

INDEPENDENT COMPLAINTS DIRECTORATE

The Independent Complaints Directorate is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts. Candidates, whose appointment/promotion/transfer will promote the achievement of employment equity within the ICD, will receive preference.

NOTE : Applications should be submitted on a Z83 obtained from any Public Service Department Accompanied by a comprehensive CV, certified copies of Qualifications, ID and Driver's license. If you have not been contacted within 3 months after the closing date of these advertisements, please accept that your application was unsuccessful, as Communication will be made with the short listed candidates only.

OTHER POSTS

POST 22/23 : **PRINCIPAL INVESTIGATOR**

SALARY : R174 243 per annum

CENTRE : ICD North West (Mafikeng)

REQUIREMENTS : To be considered for this position, a candidate must be in possession of a three year diploma/degree in law/policing/paralegal studies or an equivalent of NQF level 5/6 qualification and should at least have a minimum of three years proven experience in criminal investigations, which must include supervisory experience. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. In addition, the candidates must be competent in report writing skills, as well as verbal and written communication skills. He/She must be computer literate and possess a valid unendorsed Code 08 driver's licence. He/she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He she must be willing to perform standby duties and overtime.

DUTIES : His/her duties will entail amongst others, supervision of senior investigator, investigator and/or assistant investigator; ensure the receipt, registration and allocation of complaints; attendance of crime scenes and post mortems; collection, safeguard and processing of exhibits at the crime scene; conducting interviews with suspects and witnesses and obtaining affidavits; conducting DVA audits at the various police stations in line with the ICD's monitoring responsibility of the Domestic Violence Act; advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; conducting investigations of complaints of alleged criminality and misconduct against members of the police; conduct searches, seizures and collection of evidence etc; compiling investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.

ENQUIRIES : Baatseba Motlhale @ (018) 397-2500

APPLICATIONS : Independent Complaints Directorate Private Bag X 2017 Mafikeng 2745

FOR ATTENTION : Ms Keapoletswe Mothusi

CLOSING DATE : 19 June 2009

NOTE : The successful candidate will have to undergo security vetting, His/Her character should be beyond reproach.

POST 22/24 : **PRINCIPAL INVESTIGATOR**

SALARY : R174243 per annum

CENTRE : Polokwane

REQUIREMENTS : To be considered for this position, a candidate must be in possession of a three year diploma/degree in law/policing/paralegal studies or an equivalent of NQF level 5/6 qualification and should at least have a minimum of three years proven experience in criminal investigations, which must include supervisory experience. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. In addition, the candidates must be competent in report writing skills, as well as verbal and written communication skills. He/She must be computer literate and possess a valid unendorsed Code 08 driver's licence. He/she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He she must be willing to perform standby duties and overtime.

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ENQUIRIES : D M Mokoena
APPLICATIONS : Independent Complaints Directorate; Private Bag X9525; Polokwane; 0700
FOR ATTENTION : M B Nong
CLOSING DATE : 19 June 2009
NOTE : The successful candidate will have to undergo security vetting, His/Her character should be beyond reproach.

POST 22/25 : **ADMINISTRATION CLERK**

SALARY : R64 410 per annum
CENTRE : Kimberley
REQUIREMENTS : A minimum of standard 10/Grade 12 or equivalent qualification. Good interpersonal and Communication skills. Basic Knowledge of Administrative procedures, Treasury Regulations, Financial procedures, HRM PRESCRIPTS, provisioning administrative prescripts and record management procedures, knowledge of internal control system, persal as well as basic accounting system (bas). Able to work under pressure, be computer literate

DUTIES : Key competencies include: Perform administration duties and assist in printing and distribution telephone statement, make telephone printout and distribute same, update telephone expenditure registry, update BAS payment registry, liaise with Telkom regarding faults or request for new service , register outgoing mail and handle franking machine , assist with auxiliary duties, assist as switchboard operator.

ENQUIRIES : Ms Masigo JM @ (053) 807 5100
APPLICATIONS : Independent Complaints Directorate Private Bag X 6105 Kimberly 8301
FOR ATTENTION : Ms Masigo JM
CLOSING DATE : 19 June 2009
NOTE : The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.

POST 22/26 : **SPECIAL PROGRAMMES & EMPLOYEE WELLNESS (INTERN)**

SALARY : Stipend: R 3000
CENTRE : Pretoria
REQUIREMENTS : Unemployment graduate with a recognized National Diploma/B-Tech Degree in Human Resource Management/ Public Management or relevant Qualifications. He/She must be self driven and must be computer literate. The incumbent must be able to work under pressure and should have good interpersonal and communications skills (both verbal and writing).

DUTIES : File documentation, Ensure payment of service providers, ordering of stationery, Keep financial records of all directorate's activities, Minute taking, Telephone management, Dealing with procurement issues, assist with the drafting of submissions, assist with the organizing of the events, assist with general office work, assist with the drafting of newsletters and Progress reports of the component.

ENQUIRIES : Ms K Netshikulwe @ 012 423 1443
APPLICATIONS : Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or ICD House 388 Andries Street Pretoria 0001, or Old Mercedes Benz Building 47 Schoeman Street Pretoria 0001

FOR ATTENTION : Ms T Marumo
CLOSING DATE : 12 June 2009
NOTE : The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.