Implement a Monitoring and Evaluation framework, lead M&E system and process development. Conduct and oversee analysis of M&E data. Management of Resources, human and financial resources.

ENQUIRIES

: Ms NM Sefiti / Mr S Matsapola, Tel No: (012) 393 4359/2500

POST 25/07

: **DATA CAPTURER: MONITORING & EVALUATION REF NO: CSP/06/2018**
08 Months Contract

SALARY

: R152 862 per annum plus 37%

CENTRE

: Pretoria

REQUIREMENTS

: Matric or equivalent qualification. One year working experience within the relevant field. Experience of working with Microsoft Windows suite of software, data analysis and information management. A high degree of computer literacy especially using the Microsoft Windows Suite e.g. MS Word, Excel and Outlook. Planning and organization. Information collection and management. Attention to detail, communication skills, confidentiality and ability to work under pressure. Team player, customer focus and responsiveness. Interpersonal skills, change orientation and personal commitment. Problem solving and decision making.

DUTIES

: Administration of source documents, coordinate the collection of source documents. Classify and code documentation. Provide support on the computerisation of information from source documents. Imaging of source documents. Capture data into database. Data verification and clean-up. Handle the controlling of computerized source documents based on access rights. Assist the information officer in data analysis and reporting, conduct oversight visits in conjunction with the Monitoring and Evaluation teams. Provide logistical and administrative support to the Monitoring and Evaluation team.

ENQUIRIES

: Ms NM Sefiti / Mr S Matsapola, Tel No: (012) 393 4359/2500