

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate's (IPID) intention is 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 gender equity within the IPID, 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 and ID. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with short listed candidates only. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance and verification of qualifications. Faxed, emailed, registered post and late applications will not be considered.

MANAGEMENT ECHELON

POST 02/39 : **CHIEF DIRECTOR: PROVINCIAL HEAD 2 POSTS**

SALARY : R 1 068 564.00 per annum (All-Inclusive package which includes a basic salary (60% of package) and a flexible portion that may be structured in terms of applicable guidelines. The successful candidate will be required to sign a performance agreement and an employment contract

CENTRE : Mpumalanga, Nelspruit: Ref No: Q9/2017/01
Free State, Bloemfontein: Ref No: Q9/2017/02

REQUIREMENTS : A Relevant NQF Level 7 Undergraduate Degree in Law or an equivalent qualification, as recognized by SAQA, coupled with 5 years' experience at senior management level, Knowledge and understanding of the PFMA and all relevant legislation and regulations that govern the Public Service. Thorough knowledge and understanding of criminal law, criminal procedure and law of evidence is essential, Project management, and patent knowledge of investigative systems and procedures, human rights and government's broad transformation objectives and initiatives are essential, Experience in financial, human resource and asset management, Ability to work under pressure, A valid driver's license is essential. Skills and Competencies: Strategic capability and leadership, Analytical thinking, problem solving and decision making skills, Innovative and creative, Project management at strategic level, People development and empowerment, Communication (verbal and written) skills, Client orientation and customer focus, Results-driven.

DUTIES : Key Performance Areas: Appointment and performance management of staff, Facilitate investigations of cases and to perform any other function incidental to such investigations, Control and monitor active cases, Refer matters investigated by the Provincial Office under the Independent Police Investigative Directorate to the National or relevant prosecuting authority for criminal prosecution, Report to the Executive Director on matters investigated, Refer disciplinary matters to the Provincial Commissioner, Facilitate cooperation between the Provincial Head and the Provincial Civilian Secretariat of Police and SAPS, Keep proper financial records and prepare financial statements, Monitor and review service delivery against strategic objectives, Participation in the Management Committee, Maintain discipline and sound labour relations, Ensure compliance with administrative guidelines issued by the Executive Director. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan.

ENQUIRIES : Ms S Phalatsi @ (012) 399 0043

APPLICATIONS : Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or 114 City Forum Building, Corner Schubart & Vermeulen Street

FOR ATTENTION : Ms Nkhensani Hlongwane@ (012) 399 0040

CLOSING DATE : 10 February 2017

NOTE : The appointment is subject to security clearance, verification of qualifications and competency assessment. Detailed CV with contact details of three recent references. Certified copies of qualifications, driver's licence and Identity Document. NB: if you do not hear from the Department within three months, consider your application as unsuccessful as correspondence will only be entered with shortlisted candidates only. The Independent Complaints Directorate reserves the right not to make an appointment. Please send a separate and complete application for each post you apply for. His/her character should be beyond reproach. Faxed and late applications will not be considered.

OTHER POSTS

POST 02/40 : **DEPUTY DIRECTOR: INVESTIGATIONS REF NO: Q9/2017/03**

SALARY : R 612 822.00 per annum (All-Inclusive package which includes a basic salary (70% of package) and a flexible portion that may be structured in terms of applicable guidelines. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Free State, Bloemfontein Office
: A Relevant Bachelor's Degree/diploma in law or policing or equivalent qualification coupled with 4 years of experience in Management of Criminal investigation. Thorough knowledge and understanding of criminal law, criminal procedure and law of evidence is essential, Project management and patent knowledge of the investigative systems and procedures. human rights and government's broad transformation objectives and initiatives are essential. Ability to work under pressure. A valid driver's license and be able to drive a motor vehicle.

DUTIES : Conduct investigations including all applicable investigative administration, Ensure consultation analysis, classification and registration of cases on the manual registers and database, Manage investigators component by ensuring that the database is updated and registers are completed, stakeholder management – outreach projects and cell inspection.

ENQUIRIES APPLICATIONS : Mr T Mmusi @ 051 406 6800
: Independent Police Investigative Directorate, Free State Office Private Bag x 20708, Bloemfontein, 9300 or hand delivers at 15 Corner Andrew and Westburger Streets, Ground Floor, Standard Bank Building, Bloemfontein.

FOR ATTENTION CLOSING DATE : Mr T Komphela. @ 051 406 6800
: 27 February 2017

POST 02/41 : **PRINCIPAL INVESTIGATOR 3 POSTS**

SALARY : R311 784.00 per annum (Salary level 9). The successful candidate will be required to sign a performance agreement

CENTRE : Gauteng REF NO: Q9/2017/04
Empangeni KZN REF NO: Q9/2017/05
Mthata Eastern Cape REF NO: Q9/2017/06

REQUIREMENTS : A minimum of Grade 12 and five (5) years' proven experience in criminal investigations are required for consideration to this position. Previous supervisory experience is essential. A degree/diploma in law or policing will serve as an added advantage. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. The successful candidate must possess a valid Code 8 driver's license and be able to drive the motor vehicle in that class, be computer literate and be able to work under pressure. Be competent and fit to handle a firearm or must be willing to undergo such a test. Willing to perform standby and overtime duties. Skills and competencies: Analytical thinking, problem solving and decision making skills. Competent in interviewing, report writing as well as verbal and written communication skills. Client orientation and customer focus. Results-driven.

DUTIES : Key performance Areas: Supervise Senior Investigators by providing guidance on the investigation of complaints in line with the IPID's legislative imperative and Standard Operating Procedure. Receive, register and allocate cases. Attend crime scenes and post mortems. Collect, safeguard and process exhibits at the crime scene. Conduct interviews with suspects and witnesses and obtaining affidavits.

Advise the victims or their next of kin and other relevant stakeholders regarding progress of the investigation. Stakeholder management. Conduct investigations of cases of alleged criminality and misconduct against members of the police as stipulated in Section 28 of the IPID Act. Conduct searches, seizures and collection of evidence etc. Compile 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 report at the conclusion of each investigation. Update electronically the status of each case on the database. 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

: Gauteng: Ms K Mothusi @ 011 220 1500
Ms M Buthelezi@ 031 310 1300

APPLICATIONS

: East London: Mr. SC. Mshumpela Tel: (043) 707 7200
Applications should be sent to Independent Police Investigative Directorate, Private Bag X 25, Johannesburg, 2000 or, hand deliver to 208-212 Jeppe Street, 20th Floor Marble Towers, Johannesburg, 2000. For Attention: Ms M Tshabalala @ 011 220 1500

Empangeni: Independent Police Investigative Directorate, Private Bag X 5454, Durban, 0001 or, hand deliver to 3rd Floor Marine Building, 22 Dorothy Nyembe Street, Durban. For Attention: Ms C Lupke @ 031 310 1300

East London: Independent Police Investigative Directorate, Private Bag X 9085, East London, 5200 or hand deliver to 3-33 Waverley Office Park, Phillip Frame Road, Chiselhurst, East London, 5247, For Attention: Ms. Phelisa Juta Tel: (043) 707 7200

CLOSING DATE

: 27 January 2017

POST 02/42

: **SENIOR INVESTIGATOR / REF NO: Q9/2017/07**

SALARY

: R211 194 per annum

CENTRE

: Mpumalanga Provincial Office

REQUIREMENTS

: To be considered for this position, a candidate must be in possession of a minimum of Grade 12 or equivalent of NQF level 4 qualification, and should at least have three (3) years proven experience in criminal investigations. A diploma/degree (NQF level 5/6), in law/policing will serve as an added advantage. 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 license and be able to drive a motor vehicle. 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 investigators and/or assistant investigator; receipt, registration and allocation of complaints; attendance of crime scenes and post mortems; collection, safeguarding and processing of exhibits at the crime scene; conducting interviews with suspects and witnesses and obtaining affidavits; conducting investigations of complaints of alleged criminality and advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; investigate misconduct against members of the police; 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

: Ms E Mamabolo @ 013 754 1000

APPLICATIONS : Independent Police Investigative Directorate, Mpumalanga, Kwa Mhlanga Private Bag X 11325, Nelspruit, 1200 or, hand deliver to 27 Brown Street, 1st Floor permanent building, Nelspruit 1200

FOR ATTENTION : Mr S Nkambule @ 013 754 1000

POST 02/43 : **INVESTIGATOR REF NO: Q9/2017/08**

SALARY : R211 194 per annum

CENTRE : Limpopo Provincial Office

REQUIREMENTS : A minimum of Grade 12 or a relevant diploma/degree in Law or Policing, Knowledge of Criminal Law, Criminal Procedure and Law of Evidence, A valid Code 08 driver's license and the ability to drive a motor vehicle in that class, Computer literacy, The ability to work under pressure, Competent in interviewing, report writing as well as verbal and written communication, Competent and fit to handle a firearm or willing to undergo such a test, Willingness to be on standby and perform overtime duties, Analytical thinking, problem-solving and decision making skills, Client orientation and customer focus, Results-driven.

DUTIES : Key Performance Areas: Receive, register and allocate cases, Attend crime scenes and postmortems, Collect, safeguard and process exhibits at the crime scene, Conduct interviews with suspects and witnesses and obtaining affidavits, Advise the next of kin of victims and other relevant stakeholders regarding progress of investigations, Manage stakeholders, Conduct investigations of cases of alleged criminality and misconduct against members of the police, as stipulated in Section 28 of the IPID, Act, Conduct searches, seizures and collection of evidence, etcetera, Compile 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, Update electronically the status of each case on the database.

ENQUIRIES : Ms K Netshikulwe @ 015 283 8000

APPLICATIONS : Independent Police Investigative Directorate, Private Bag X 9525, Polokwane, 2745 or hand deliver @ 78 Hansvanrunburg old Mutual building Polokwane 0700.

FOR ATTENTION : Mr B Nong @ 015 283 8000

CLOSING DATE : 27 January 2017

POST 02/44 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR**

SALARY : R171 069 per annum (Salary level 6). The successful candidate will be required to sign a performance agreement.

CENTRE : North West Ref Q9/2017/09
Western Cape Ref Q9/2017/10

REQUIREMENTS : A Secretarial Diploma or equivalent qualification. Minimum of 3 years' experience in rendering support services to Senior Management. Advanced proficiency in Ms Word, Ms Power point, Ms Excel, Outlook and Internet Explorer. Good office management skills (document tracking, storage and retrieval systems). Sound minute taking and communication skills, telephone etiquette, and people's skills, as well as general office experience are essential the ability to act with tact and discretion. Planning and organising skills. The ability to research and analyse documents and situations. Applicants must be able to work under pressure, independently and willing to work overtime when necessary. The successful candidate must be highly reliable, loyal, self-motivated, flexible, creative, client focussed and quality orientated. Driver's licence is essential.

DUTIES : The successful candidate will primarily be responsible for: Providing secretarial support to the Chief Director. Render administrative support services. As well as remaining abreast with the prescripts/policies/procedures relevant to rendering to the Chief Director. Receiving and making telephone calls. Managing the Chief Director's diary. Making travel and accommodation arrangements. Typing of letters/memorandums/submissions/reports. Ensuring the effective flow of information and documents to and from the office of the Chief Director as well as ensuring the safekeeping of all documentation in the office of the Chief Director. Arrange meetings and taking minutes. Preparing power point presentations on information supplied by the Chief Director. Maintaining a task list of the requests

from the Chief Director ensuring that these requests are brought to the attention of the people who have to action them and keeping a tracking list of the actions and a brought forward filing system. Ensure adherence to brought forward dates. Filing document retrieval and tracking

ENQUIRIES

: North West Ms M Molefhe @ 018 937 2500

Western Cape: Ms N Matintela Tel: (021) 941 4800

APPLICATIONS

: Independent Police Investigative Directorate, Private Bag X 2017, Mafikeng, 2745 or hand deliver @ No 1 Station road, Molopo Shopping center, 1st floor For Attention: Mr Rebe Pebe

Independent Police Investigative Directorate, Private Bag X43, Bellville, 7535 or hand delivered at 1st Floor, Fintrust Building, Corner of Petrusa and Mazzur Streets, Bellville, 7530 For Attention: Ms N Matintela

CLOSING DATE

: 27 January 2017