

INDEPENDENT COMPLAINTS DIRECTORATE

The Independent Complaints Directorate is an equal opportunity and affirmative action employer. It is our intention to promote representativity 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.

APPLICATIONS : Independent Complaints Directorate, Private Bag X 11325, Nelspruit, 1200
CLOSING DATE : 10 July 2009
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 drivers Licence . Preference will be given to employees who have been declared in excess.

OTHER POSTS

POST 25/24 : **ADMINISTRATION OFFICER**

SALARY : R117 501 per annum
CENTRE : Nelspruit
REQUIREMENTS : Matric (grade 12), post matric qualification with extensive experience will be an added advantage. The ideal candidate should display competency in written and verbal communication, computer literacy, general skills, and 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 : Mr Osborne Khanyi (013) 754- 1000
NOTE : The successful candidate will undergo security vetting. His/her character should be beyond reproach.

POST 25/25 : **CASE ANALYST**

SALARY : R76 194 per annum
CENTRE : Mpumalanga Office
REQUIREMENTS : Matric and at least one year's paralegal experience. Thorough knowledge of Criminal Law., Criminal Procedure, Law of Evidence, Human Rights and SAPS investigative systems and procedures. Computer literacy. Knowledge of Government's broad transformation objectives and initiatives. Interpersonal skills. Good verbal and written communication skills. Willing to work under pressure. Unendorsed drivers licence.

DUTIES : Key competencies include: Consult with complainants; Receive and register complaints from members of the public; Analyse such complaints and classify them according to relevant classifications; Assist with monitoring of cases and compilation of statistics; Assist with administration tasks Ensure that cases are captured on the database upon receipt; Administrative manual registers Switchboard/Reception duties

ENQUIRIES : Mr. S.D Mdluli @ 013 754 1000
FOR ATTENTION : Ms. E Mamabolo