

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** : 07 October 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. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, 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.

OTHER POSTS

- POST 34/01** : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: CSP/08/2024**
Re-advertisement of Ref No: CSP/06/2024. Applicants who previously applied should re-apply if still interested.
- 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 Senior Management level. 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** : Ms NM Sefiti/ Ms M Ngobeni Tel No: (012) 4931 398/1400
- APPLICATIONS** : Can also be emailed to Myrah.Ngobeni@csp.gov.za
- POST 34/02** : **COMMUNICATION OFFICER REF NO: CSP/07/2024**
Re-advertisement of Ref No: CSP/06/2024. Applicants who previously applied should re-apply if still interested.
- SALARY** : R308 154 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : 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.

ENQUIRIES

: Ms NM Sefiti/ Ms L Mogudi Tel No: (012) 4931 388/1400

APPLICATIONS

: Can also be emailed to Lesedi.Mogudi@csp.gov.za