

## DEPARTMENT OF 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, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. 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 268 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2<sup>nd</sup> floor, Pretoria at the Reception Desk. 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' 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 the most suitable candidate. 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. 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.**

<b>POST</b>	<b>DEPUTY DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY</b>
<b>REFERENCE</b>	<b>CSP/22/2025</b>
<b>SALARY</b>	<b>R 896 436.00 per annum</b>
<b>CENTRE</b>	<b>Pretoria</b>
<b>REQUIREMENTS</b>	National Diploma or Bachelor's Degree (NQF level 6 as recognised by SAQA) in Information Technology/Computer Science or related field or equivalent qualification. 5 years working experience in information technology of which 3 years must be at management/ supervisory level (ASD). Knowledge and/or qualification in a recognised framework for ICT service, Microsoft Windows and ICT Systems. Sound understanding of computer systems (hardware/software), networks etc. Experience in controlling information technology budget. Knowledge of Government prescripts, Public Finance Management Act and Public Service Transformation. Ability to develop and implement outcome-based performance management system to support achievement of department goal and Objectives. Public service regulatory framework and government planning. Applied strategic thinking, problem solving and decision making, communication (written and verbal). Presentation, team leadership and project management. Planning and organizing skills.
<b>DUTIES</b>	Draft ICT policies in line with good practice and manage the communication of ICT policies and procedures to all users. Ensure the development of ICT strategies, policies and procedures and their compliance with public service best practice and prescripts. Provide systems and networks support, develop effective systems of managing ICT services for the Department and provide server administration support. Manage and monitoring services to systems, networks and ICT security. Manage backup and restore for systems, applications and databases. Manage anti-virus deployment and support, provide firewall and proxy support services. Manage and oversee the overall ICT security

standards. Manage servers, security solutions, network hardware and equipment. Develop standard operating procedures and best practices, including providing written protocols and guidance to ICT staff and to end-users. Oversee provision of end-user services, including help desk and technical support services. Manage service level agreements with service providers of outsourced ICT services in line with approved ICT strategy and budget. Management of resources (human and financial).

**ENQUIRIES  
APPLICATIONS  
CLOSING**

**Mr MD Mashifane, Tel 012 4931 435**  
Can also be emailed to [Recruitment72@csp.gov.za](mailto:Recruitment72@csp.gov.za)  
**28 November 2025**

**POST**

**SUPPLY CHAIN MANAGEMENT PRACTITIONER**

**REFERENCE**

**CSP/23/2025**

**SALARY**

**R 325 101.00 per annum**

**CENTRE**

**Pretoria**

**REQUIREMENTS**

National Diploma in Logistics/Purchasing management /Supply Chain Management/Business Management. 2 years' experience in Supply Chain Management environment. Knowledge of Public Finance Management Act, Treasury Regulations, contract management, Supply Chain Management policies and procedures. Knowledge of BAS and LOGIS systems. Computer literacy, Planning and organizing, interpersonal and communication skills. Problem solving and decision making skills. Customer service orientation.

**DUTIES**

Procurement of goods and services for below the threshold of R500 000.00. Invitation of quotations and ensure that all documentations are correctly completed and needs clearly defined. Draft specifications/ terms of reference received from the directorate and convert to standard template. Compiling a list of documents received, evaluation, drafting comparative schedule, quotation register and checklist; submitting to supervisor for verification. Submit documents to the directorate for acceptance of recommendation and submit approved documents to SCM: Logistics to issue an order. Rotation of the CSD suppliers. Searching for suppliers from the National Treasury's Central Supplier Database (CSD) suppliers, attend to all database queries, reporting on a monthly basis. (List of suppliers utilized) and reporting none responsive suppliers. Procurement of goods and services for the threshold above R500 000.00. Compile bid documents for issuing purposes, attend to queries related to the administration of the bid documents and assist with the process on closing date of the bid.

**ENQUIRIES  
APPLICATION  
CLOSING**

**Mr MD Mashifane, Tel 012 4931 435**  
Can also be emailed to [Oratile.Phomane@csp.gov.za](mailto:Oratile.Phomane@csp.gov.za)  
**28 November 2025**

**POST**

**ADMINISTRATION CLERK**

**REFERENCE**

**CSP/24/2025**

**SALARY**

**R 228 321.00 per annum**

**CENTRE**

**Pretoria**

**REQUIREMENTS**

A Senior certificate/Grade 12 certificate. Knowledge of clerical duties. Knowledge and understanding of legislative framework governing the Public Service. Knowledge of document management or filing, ability to capture and maintain data. Ability to capture data, use computer. Planning and organizing, communication skills (verbal and written). Computer literacy, confidentiality and accuracy. Ability to work under pressure and work long hours.

**DUTIES**

Render general clerical support services. Record, organise, store, capture and retrieve correspondences and data. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the Chief Directorate. Keep and maintain the incoming and outgoing register of the Chief Directorate. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Keep and maintain the asset register of the Chief Directorate. Maintain leave register for the Chief Directorate. Coordinate the maintenance of personnel records in the Chief Directorate. Arrange logistical arrangements for travelling and accommodation. Check correctness of substance and travel claims of officials. Perform ad-hoc duties, as may be delegated from time to time.

**ENQUIRIES  
APPLICATIONS  
CLOSING**

**Mr M Maiko, Tel 012 4931 390**

Can also be emailed to [Recruitment52@csp.gov.za](mailto:Recruitment52@csp.gov.za)

**28 November 2025**