

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. 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 24/11 : **ASSISTANT MANAGER: ADMINISTRATION**

SALARY : R174 243 per annum
CENTRE : Johannesburg
REQUIREMENTS : Matric/ Degree in Administration with extensive appropriate experience in Human Resource Management, Finance, Administration, Supply Chain Management, Assets Management and Transport Management. The ideal candidates should display competency in written and verbal communication, computer literacy and basic knowledge of budget processes. Internal control systems such as PERSAL, LOGIS, BASIC ACCOUNTING SYSTEM and ELS. Valid card drivers license is a requirement.

DUTIES : Key competencies include: Recruitment and Selection, Conditions of Service, Performance Management, Training and Development. Procurement of goods and services through LOGIS and payment of Claims and invoices on BAS and LOGIS. Compile budget for the Office and cash flow projections. Management of Petty Cash, and adherence to Supply Chain Management and Asset Management processes. Overseeing of stationery supplies. Asset verification and the management of assets on LOGIS. Adhering to all transport regulations and exercising effective control of the vehicles including payments of claims and submission of kilometers travelled. Oversee the postal, messenger services and cleaning services. Ensure that Special Programmes calendar is adhered to. Supervision of staff.

ENQUIRIES : Ms A Nkosi @ 012 423 1445
APPLICATIONS : Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or hand delivered to Old Mercedes Benz Building, 47 Schoeman street, Pretoria

FOR ATTENTION : Ms A Nkosi
CLOSING DATE : 03 July 2009

POST 24/12 : **ADMINISTRATION OFFICER**

SALARY : R117 501 per annum
CENTRE : North West
REQUIREMENTS : Matric / diploma with extensive appropriate experience in Human Resource Management, Finance, Administration, Provisioning and Transport Management. The ideal candidate should display competency in written and verbal communication, computer literacy, general skills, basic knowledge of budget processes, internal control systems, Persal as well as the Basic Accounting System. The candidate should also possess a valid card driver's licence.

DUTIES : Key competencies include: Manage all Human Resource functions including Personnel Performance Management, Recruitment, Selection and appointments. Manage all provisioning functions including official and subsidized vehicles, placing orders and ensuring the effectiveness in timeous payment to suppliers. Manage Auxiliary Services and maintenance of all assets and buildings. Manage all financial functions including preparations of the office budget, monitoring and production of monthly financial reports. Development and implementation of relevant internal control systems in the Provincial Office. Supervision of staff.

ENQUIRIES : Ms Keapoletswe Mothusi (018) 397-2500
APPLICATIONS : Independent Complaints Directorate, Private Bag X 2017, Mafikeng, 2745
FOR ATTENTION : Ms Keapoletswe Mothusi
CLOSING DATE : 03 July 2009

NOTE : Applications should be accompanied by certified copies of certificates of educational qualifications. Preference will be given to employees who have been

declared in excess. The successful candidate will undergo security vetting. His/her character should be beyond reproach.

- POST 24/13** : **ADMINISTRATIVE CLERK: AUXILIARY SERVICES**
- SALARY** : R64 410 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a grade 12/matric certificate with relevant experience in transport related matters. Knowledge of transport related policies guiding the use of Government owned Transport and Subsidized Motor Transport are a requirement. The incumbent should have knowledge of ELS. The incumbent must be self-driven and be able to plan and organize. He/she must be computer literate. He/she must be able to work under pressure and should have a good personal and communication skills (verbal and written). The person must be willing to work extensive/irregular hours. The person should have a valid driver's license and be able to drive a vehicle.
- DUTIES** : The successful candidate will be responsible for: Record keeping of all GG and Subsidized vehicles logsheets, trip authorities, stalling authorities and general correspondence for National and Provincial Offices; Verify and capture all logsheets received (GG and Sub vehicles); Forward logsheets to G - Fleet and Kgwerano for processing; Receive and verify trip authorities before a vehicle could be issued on ELS; Responsible for checking stalling authorities; Responsible for acquiring new petrol cards and license discs; Payment of all travelling claims regarding vehicles outside ELS; Reconciliation of the monthly kilometres travelled; Processing correspondences from Mmela, G - Fleet and Kgwerano; Receiving, investigating and filing of accident reports; Forwarding accident reports, theft and losses to G – Fleet and State Attorney; Assist with other administrative duties
- ENQUIRIES** : Ms S Makwela @ (012) 423 1412
APPLICATIONS : Independent Complaints Directorate Private Bag X 941 Pretoria 0001 or Hand Delivery @ ICD House 388 Andries Street Pretoria or Old Mercedes Benz Building, 47 Schoeman Street, Pretoria
- FOR ATTENTION** : Ms T Marumo
CLOSING DATE : 03 July 2009
NOTE : The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.
- POST 24/14** : **OFFICE OF THE EXECUTIVE DIRECTOR: INTERNSHIP X 2**
(Re Advert)
- SALARY** : Stipend: R 3000
CENTRE : Pretoria
REQUIREMENTS : Unemployed graduates with a Recognized National Diploma/ B –Tech Degree in Office Administration/Public Management and/ or any other related qualification. The incumbent must be able to work under pressure and should have good interpersonal and communications skills (both verbal and writing). Well organised and professional. Demonstrate high degree of initiative. He/ she must be computer literate.
- DUTIES** : The successful candidate will be trained on: Coordination of the diary, Organizing and coordinating meetings and record minutes in some meetings, Sending and receiving fax, Managing an effective filing system, Accurate and timeous typing of documents, Compile and submit claims for approval, Make logistical and travel arrangements, Coordinate ad hoc projects assigned, Maintain liaison with internal and external clients, Acting as a secretary in the ED's office, Procuring stationary and Messenger Services.
- ENQUIRIES** : Ms N Sithole @ 012 392 0410
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 : 03 July 2009
NOTE : The successful candidate will have to undergo security vetting. His/her character should be beyond reproach.