

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 or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk.
- CLOSING DATE** : 01 November 2024
- 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. 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 submit the certificate prior to appointment. 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 is in session.

MANAGEMENT ECHELON

- POST 38/01** : **CHIEF DIRECTOR: LEGISLATION REF NO: CSP/09/2024**
- SALARY** : R1 436 022 per annum, (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : LLB Degree or Bachelors or Degree in Law (NQF 7) or relevant equivalent qualification. 5 years of experience in senior managerial level position. Understanding of legislation research and development methodologies, legislation formulation, legislation and analysis methods. Extensive knowledge and experience in legislative drafting. A sound knowledge of and interpretation constitutional law and knowledge of risk management framework. Strategic capability and leadership, programme and project management, financial management and change management. Computer literacy. Verbal and written communication skills, presentation skills and legislation development skills. Advanced report writing skills. Problem solving and analysis, planning and organizing skills. Drivers licence.
- DUTIES** : Provide strategic leadership and support to the Secretary for Police Service to ensure that the Civilian Secretariat for Police Act, 2011 is properly implemented. Lead and guide the Secretary for Police Service on the legislation development matters, represent the Secretary at meetings of the National Forensic Oversight and Ethics Board ("Board") and report to Secretary on Board engagement. Research and prepare draft Bills and Regulations. Manage and attend to consultations and Parliamentary processes on Bills, manage and attend to the development of Bills and Regulations processes leading to the tabling of thereof. Develop and review Legislations. Conduct Legal Research. Implement a strategy to ensure that departmental legislation is effectively consulted with other organs of state and role-players to ensure the safety and security of communities. Provide legal advice, opinions and other legal support. Provide quality legal research on constitutional and legal issues that informs legislation. Process PSIRA applications for exemptions and manage the appointment of appeals Chairpersons. Conduct risk assessment. Manage resources of the Chief Directorate (human and financial).

ENQUIRIES : Mr BK Shiphamele Tel No: (012) 4931 386
APPLICATIONS : Can also be emailed to Recruitment22@csp.gov.za

OTHER POSTS

POST 38/02 : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: CSP/10/2024**

SALARY : R849 702 per annum, (all-inclusive package)
CENTRE : Pretoria
REQUIREMENTS : National Diploma/ Degree in Organisational Behavioural Sciences and Work Study / Management Services or Productivity Management or Operations Management. 5 years' experience in Organisational Development of which 3 years must be at supervisory/ management level (ASD). Knowledge of total quality management (TQM) will be an added advantage, experience in the Public Service Human Resources, technical expertise in Job Evaluation and Organisational Design methodologies. In-depth understanding of the legislative framework that governs Job Evaluation and Organisational Design, knowledge in the public services Job Evaluation system, ability to develop high level models and conduct high level feasibility studies. Understanding of business process re-engineering methodologies, organizational behaviour, organizational structures, organizational functionality assessments and life cycle. Knowledge of Government legislations. Computer literacy, problem solving and analysis, planning, interpersonal, verbal and written communication skills, applied strategic thinking, budgeting and financial Management. Report writing skills, presentation and project management skills, facilitation skills, business process mapping skills, monitoring and evaluation skills. Ability to conceptualise Change Management ideas and interventions. Networking and Building Bonds. Analytical thinking at macro and micro level. Valid driver's licence.

DUTIES : Manage organizational design and establishment services. Develop Organisational design policies, guidelines and procedures. Review, align and develop organisational structure based on Departmental strategic objectives and mandates. Determine post establishment and facilitate the costing of post establishment structure. Coordinate the determination of post provisioning norms. Perform work study and facilitate the implementation of organizational design and development strategies. Develop and review service delivery model annually to assist and support management in determining the most suitable operating model. Manage and conduct organisational review and redesign processes. Conduct Organisational functionality assessments of the department's internal systems and processes. Develop, review and maintain organisational structure of the department. Develop Service Delivery Improvement plans and Service Charter of the department. Consult with internal and external stakeholders on organisational structural changes. Monitor and maintain the implementation of approved organisational structures. Manage and conduct job evaluation in line with departmental and national policy guidelines. Identify and prioritise jobs to be evaluated. Preliminary Quality Assurance on evaluated jobs. Facilitate the job evaluation training program for the department. Develop and maintain job evaluation database. Facilitate the development and review of job descriptions and quality assure the job descriptions. Facilitate the development/review of the new /existing jobs. Maintain job descriptions database. Facilitate and conduct business process improvement initiatives. Conduct business processes mapping, work method improvement and standard operating procedures. Develop, Manage, Implement, Monitor and Evaluate the Business Processes and improvement strategies that supports the strategy and operations of the Department. Facilitate, coordinate and support the Provincial Secretariats on the development of their organizational structures, the business cases, and business processes and roadmaps. Introduce, facilitate and coordinate Change Management Strategies and Interventions. Management of resources (human and financial resources).

ENQUIRIES : Ms NM Sefiti/Ms M Ngobeni Tel No: (012) 4931 388/ 012 4931 398
APPLICATIONS : Can also be emailed to Recruitment22@csp.gov.za

POST 38/03 : **ASSISTANT MONITORING AND EVALUATION OFFICER REF NO: CSP/11/2024**

SALARY : R255 450 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma at NQF 6 or relevant qualification. Experience in data collection and processing. Data analysis and information management (added advantage). A high degree of computer literacy especially using the Microsoft Windows Suite e.g. MS Word, Excel and Outlook. Understanding of the policing environment and/or monitoring and evaluation (added advantage). Planning and organizing. Data collection, processing and management skills. Attention to detail, maintain confidentiality and communication skills. Ability to work under pressure, problem analysis and decision-making. Drivers licence.

DUTIES : Participate in the development of the tabulation plan, participate in building the system, testing of the system, participate in effecting changes and finalisation of the system. Capture data in the database. Provide technical support to data capturers. Participate in data editing and imputation. Assist in data capturing. Participate in data analysis. Assist with the preparation and classification of data to be analyzed. Provide support on the coding and classification of data. Assist the Information Officer in data analysis and reporting. Provide logistical and administrative support to the sub-directorate.

ENQUIRIES APPLICATIONS : Ms L Mogudi/Ms NM Sefiti Tel No: (012) 4931 387/ 012 4931 388
: Can also be emailed to Recruitment32@csp.gov.za

POST 38/04 : **ASSISTANT MONITORING AND EVALUATION OFFICER REF NO: CSP/12/2024**

SALARY : R255 450 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma at NQF 6 or relevant qualification. Extensive experience of working with the 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, Outlook). Understanding of policing environment and/or monitoring and evaluation. Planning and organizing. Information collection and management skill. Analytical, project management and interpersonal skills. Attention to detail, confidentiality and communication skills. Ability to work under pressure, problem analysis and decision-making. Drivers licence.

DUTIES : Conduct oversight visits. Collect data using M&E tools. Collect source documents as evidence to support the data collected. Capture data in the database. Conduct quality control and assurance on completed M&E tools. Handle the controlling of documents. Provide access to source documents based on access rights, maintain and update file of source documents. Provide admin support to the directorate. Ensure proper filling and archival of documents. Coordinate travel arrangements. Provide admin support to the Directorate. Provide logistical and administrative support to the Monitoring and Evaluation Team.

ENQUIRIES APPLICATIONS : Ms M Ngobeni/ Ms NM Sefiti Tel No: (012) 4931 398/ 012 4931 388
: Can also be emailed to Recruitment32@csp.gov.za