

Civilian Secretariat for Police

CHIEF DIRECTORATE: MONITORING, EVALUATION AND REPORTING DIRECTOR: MONITORING, EVALUATION AND REPORTING

Salary: Level 13. The inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund, a medical fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement (Ref. SOP/06/10)

Pretoria

Requirements: • An appropriate tertiary or equivalent qualification • Sound knowledge of the Public Service Act and regulations • Management experience • Relevant experience in and knowledge of the Government-wide Monitoring and Evaluation Framework and relevant policy environment • Extensive experience in Monitoring and Evaluation in the public sector and practical application of the different evaluation tools and methodologies • An understanding of Government's development agenda • Advanced strategic planning, project management and report writing skills • Computer literacy • Communication skills • A valid driver's licence • The willingness to undergo security clearance.

Duties: • Provide strategic, technical and operational support to the Chief Director, with regard to the implementation of the Unit's strategic and Annual Performance Plan • Direct the development and implementation of a comprehensive and streamlined monitoring tool and system, including database • Manage the Directorate's monitoring and evaluation of SAPS performance and SAPS implementation of ICD recommendations • Manage the oversight of SAPS implementation of the complaints mechanisms, in co-ordination with provincial and other relevant structures • Manage the Directorate's development of quarterly performance reports against the annual and strategic plans and report to the Chief Director • Manage the Directorate's co-ordination with provinces and the rollout of the M&E system and tools • Manage the Directorate's processes of the provincial Quarterly Performance Reviews (QPRs) and consolidate reports for the Chief Directorate's consideration • Analyse key patterns in planning and strategies in the safety sector, to inform the transformation trajectory • Manage the Directorate's budget, staff and performance, reporting directly to the Chief Director of Monitoring and Evaluation • Draft the Directorate's strategic and annual performance plan for approval by the Chief Director • Represent the Directorate in relevant fora, as directed by the Chief Director • Monitor and evaluate SAPS performance against policy and mandated directives • Develop regular performance reports against the Unit's objectives to the Chief Director • Perform any other duties as may be assigned by the Chief Director.

DEPUTY DIRECTOR: LIAISON (PROVINCIAL CO-ORDINATION)

Salary: Level 11 (Ref. SOP/07/10)

Pretoria

Requirements: • An appropriate tertiary or equivalent qualification • Relevant experience in performance monitoring and evaluation in the public sector • Knowledge of Treasury Regulations • An understanding of developments in respect of Government's performance management and monitoring and evaluation • Computer competency (MS Word, Excel and Outlook) • A valid driver's licence • The willingness to undergo security clearance.

Duties: • Co-ordinate the development and implementation of monitoring tools • Monitor SAPS implementation of the complaints mechanisms in co-ordination with provincial and other relevant structures • Draft the relevant quarterly performance reports against the annual and strategic plans and report to the Director • Co-ordinate with provinces on the rollout of the M&E system and tools • Co-ordinate the Directorate's processes of the provincial Quarterly Performance Reviews (QPRs) and prepare draft reports for consolidation by the Director • Co-ordinate the prioritised projects in respect of the Civilian Secretariat Monitoring and Evaluation Forum and take minutes of the Forum.

DEPUTY DIRECTOR: INSTITUTIONAL TRANSFORMATION

Salary: Level 11 (Ref. SOP/08/10)

Pretoria

Requirements: • An appropriate tertiary or equivalent qualification • Relevant experience in performance monitoring and evaluation in the public sector • Knowledge of Treasury Regulations • An understanding of developments in respect of Government's performance management and monitoring and evaluation • Computer competency (MS Word, Excel and Outlook) • A valid driver's licence • The willingness to undergo security clearance.

Duties: • Monitor and evaluate the transformation of SAPS with respect to the management and deployment of human and material resources • Evaluate and report on SAPS resource deployment and performance against the transformative programme and prepare governance reports • Develop a repository of service delivery best practices and initiatives • Develop a best practice interventionist oversight strategy and model on police stations' service delivery and transformation • Develop intervention service delivery and transformation strategies, with practical instruments for tracking intervention progress • Report on SAPS resource deployment and performance against the transformative programme, including the DVA • Monitor SAPS systems, including the transformative programme and gender mainstreaming.

ASSISTANT DIRECTOR: INSTITUTIONAL TRANSFORMATION

Salary: Level 9 (Ref. SOP/09/10)

Pretoria

Requirements: • A Matric or tertiary qualification • Appropriate experience in the Public Service Monitoring and Evaluation field • Proven data management and analysis skills • Computer competency • A valid driver's licence • The willingness to undergo security clearance.

Duties: • Assist with monitoring and evaluating the transformation of SAPS with respect to the management and deployment of human and material resources • Co-ordinate the evaluation and reporting on SAPS resource deployment and performance against the transformative programme and collate governance reports • Conduct research towards developing best practice interventionist oversight strategies and models on police stations' service delivery and transformation • Provide professional support in developing a repository of service delivery best practices and initiatives • Assist with developing intervention service delivery and transformation strategies, with practical instruments for tracking intervention progress • Collate reports on SAPS resource deployment and performance against the transformative programme, Batho Pele and gender mainstreaming, for analyses by Senior Management • Assist in monitoring the SAPS system, including the transformative programme.

ASSISTANT DIRECTOR: LIAISON (PROVINCIAL CO-ORDINATION)

Salary: Level 9 (Ref. SOP/10/10)

Pretoria

Requirements: • A Matric or tertiary qualification • Appropriate experience in the Public Service Monitoring and Evaluation field • Proven data management and analysis skills • Computer competency • The willingness to undergo security clearance • A valid driver's licence.

Duties: • Assist with the co-ordination and implementation of monitoring tools • Assist with monitoring SAPS' implementation of the complaints mechanisms, in co-ordination with provincial and other relevant structures • Facilitate with the Deputy Director in consolidating all relevant quarterly performance reports against the annual and strategic plans • Assist the Deputy Director in co-ordinating with all provinces on the rollout of the M&E system and tools • Assist the processing of all provincial Quarterly Performance Reviews (QPRs), review received submissions for compliance and engage provinces thereon • Assist with co-ordinating the prioritised projects for the Civilian Secretariat Monitoring and Evaluation Forum and assist with information packs for the Forum.

ASSISTANT DIRECTOR (SERVICE DELIVERY)

Salary: Level 9 (Ref. SPO/11/10)

Pretoria

Requirements: • A Matric or tertiary qualification • Appropriate experience in the Public Service Monitoring and Evaluation field • Proven data management and analysis skills • Computer competency • The willingness to undergo security clearance • A valid driver's licence.

Duties: • Co-ordinate with key stakeholders on Service Delivery Improvement Plans and performance charts • Assist with the analysis of SAPS implementation of legislation and policies, including the DVA and Firearms Control Act • Draft reports on the outcome of policy implementation • Manage the Directorate's service delivery database, programmes, data warehousing and processing capacity • Advise on core outcome indicators and facilitate statistical analyses in the generation of Monitoring and Evaluation assessment reports • Conduct service delivery-focused research and compile a repository of service delivery best practices and initiatives at station level that could be applied diagnostically to service delivery challenges • Assist with the development of an Intervention Monitoring and Evaluation Strategy, with practical tools and instruments for tracking intervention progress • Liaise, network and consult with relevant stakeholders and participate in relevant flagship projects and service delivery improvement programmes (Batho Pele) convened by the DPSA • Analyse and evaluate requests to the Directorate and co-ordinate the preparation of appropriate solutions • Monitor the rolling out of Batho Pele through targeted long-term interventions and co-ordinate the documentation and impact assessments of specific interventions, projects and programmes.

INFORMATION ANALYST: MONITORING AND EVALUATION

Salary: Level 7 (Ref. SOP/12/10)

Pretoria

Requirements: • A Matric or relevant qualification • Good communication (especially writing), conceptualisation, analytical, project management and interpersonal skills • Computer literacy in MS Word, Excel, Outlook and PowerPoint • Innovative thinking • The ability to work under pressure • The ability to work in an environment where confidentiality is crucial • The willingness to undergo security clearance • A valid driver's licence • Relevant experience in the field of policing will be an advantage • The ability to work independently, with minimal direct supervision • A high degree of computer literacy • Data analysis and information management skills.

Duties: • Accumulate and access historical data for use in maintaining a realistic basis for future planning and forecasting in the safety sector • Prepare reports to document analytical strategies and present results of analyses to the Unit, using reporting graphics and statistical application software • Conduct analysis of service delivery agreement performance to projected outcomes and evaluate other performance indicators of the South African Police Service, in respect of police stations in prioritised provinces • Report to M&E management on findings and recommendations and prepare the performance indicator report • Facilitate and ensure consistency in data collection, definitions, analyses and reporting with provincial community safety structures • Work with identified project managers to identify work around strategies for achieving project milestones and completion dates • Develop and maintain integrated schedules, encompassing all design activities of the assigned projects • Generate planning and scheduling deliverables, including the preparation of schedules, tracking of actual work against schedules, performing variance analysis studies and updating operating reports for the M&E Unit • Conduct studies to determine the validity of analytical processes, including performance management • Perform other functions associated with this position, as may be appropriate.

DEPUTY DIRECTOR: PARTNERSHIP SUPPORT

Salary: Level 11 (Ref. SOP/13/10)

Pretoria

Requirements: • A Grade 12 with appropriate experience or relevant tertiary qualifications with appropriate experience • Good communication (verbal and written) skills • Report writing and interpersonal skills • Computer literacy in MS Word, Excel, Outlook and PowerPoint • Innovative thinking • The ability to work under pressure • The ability to work in an environment where confidentiality is crucial • The willingness to undergo security clearance • A valid driver's licence.

Duties: • Develop and manage a system for monitoring the implementation of the Partnership Unit's annual strategic plan • Ensure proper co-ordination of the Partnership Unit Programmes • Develop and manage a Police Civilian Secretariat Stakeholder database • Monitor and report on the Unit's budget • Plan and manage the events of the Unit • Establish quality control mechanisms • Perform any other functions assigned by the manager.

General: Directions to applicants: • Applications must be submitted on the prescribed application form: Z.83 (ie application for employment form), obtainable from any Public Service Department or any recruitment office within the South African Police Service • The post particulars and reference number of the post must be correctly specified on the application form • All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all education qualifications and supporting documents, such as Identity Documents, driver's licence, etc • Persons who retired from the Public Service by taking packages, early retirement or for medical reasons, as well as persons with previous convictions, are excluded • Applications must be submitted on or before the closing date, since no late applications will be accepted • Faxed or e-mailed applications will not be considered • All instructions on the application must be adhered to. Failure to comply with this requirement will result in disqualification • Applicants applying for more than one post must submit a separate Z.83 form for each post applied for • If a candidate is short-listed, it can be expected of him/her to undergo a personal interview and competency assessment and to make a presentation • Short-listed candidates will be subject to security clearance up to the level of Top Secret • Short-listed candidates will have to submit two sets of fingerprints as well as a thoroughly completed Z204 form or proof of existing security clearance to the Secretary of Police and the selection committee • **The closing date for applications is 2010-09-10.** • Correspondence will be conducted with short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful • Appointments will be made in terms of the Public Service Act, 1994 (Act No 104 of 1994) • The Secretariat for Police is an equal opportunity, affirmative action 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 is committed to the achievement and maintenance of diversity and equity in employment • All applications must quote the relevant reference number and the name of the publication in which the advertisement was placed • The Department reserves the right not to fill the above-mentioned posts.

Enquiries: Ms L Raseroka, tel. (012) 393-1916.

Applications can be hand-delivered at Reception at the Offices of the Secretariat of Police, 7th Floor, Van Erkom Building, 217 Pretorius Street, Pretoria or can be posted to Private Bag X922, Pretoria 0001. Applications must be marked for the attention of Mrs L Raseroka.



We welcome applications from persons with disAbilities