

**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. No late applications will be accepted.
- CLOSING DATE** : 05 July 2024
- 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. 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 21/01** : **DEPUTY DIRECTOR- GENERAL: CIVILIAN OVERSIGHT AND STRATEGIC PARTNERSHIPS REF NO: CSP/02/2024**  
Re-advertised of Ref No: CSP/15/2023. Applicants who previously applied should re-apply if still interested.
- SALARY** : R1 741 770 per annum, (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : 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.

**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 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 Angele.Modiba@csp.gov.za

**POST 21/02**

: **DEPUTY DIRECTOR- GENERAL: POLICY RESEARCH AND LEGISLATION  
REF NO: CSP/03/2024**  
Re-advertised of Ref No: CSP/16/2023. Applicants who previously applied should re-apply if still interested.

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 741 770 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** : Dipsy Wechoemang Tel No: (012) 493 1400/0796 936 585  
**APPLICATIONS** : Can also be emailed to Angele.Modiba@csp.gov.za

**POST 21/03** : **DIRECTOR: STRATEGIC MANAGEMENT REF NO: CSP/04/2024**

**SALARY** : R1 216 824 per annum, (all-inclusive package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor's Degree in Business Science or Management Science or Strategic Studies. 5 years middle managerial level experience. Inherent requirement of the job: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, People Management and Empowerment, Client Orientation and Customer Focus, Honest and Integrity and Communication. Knowledge of Government legislation, Extensive knowledge and experience in strategy formulation, strategic planning or management service capacity environment, sound understanding of government planning framework and understanding of Treasury and PFMA Regulations. Strategic and analytical skills, report writing and presentation skills, Project Management skills, ability to interpret and apply policy and ability to work with diverse people.

**DUTIES** : Provide Strategic and technical support to the departmental strategic planning process by developing detailed Annual Plans to execute strategic initiatives, advise departmental strategic role players knowledgeable regarding planning and reporting processes aligned to the MTEF cycle, define performance measures to evaluate the success of strategies. Provide technical support to provincial Secretariats with regard to strategic alignment, coordination and review of strategic priorities, Monitor implementation of Provincial Budget, Programme structures and Provide support to provincial strategic planning work session. Develop performance indicators and assist with technical indicators descriptions/Budget and Programme Structure. Manage the facilitation of Departmental planning process. Manage the process of compiling the Annual Report. Manage and facilitate Departmental Service Delivery Improvement Plan. Develop and facilitate the Departmental Monitoring and Evaluation systems and performance auditing. Management of resources (provision of physical, human resources and financial resources).

**ENQUIRIES** : Mr Kenneth Shiphamele Tel No: (012) 493 1386/1400  
**APPLICATIONS** : Can also be emailed to Lesedi.Mogudi@csp.gov.za

**POST 21/04** : **SPECIALIST: POLICY AND LEGISLATION COSTING REF NO: CSP/05/2024**

**SALARY** : R1 216 824 per annum  
**CENTRE** : Pretoria

- REQUIREMENTS** : Bachelor's Degree in Economics/Econometrics/Financial Management /Public Finance or relevant financial costing qualifications. 5 years working experience of which 3 years should be at the junior specialist level or Assistant Director level or junior management level in financial policy and legislation costing within the public service environment. Knowledge of drafting social economic impact assessment system (SEIAS) reports, analysis, costing and reporting of policy directives and legislation financial data. Understanding of organisational and government structures, Public Finance and Management Act (PFMA), Treasury Regulations and guidelines. Economic Reporting Framework including the standard chart of accounts, Medium Term Strategic Framework (government priorities), government financial systems principles and practice of financial accounting. Understanding of tools and techniques for costing and reporting, extensive knowledge of budget, financial planning and costing. Good governance and Batho Pele Principles. Extensive computer literacy, advanced skills on Microsoft excel, communication (verbal & written), project management and presentation skills. Planning and organising, team leadership, problem solving and decision making skills. Valid driver's license.
- DUTIES** : Translate issues in policing policy and legislation into financial and fiscal values, analyse and identify cost drivers in policy and legislation, Develop policy and legislation costing policies, provide support in the development of implementation plans, facilitate the drafting of costing reports and to draft SEIAS reports. Formulate financial and fiscal values of related policing policies and legislation into MTEF inputs, identify possible funding sources including the financing implementation plans, prepare inputs for MTEF submission related to policies and legislation costing in consultation with finance unit, provide advice on the costing findings. Facilitate the development of the costing model of the department, Identify activities in policies and legislation that are developed by the department and prepare the costing for their implementation, identify sections or parts with costs implications in the legislation and policy directives developed by the department, Analyse policy directives and legislation to comply with allocated budget and make recommendations, Liaise with internal and external key stakeholders on the costing of policies and legislation (Line functionaries, Ministry, National Treasury, SAPS) etc. Provide support in cost-benefit analysis of policing policies and legislations, identify the value against the cost of a decision, project, or policy or legislation, identify risks associated with policy and legislation outcomes, assist in calculating benefit costs and present the estimates.
- ENQUIRIES APPLICATIONS** : Mr BK Shiphamele Tel No: (012) 493 1386/1400  
: Can also be emailed to Lesedi.Mogudi@csp.gov.za

#### **OTHER POSTS**

**POST 21/05** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: CSP/06/2024**

- SALARY** : R444 036 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Bachelor's Degree in Administration or Management or Public Administration or equivalent qualification. 5 years' experience in administration which 3 years should be of rendering support to the office of the head of department. Knowledge on the relevant legislation/ policies/ prescripts, knowledge of Supply Chain Management processes, government systems and structures. Computer competency (MS Word, Excel, Outlook, PowerPoint and emails). Communication skills (Written and Verbal), facilitation skills and report writing skills. Planning and organising skills. Problem solving and decision making. Interpersonal relations. Confidentiality and high level reliability, integrity and honesty. Ability to work under pressure, to tight deadlines and work long hours. Drivers' license.
- DUTIES** : Provide executive administrative support services. Schedule and manage appointments, render personal assistance services. Prepare correspondence, presentations and other information as requested. Compile, draft letters and submissions as requested. Compile reports on a monthly basis. Provide logistical support for events, meetings, boardrooms and facilities. Arrange travel and accommodation for the Secretary for Police Service. Process and submit subsistence and travel claims. Compile and execute demand management or procurement plan. Administer the budget of the Office of Secretary for Police Service. Keep record of expenditure and other financial commitments for the Secretary for Police Service. Check and verify financial

reports in support of the Secretary for Police Service. Compile budget inputs. Perform any other administrative duties required by Secretary for Police Service. Record minutes and or decisions for communication to relevant stakeholders. Facilitate recruitment process in consultation with Human Resource Management directorate.

**ENQUIRIES**  
**APPLICATIONS**

: Mr BK Shiphamele Tel No: (012) 4931 386/1400  
: Strictly hand delivered or sent through post office

**POST 21/06**

: **COMMUNICATION OFFICER REF NO: CSP/06/2024**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R308 154 per annum  
: Pretoria  
: National Diploma or Bachelor's Degree in Communication, Journalism and Graphics Design/Development or equivalent qualification. 1-year minimum relevant experience in a communication field. Knowledge of graphic design. Adobe creative suite (InDesign, Photoshop, Illustrator, Premier Pro) in the production of communication products, Digital media, Photography. Knowledge of the relevant legislation/ policies/ prescripts, guidelines, standards, procedures and best practices. Knowledge of global, regional and local political, economic and social affairs impacting on the South Africa Police Services. Events management. Computer competency (MS Word, Excel, Outlook, PowerPoint and emails). Communication skills (Written and Verbal), facilitation skills and report writing skills. Planning and organising skills. Problem solving and decision making. Interpersonal relations, sound organizing skills, and project management skills. Communication and Information management, customer focus and responsiveness and ability to work long hours. Confidentiality and high level reliability, confident and independent. Integrity and honesty. Ability to work under pressure. Ability to act with tact and discretion. Drivers' license.

**DUTIES**

: Facilitate and enhance communication services. Do Design products for awareness campaigns, Develop and implement communication campaigns and products, Design and roll out above-the-line communication campaigns and products in collaboration with relevant stakeholders (programmes, izimbizos and facilities). Render graphic design, photographic and video services. Design promotional displays, marketing brochures, packing products, animations, layout method, logos for products and services. Plan, analyse and design a visual answer to a communication problem, Review and check the design to avoid errors before the final printing, take photos and videos for department, edit photos and videos for publications, manage the departmental digital library (pictures and videos). Facilitate departmental media events and functions. Oversea departmental social media accounts (Facebook, twitter, you-tube, Instagram), implement social media strategy in align with the departmental cooperate identity manual, conduct research on current social media standard trends and audience preferences. Edit, publish and share engaging content, monitor the department social media platforms and respond accordingly, stay up to date with the current technologies and trends in social media, design tools and system. Enhance department identity and brand. Develop branding initiatives, establish and maintain the image of the department, implement new features to develop brand awareness, promote departmental programmes in line with the CSPS calendar, write news diary of events to support internal publications, issue internal communication publication.

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**APPLICATIONS**

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