

**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 2<sup>nd</sup> floor, Pretoria at the Reception Desk. No late applications will be accepted.
- CLOSING DATE** : 01 September 2023
- 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 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. 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. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by NSG. The course is available at the 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>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. 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 29/19** : **SECRETARY FOR POLICE SERVICE (DIRECTOR-GENERAL) REF NO: CSP/14/2023**  
(Five Year Contract)  
Re-advertisement of Ref No: CSP/05/2022. Applicants who previously applied should re-apply if still interested.
- SALARY** : R2 158 533 per annum, (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree in Public Administration or Commerce or Social Science or Law (NQF 7) and post graduate qualification (NQF 8) or relevant equivalent qualification. 8 - 10 years' experience at a Senior Management level (which five years must be at the level of SMS in the Public Service). Completion of pre-entry certificate for Senior Management Service (SMS) is mandatory requirement. Basic understanding of Civilian Secretariat for Police Service Act. Extensive knowledge and experience in policy drafting and partnerships strategies, analysis and implementation; interpretation of constitutional law and basic understanding of the Police Service Act; policy formulation; understanding of government policies and initiatives within the crime fighting environment as well as the role of information, partnerships and stakeholder management in Government decision-making. Good understanding of the

		<p>safety and crime prevention structures within and outside the justice and security cluster. Good understanding of the PFMA and Public Service Regulatory Framework; Strategic capability, leadership and management skills in leading and managing transformation, change and diversity; Applied strategic planning and facilitation; Financial management and budgeting, problem-solving and analytical skills. Strong stakeholder management, good communication, presentation, strong interpersonal and negotiation skills including multi-national negotiations, honesty and integrity. The successful candidate will be directly responsible to the Minister of Police for the performance of the statutory functions of the Civilian Secretariat for Police Service, its operations and the realization of agreed output and targets. In accordance with Civilian Secretariat for Police Service Act Section 7, subparagraph 4, the Secretary must not be a member or former member of the Police Service of the Republic contemplated in section 199(1) of the Constitution, are not eligible for appointment, so they may not apply.</p>
<b><u>DUTIES</u></b>	:	<p>Provide strategic leadership and overall management of the Civilian Secretariat for Police Service Act. Ensure effective and efficient administration and management of the budget in compliance with the Public Finance Management Act. Ensure effective civilian oversight; monitoring and evaluation of the South African Police Service. Oversee the review and development of policing policies and render strategic policy advice and other support to the Minister of Police to direct effective Policing. Ensure the provision of evidence based research and evidence led and cost based policy development on policing, crime and safety to the Minister of Police to inform policing policy and decision making. Coordinate the Minister's stakeholder engagements and public participation on policing and safety and security matters. Oversee the legislation review and development process including presentation of bills to Parliament. Ensure the implementation of government wide crime and violence prevention programmes and strategies. Advise the Minister on any matter related to effective policing, safety and security. Oversee the management and facilitation of inter-governmental, civil society and public-private partnerships. Provide the necessary support on the implementation or compliance with international obligations. Monitor and advise on the utilisation of the budget of the police service to ensure compliance with policy directives or instructions of the Minister. Provide oversight and leadership on the functions of the National Forensic Oversight and Ethics Board (DNA Board) and the Office of the Directorate for Priority Crimes Investigation (DPCI) Judge. in consultation with the Minister. Develop and maintain sound relationships with relevant Parliamentary Committees. Lead and or participate in meetings with provincial civilian oversight structures. Management of physical, human and financial resources.</p>
<b><u>ENQUIRIES</u></b>	:	Dipsy Wechoemang Tel No: (012) 493 1400/079 6936 585
<b><u>APPLICATIONS</u></b>	:	Can also be emailed to <a href="mailto:Angele.Modiba@csp.gov.za">Angele.Modiba@csp.gov.za</a>
<b><u>POST 29/20</u></b>	:	<b><u>DEPUTY DIRECTOR- GENERAL: CIVILIAN OVERSIGHT AND STRATEGIC PARTNERSHIPS REF NO: CSP/15/2023</u></b>
<b><u>SALARY</u></b>	:	R1 663 581 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	<p>Bachelor's Degree in Public Administration or Social Sciences or Developmental Studies or Law (NQF 7) and NQF 8 in Public Administration, Social Sciences or Developmental Studies or Law or relevant equivalent qualification. 8-10 years Senior Managerial level experience. Extensive knowledge and experience in partnerships strategies, sound knowledge of stakeholder relations, understanding of government policies, understanding of research and development methodologies, understanding of monitoring and evaluation methods. Good understanding of the government systems and structure. Understanding of the PFMA and Public Service Regulatory Framework. Sound strategic capability, leadership and management skills. Ability to manage transformation, change and diversity. Understanding of applied strategic planning and facilitation, financial management. Problem-solving and analytical skills. Knowledge of policy and programme formulation, good communication, presentation, strong interpersonal, project management skills. Valid driver's license.</p>
<b><u>DUTIES</u></b>	:	<p>Provide strategic leadership and support to the Secretary for Police. Advise the Secretary for Police Service on the constitutional and other statutory powers and responsibilities of the Minister of Police. Give strategic advice to</p>

the Secretary for Police Service in respect of strategic partnerships and oversight monitoring and evaluation that are constitutionally and policy compliant. Lead and guide the Secretary for Police Service on Partnerships and Oversight monitoring and Evaluation matters. Perform such functions as the Secretary for Police may consider necessary to ensure civilian oversight of the South Africa Police Service. Manage the facilitation, establishment and promotion of strategic partnerships on community safety and crime prevention. Ensure the implementation of government wide crime and violence prevention programmes and strategies. Initiate, coordinate, integrate and sustain partnerships to support crime prevention through different partnership models. Establish stakeholder relationships and develop a stakeholder engagement plan. Develop and align partnerships strategy/framework to national policy. Facilitate the implementation of the partnerships programs to encourage community participation on safety programs. Manage the facilitation of Community Outreach program engagements. Manage the facilitating of implementing Community Outreach programs developed policies and strategies. Manage the oversight monitoring and evaluation of police performance, compliance and conduct. Ensure development and management of strategies to monitor and evaluate performance, compliance and conduct of Police services. Provide direction and guidance on the monitoring and evaluation of legislation and policies to improve service delivery in SAPS. Provide strategy on the analysis of the performance, conduct and compliance of police in relation to the SAPS strategic plan, budget utilisation and the Ministers priorities. Provide guidance on monitoring SAPS compliance, conduct and performance with legislation, policing policies and Ministerial directives. Manage the evaluation of the effectiveness and efficiency of the South African Police Service. Ensure development of strategies, processes and procedures for evaluating SAPS programs. Manage the development, monitoring and evaluation of implementing the strategic plan. Manage the coordination and monitoring of the special projects. Develop and manage relationship with internal and external relevant stakeholders. Manage monitoring and evaluation of police transformation and infrastructure. Ensure development and coordination of monitoring, evaluation and reporting systems. Ensure Police Service effectiveness and efficiency through transformation and infrastructure. Management of physical, human and financial resources.

**ENQUIRIES  
APPLICATIONS**

: Dipsy Wechoemang Tel No: (012) 493 1400/079 6936 585  
: Can also be emailed to [Zodwa.mabuza@csp.gov.za](mailto:Zodwa.mabuza@csp.gov.za)

**POST 29/21**

: **DEPUTY DIRECTOR- GENERAL: POLICY RESEARCH AND LEGISLATION**  
: **REF NO: CSP/16/2023**

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 663 581 per annum, (all-inclusive package)  
: Pretoria  
: LLB Degree or Bachelor's Degree in Law or Social Science or Research (NQF 7) and NQF 8 in Law or Social Science or Research or relevant equivalent qualification. 8 - 10 years' experience at a Senior Management level. Basic understanding of Civilian Secretariat for police Service Act. Extensive knowledge and experience in Legislative drafting, a sound knowledge of and interpretation of constitutional law, Knowledge of the Constitution of the Republic of South Africa, good governance and Batho Pele Principles, understanding of legislation research, policy and research development methodologies, government legislation. Understanding of the PFMA and Public Service Regulatory Framework; Strategic capability and leadership, programme and project management, financial management and change management, Problem-solving, conflict resolution and analytical skills. Good communication, presentation skills, policy development skills, research skills, legal drafting skills, legislation development skills and planning and organizing. Valid driver's license.

**DUTIES**

: Provide strategic leadership and support to the Secretary for Police. Advise the Secretary for Police Service on the constitutional and other statutory powers and responsibilities of the Minister of Police. Give strategic advice to the Secretary for Police Service in respect of research and legislation that is constitutionally and policy compliant. Lead and guide the Secretary for Police Service on the Policy, Research and Legislation development matters. Perform such functions as the Secretary for Police may consider necessary to ensure civilian oversight of the South African Police. Manage the facilitating of the

Policing policies development and reviews. Ensure alignment of policy strategy and operations in liaison with the Monitoring and Evaluation Unit. Manage provincial policing policy implementation and ensure strategic alignment with national policing policies. Ensure conducting of policing research and strategy development. Provide research recommendations and report on Policing Policy and development of legislation and practices. Manage research comparative policing theories and practice nationally and internationally. Implement government wide crime and violence prevention programmes and strategies. Ensure that Crime Prevention policies and research are effectively consulted with other organs of state and role-players. Ensure conducting of legal research. Liaise and communicate with stakeholders on legislation. Ensure research information and legislation proposals are in line with the required frameworks. Manage the development and reviews of Legislation. Oversee the preparation of draft Bills and Regulations. Manage and attend to consultations and Parliamentary processes on Bills. Manage the costing of policies and legislations. Ensure development of financial and fiscal values of related policies and legislation into MTEF inputs. Ensure development and implementation of costing model of the department. Management of physical, human and financial resources.

**ENQUIRIES  
APPLICATIONS**

: Dipsy Wechoemang Tel No: (012) 493 1400/0796 936 585  
: Can also be emailed to [Phumzile.Sithole@csp.gov.za](mailto:Phumzile.Sithole@csp.gov.za)

**OTHER POST**

**POST 29/22**

: **ACCOUNTING CLERK REF NO: CSP/20/2023**

**SALARY  
CENTRE  
REQUIREMENTS**

: R202 233 per annum  
: Pretoria  
: Grade 12 certificate or equivalent. Basic knowledge of financial functions, ability to capture data and ability to collate financial stats. Basic knowledge of Public financial legislations, procedures and treasury regulations. Knowledge of basic financial operating system (PERSAL, BAS, LOGIS etc.). Knowledge of working procedure in terms of the working environment and understanding of legislative framework governing the Public Service. Computer literacy. Planning and organizing, interpersonal and good verbal and written communication skills. Confidentiality, time management and ability to work under pressure.

**DUTIES**

: Render financial accounting transactions. Receive invoices, check invoices for correctness, verification and approval. Process invoices (e.g. capture payments). Perform salary administration support services. Receive salary advices, process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments and capture all deductions etc.). Filing of documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts, record debtors and creditors. Process electronic banking transactions and compile journals. Render budget support services. Collect information from budget holders, compare expenditure against budget and identify variances. Capture, allocate veriments on budget. Distribute documents with regard to budget, receive and capture cash payments.

**ENQUIRIES**

: Ms NM Sefiti Tel No: (012) 4931 388