

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.

<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	08 August 2025
<u>NOTE</u>	:	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

<u>POST 26/01</u>	:	<u>CHIEF DIRECTOR: OVERSIGHT MONITORING AND EVALUATION REF NO: CSP/03/2025</u>
<u>SALARY</u>	:	R1 494 900 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor Degree in Public Administration/ Social Sciences or Development Studies (NQF 7) or relevant equivalent qualification. 5 years' Senior Managerial level experience. Understanding of monitoring and evaluation strategies, policies and procedures. Monitoring methodologies, Monitoring and evaluation methods, extensive knowledge and experience in monitoring and evaluation tools and systems. Understanding of Civilian Secretariat for Police Service Act, South Africa Police Service Act, Public Service Act, Public Finance Management Act, and SMS Handbook. Computer literacy, project management, problem solving and decision making skills. Verbal and written communication skills. Strategic Capability and Leadership, planning and organising, presentation, and facilitation skills. A valid driver's license.
<u>DUTIES</u>	:	Provide strategic leadership and support to the Secretary for Police to ensure that the Civilian Secretariat for Police Act, 2011 is properly implemented. 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 oversight monitoring and evaluation that is constitutional and policy compliant. Ensure development and

management of strategies to monitor performance of Police services. Provide direction and guidance on the monitoring of policing legislation and policies to improve service delivery. Provide strategy on the analysis of the performance of police in relation to the departmental strategic plan, budget utilisation and the Ministerial priorities. Manage the oversight monitoring and evaluation of police compliance to policies and legislations. Provide guidance on monitoring SAPS compliance with legislation, policing policies and Ministerial directives. Manage reporting on SAPS implementation and compliance with the Domestic Violence Act to Parliament. Establish and manage relationship with relevant stakeholders such as Civil Society, SAPS and other government Department. Manage the oversight monitoring and evaluation of the police conduct and transformation. Manage the development of strategies to monitor police conduct. Provide leadership on the awareness for compliance with developed legislation. Manage the assessment of civil claims and disciplinary management services. Ensure development of strategies, processes and procedures for evaluating SAPS programs. Manage coordination of monitoring and evaluation projects conducted with provinces. Conduct risk assessment, develop mitigating strategies and mitigate risks. Management of Resources (Human and financial).

**ENQUIRIES
APPLICATIONS**

: Mr BK Shiphamele Tel No: (012) 4931 388
: Can also be emailed to Recruitment22@csp.gov.za

POST 26/02

: **DIRECTOR: LEGISLATION REF NO: CSP/04/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 714 per annum, (all-inclusive package)
: Pretoria
: LLB Degree or Bachelor's Degree in Law (NQF 7) or relevant legislation drafting equivalent qualification. 5 years' middle management/Senior Managerial level experience that must include legislative drafting. Extensive knowledge and experience in legislative drafting, a sound knowledge of and interpretation of constitutional law. Understanding of legislation research and development methodologies, analysis methods, research methodologies, monitoring and evaluation methods and Legislation formulation. Knowledge of good governance and Batho Pele Principles. Understanding of government systems and structures. Strategic capability and leadership, programme and project management, people management and empowerment. Financial management, change management and computer literacy. Problem solving and decision-making skills. Verbal and written communication skills. Legislation development and Legislation research skills. Knowledge of the Safety and Security Sector will be an added advantage. A valid driver's license.

DUTIES

: Identify and develop primary and subordinate legislation relating to the mandate of the Minister of Police in accordance with approved policy directives. Perform continuous environmental scanning in order to identify shortcomings in and possible improvement of legislation pertaining to policing functions and operations. Conduct legal research, including international legal research to conduct comparative analysis of legislation. Develop and prepare draft Bills and Regulations. Actively participate in all legislative processes leading up to the submission of legislation in Parliament. Review and amend existing primary and subordinate legislation. Engage with internal and external research units to source policing assessment/oversight reports for analysis, engage with provincial secretariats and other relevant institutions to identify gaps in the policing legal framework. Review of Bills and Regulations processes leading to the tabling of thereof, advising the Minister in respect of legislative proposals, prepare and make presentations on departmental legislation to parliamentary committees and other government fora. Development of legal instruments for the Secretariat and ensuring that the relevant legal instruments are complied with. Conduct analysis and research in preparing legal and constitutional advice for submission to the Secretary of Police. Consider policy implications that impact on policing legislation and make recommendations. Draft legal documents on policing that provide a clear motivation or justification on improvements for policing legislation. Provide support on Minister's statutory and constitutional responsibilities. Prepare documents for the Minister to ensure his statutory and constitutional responsibilities are executed. Conduct regular risk situation analysis Identify risk associated with legislation, monitor and evaluate legislation risks, develop mitigating strategies and execute risk strategy to mitigate risks.

ENQUIRIES

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

<u>APPLICATIONS</u>	:	Can also be emailed to Recruitment42@csp.gov.za
<u>POST 26/03</u>	:	<u>DIRECTOR: COMPLIANCE REF NO: CSP/05/2025</u>
<u>SALARY</u>	:	R1 266 714 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor Degree in Public Administration/ Social Sciences or Development Studies (NQF 7) or relevant equivalent qualification. 5 years of experience at a middle/ senior managerial level. Understanding of monitoring and evaluation strategies, policies and procedures. Extensive knowledge and experience in monitoring and evaluation tools and systems. Sound knowledge of and interpretation of constitutional law. Knowledge of Civilian Secretariat for Police Act, SAPS Act, Public Service Act, Public Finance Management Act, SMS Handbook and community structures. Strategic capability and leadership, programme and project management. Change management, knowledge management and computer literacy. Problem solving and analysis. Verbal and written communication skills. Project management, presentation, planning and organising skills. A valid driver's license.
<u>DUTIES</u>	:	Manage the development of strategy, tools and guidelines relevant to compliance monitoring. Manage the development and implementation of compliance monitoring plan. Review existing information needs for compliance monitoring. Ensure the development of information management system. Provide guidance on monitoring SAPS compliance with legislation, policing policies and Ministerial directives. Provide direction in the development of improvement plan to address non-compliance with legislation and policies. Manage the police compliance through oversight monitoring and evaluation (OME). Ensure development and management of strategies to monitor SAPS's compliance to legislation and policies. Provide guidance on the monitoring of implementation of policing legislation and policies to improve service delivery. Provide strategic guidance on compliance of the police in relation to policies and legislation relevant to GBV and other Ministers priorities. Conduct oversight on the police focusing on policing policies and legislation. Manage and enhance police compliance through oversight monitoring and evaluation. Manage the development of strategy, tools and guidelines relevant to compliance monitoring. Manage consolidation of complex report on SAPS implementation and compliance with the Domestic Violence Act (DVA) to Parliament. Establish and manage Forums with SAPS to improve compliance with the DVA. Provide direction in the development of improvement plan to address non-compliance with the DVA. Manage and assess compliance level to policing policies by SAPS. Establish and manage relationship with relevant external stakeholders such as Civil Society, SAPS, Justice and other government departments. Establish and manage relationships with relevant internal stakeholders. Provide appropriate and timeous reports with recommendations. Coordinate and manage the implementation of special projects. Management of resources (Financial and Physical).
<u>ENQUIRIES</u>	:	Ms NM Sefiti Tel No: (012) 4931 388
<u>APPLICATIONS</u>	:	Can also be emailed to Recruitment42@csp.gov.za

OTHER POSTS

<u>POST 26/04</u>	:	<u>ASSISTANT DIRECTOR: EVALUATIONS REF: CSP/06/2025</u>
<u>SALARY</u>	:	R582 444.per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor Degree in Social Science (Sociology, Criminology, Policing, Criminal Justice) or Public Administration or Monitoring and Evaluation or Development Studies or Population Studies. 3-5 years working experience in the Monitoring and Evaluation field. Understanding of monitoring and evaluation strategies, policies and procedures. Understanding of Government legislations, Civilian Secretariat for Police Service Act, South African Police Service Act, Public Service Act, Public Service Regulations, Public Finance Management Act Knowledge of the Constitution of the Republic of South Africa, National Evaluation Policy Framework and Batho Pele Principles. Computer literacy, communication skills, presentation and project Management skills. Planning and organizing, Problem solving and decision making skills. Leadership and facilitation skills. Drivers licence.

<u>DUTIES</u>	:	Draft the directorate operational plan. Develop Monitoring and Evaluation project plan and conduct research. Design and develop data collection tools, guidelines and procedures for evaluating policing policies and programmes. Review piloted evaluation tools. Collect data at police stations, district and provincial office as well as SAPS units. Compile oversight M&E reports and provide feedback and recommendations to the relevant SAPS Commanders. Provide Secretarial support at M&E Forums and stakeholder meetings. Maintain a database for evaluation of stakeholders. Participate in the implementation of special projects identified by the Minister or Secretary for Police Service. Management of resources (human and financial).
<u>ENQUIRIES</u>	:	Mr M Maiko Tel No: (012) 4931 390
<u>APPLICATIONS</u>	:	Can also be emailed to Recruitment52@csp.gov.za
<u>POST 26/05</u>	:	<u>ASSISTANT DIRECTOR: COMMUNITY OUTREACH PROGRAMME REF NO: CSP/07/2025</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelors or Degree in Social Science (NQF 6) or relevant equivalent qualification. 3 years working experience. Understanding of stakeholder management, Intergovernmental Relations Framework Act and government policies. Advanced report writing skills, policy implementation and evaluation process, policy presentation and protocol skills. Knowledge of the Constitution of the Republic of South Africa, Public Service Regulations, and Public Finance Management Act. Computer literacy, communication skills, presentation and project Management skills. Planning and organizing, Problem solving and decision making skills. Leadership and facilitation skills. Drivers licence.
<u>DUTIES</u>	:	Provide support in the identification of relevant initiatives to promote crime prevention. Engage with stakeholders and communities to identify community safety constraints in various target groups, Source and consolidate information on community safety constraints and develop community safety programmes according to identified community safety constraints. Provide support on the development of plans to implement community safety programs in identified communities. Develop and review community outreach programmes. Research comparative community outreach partnership policing theories for best practice on implemented outreach programmes. Measure impact of implemented outreach programmes and recommend improved initiatives. Engage in dialogues and other avenues to source inputs. Coordinate and align community outreach programmes for implementation in various target groups to ensure synergy. Manage and update database of relevant stakeholders and implemented programmes. Provide support on the facilitation of public participation engagements. Compile draft reports with recommendations for implemented public participation engagement plans, assist with the co-ordination of national and provincial events, assist with the sourcing of reports and recommendations from various communities on the outcome of implemented community outreach programmes. Consolidate information on implemented community outreach programmes and compile draft progress reports. Assist in the research and analysis of performance of unit functions against plan. Monitor and report on the sub-directorate resources, provide support on monthly compilation of expenditure budget reporting of costs on activities and assist in the development of sub-directorate budget tool.
<u>ENQUIRIES</u>	:	Mr MD Mashifane Tel No: (012) 4931 435
<u>APPLICATIONS</u>	:	Can also be emailed to Recruitment72@csp.gov.za
<u>POST 26/06</u>	:	<u>MONITORING AND EVALUATION OFFICER REF NO: CSP/08/2025</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or equivalent qualification. National Diploma (NQF 6) in Social Science (Policing, Criminology, Criminal Justice, Sociology), Public Policy, Public Administration, Statistics, Population Studies or Development Studies. 1 to 2 years' working experience in the M&E field. Knowledge of Data collection and processing, data analysis and information management. Computer literacy especially using the Microsoft Windows Suite e.g. MS Word, Excel and Outlook. Knowledge of Civilian Secretariat for Police Service Act, SAPS Act. Public Service Act, the Constitution of the Republic of South Africa, National Evaluation Policy Framework and Batho Pele Principles. Planning and

	organizing, interpersonal and communication skills. Problem solving and decision making skills. Team leadership, customer service orientation. Maintain confidentiality and ability to work under pressure.
<u>DUTIES</u>	: Assist in the development of M&E project plan and conduct desktop research. Assist in the design and development of tools, guidelines and procedures for monitoring and evaluation of policing policies and programmes. Assist in the piloting of M&E tools, recommend changes in the review of the tool. Collect data and source documents at Police Stations, District and Provincial offices as well as SAPS Units. Capture and analyse data. Compile individual site reports and provide oversight feedback and recommendations to the relevant South African Police Service (SAPS) Commanders. Liaise with Provincial Secretariats and other stakeholders. Assist in the development of an operational plan for the directorate. Coordinate submission of quarterly reports and M&E tools to or from Provincial Secretariats. Assist in the coordination of the National Oversight Forum meetings. Provide Support in the implementation of special projects identified by the Minister and or Secretary for Police Service. Management of resources (human and financial). Preference will be given to youth and people with disability in accordance with our employment equity plan.
<u>ENQUIRIES</u>	: Mr M Maiko Tel No: (012) 4931 390
<u>APPLICATIONS</u>	: Can also be emailed to Recruitment52@csp.gov.za
<u>POST 26/07</u>	: <u>TRANSPORT OFFICER REF NO: CSP/09/2025</u>
<u>SALARY</u>	: R325 101 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Bachelor's Degree or National Diploma in Supply Chain Management / Logistics / Purchasing Management or Transport Management or relevant SCM qualifications. Minimum of three (3) year supply chain experience in Transport Management. Knowledge of PFMA and Treasury-related legislations, SCM policies and procedures, Public Finance Management Act. Knowledge of accounting principles and practices, tax, and the analysis and reporting of financial data. Knowledge of contract management and leasing processes. Computer literacy, communication (verbal & written) skills. Presentation, project management skills. Advanced financial management and analytical skills. Planning and organising skills. Drivers licence.
<u>DUTIES</u>	: Coordinate state owned motor transport. Ensure efficient pool vehicle utilisation, maintenance and tracking. Keeping the pool vehicles maintenance schedules. Ensure state vehicles are maintained in a safe and roadworthy condition (license renewals). Arrange for services and repairs, conduct regular inspections on vehicles, manage and oversee pre and post vehicle delivery inspections. Administer and control fuel cards on pool vehicles. Manage traffic contravention and compile reports. Manage Accident and incident reporting. Oversee vehicle record keeping. Receive, inspect and reconcile log book. Keep inventory of parking cards, petrol cards and spare keys. Monthly visits to the Traffic Department to ensure all speeding fines are paid. Arrange for payments of fines. Drive light and medium motor vehicles to transport passengers and other items (e.g. Mail and documents). Deliver and collects official documents as requested. Accurately following routes, maps, and direction.
<u>ENQUIRIES</u>	: Mr MD Mashifane Tel No: (012) 4931 435
<u>APPLICATIONS</u>	: Can also be emailed to Recruitment72@csp.gov.za
<u>POST 26/08</u>	: <u>ADMINISTRATOR REF NO: CSP/10/2025</u>
<u>SALARY</u>	: R269 499 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Grade 12 certificate or relevant qualification. Knowledge of clerical duties. Knowledge and understanding of legislative framework governing the Public Service. 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. Problem analysis and decision making.
<u>DUTIES</u>	: Provide administrative and secretarial support. Devise and maintain office systems including electronic and hard copy filing systems and data management. Organise events, meetings, room and facility for the directorate. Assist in logistical preparation for Directorate's meetings and events as

required. Prepare meeting packs for Directorates and timeously distribute to all participants. Write-up and follow-up on notes and actions from meetings that Directorates have participated in, prepare correspondence, presentations and other information as requested by Directorates. Coordinate proper administration of the staff overtime, claims, leave plans. Perform any other administrative duties required by Directorates. Arrange travel and accommodation for the directorate. Assist with the management of deadlines for individuals within Directorates. Administer incoming and outgoing mail/documents. Maintain records keeping and filing system. Records flow of correspondence. Receive and record information request. Compile minutes and monthly reports. Preference will be given to youth and people with disability in accordance with our employment equity plan.

**ENQUIRIES
APPLICATIONS**

: Mr MD Mashifane Tel No: (012) 4931 435
: Can also be emailed to Recruitment32@csp.gov.za

POST 26/09

: **ADMINISTRATION CLERK REF NO: CSP/11/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 per annum
: Pretoria
: Grade 12 certificate or relevant qualification. Knowledge of clerical duties. Knowledge and understanding of legislative framework governing the Public Service. 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. Problem analysis and decision making.

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 component. Keep and maintain the incoming and outgoing register of the component. 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 component. Maintain leave register for the component. Keep and maintain personnel records in the component. Document minutes for the governance structures within the Unit. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in the component. Check correctness of substance and travel claims of officials. Perform ad-hoc duties, as may be delegated from time to time. Preference will be given to youth and people with disability in accordance with our employment equity plan.

**ENQUIRIES
APPLICATIONS**

: Mr M Maiko Tel No: (012) 4931 390
: Can also be emailed to Recruitment82@csp.gov.za

POST 26/10

: **RECEPTIONIST REF NO: CSP/12/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R193 359 per annum
: Pretoria
: Grade 12 certificate or equivalent qualifications. The following certificates or qualifications will be added advantage: Office Administration/ Secretarial Studies/Business Administration/Public Administration/Customer Service/ or relevant. Knowledge of administrative and clerical procedures. Knowledge of computers and relevant software applications (MS Word, MS Excel, MS Outlook, MS PowerPoint, etc), customer service principles and practices. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Telephone etiquette. Verbal and written communication skills, professional personal presentation, customer service orientation, organising and planning. Computer literacy, friendly and adaptability. Accuracy, ability to work under pressure and work long hours.

DUTIES

: Render reception area services. Attend to telephone calls promptly and courteously. Receiving and directing clients to the relevant officials. Maintain telephone list and report faulty telephone lines. Keep proper and accurate details of caller. Update telephone directories for the officials. Manage and maintain reception area. Administer boardrooms bookings and allocations. Assist visitors and refer them to relevant staff members. Provide clients with relevant information. Ensure reception area is tidy and presentable. Maintains safe and clean reception area. Monitor and maintain office equipment.

ENQUIRIES

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

APPLICATIONS

: Can also be emailed to Recruitment62@csp.gov.za