



# DCSSL

Department: Community Safety, Security and Liaison  
MPUMALANGA PROVINCIAL GOVERNMENT

## MANAGER: POLICY & RESEARCH

*Salary: R434 505 per annum (all-inclusive package) (Level 11) (Ref. DCSSL/MPR/2011)*

### HEAD OFFICE

**Requirements:** • A Bachelor's/Master's degree/diploma or an equivalent qualification in Public Management • 3-5 years' experience at management level within the public and private sectors • Knowledge and broad understanding of the South African Police Service Act, Civilian Secretariat for the Police Act, Public Finance Management Act and other relevant prescripts • Proven exposure to and experience in research matters • Ability to interpret and analyse crime statistics • Excellent verbal and written communication and report writing skills • Facilitation and presentation skills • Valid driver's licence and willingness to travel extensively.

**Key performance areas:** • Conduct and manage scientific research studies related to policing matters in the province • Study and analyse other crime-related research studies undertaken by other research institutions and advise the Department • Establish a research management resource centre for the effective management and storing of research reports related to policing matters • Analyse, interpret crime statistics and trends and produce products that will guide crime prevention programmes and projects for the Department and the SAPS • Establish and maintain partnerships with research institutions, including universities • Analyse domestic violence audit reports and produce biannual reports • Deal with legislature-related petitions and questions related to policing • Perform the overall management of the sub-directorate's performance and resources (human, logistical and financial).

**NB:** The top 3 candidates for the above vacancy will be subjected to a competency assessment.

## SENIOR ADMINISTRATION OFFICER: POLICY & RESEARCH

*Salary: R185 958 per annum (Level 8) (Ref. DCSSL/SAO/2011)*

### HEAD OFFICE

**Requirements:** • A degree/diploma in Policing/Law or an equivalent qualification • 3-5 years' experience • Knowledge of the South African Police Service Act, Civilian Secretariat for Police Act, White Paper on the Transformation of the Public Service, Domestic Violence Act and other relevant prescripts • No criminal record • Valid driver's licence.

**Key performance areas:** • Record, investigate and manage complaints against the Police lodged by the public • Submit monthly/quarterly reports received and investigate complaints against the Police in line with the Departmental complaints management policy • Conduct domestic violence audits at various police stations within the Gert Sibande District and compile reports.

## ADMINISTRATIVE OFFICER: TRAINING & AUDIT

*Salary: R149 742 per annum (Level 7) (Ref. DCSSL/AO/TA)*

### HEAD OFFICE

**Requirements:** • A degree/diploma or an equivalent qualification plus 2-3 years' experience in the appropriate field of expertise • Advanced knowledge of eNaTIS and the National Road Traffic Act, 1996 (Act, 93 of 1996).

**Key performance areas:** • Render eNaTIS-related training services for the section and Registering Authorities • Conduct eNaTIS auditing within the section and Registering Authorities.

**Enquiries:** Mr Fanie Nkuna, tel. (013) 766-4038 or Ms Thambi Thobela, tel. (013) 766-4023

**It is our intention to promote representivity (race, gender and disability).**

All applications must be submitted on form Z83, obtainable from any Public Service Department, and must be accompanied by a detailed CV, together with certified copies of qualifications and ID. Applicants are requested to complete the Z83 form in full, even if a CV is attached.

**Applications, quoting the relevant reference number, should be forwarded to: The Head: Human Resources Management and Development, Department of Community Safety, Security and Liaison, Private Bag X11269, Nelspruit 1200 or hand-delivered at 7 Government Boulevard, Building 4, 2nd Floor, The Registry Office. No faxed or e-mailed applications will be considered.**

**Closing date:** 2 December 2011 at 16:00

Note that applications will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please assume that your application has been unsuccessful.

