

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, verification of qualifications and competency assessment to undertake a pre-entry practical exercise as part of the interview process. The Independent Police Investigative Directorate reserves the right not to make an appointment. His/her character should be beyond reproach. Faxed and late applications will not be considered.

MANAGEMENT ECHELON

POST 09/30 : **DIRECTOR: STRATEGY AND PERFORMANCE MONITORING REF NO: Q9/2017/11**

SALARY : R898 743 per annum, Level 13. All inclusive package which includes a basic salary (70% of package) and a flexible portion that may be structured in terms of applicable guidelines.

CENTRE REQUIREMENTS : National Office Pretoria.

: An undergraduate qualification (NQF level 7) as recognised by SAQA, Business Administration or related field with 5 years' relevant experience at middle management level. Knowledge and understanding of the Public Finance Management Act, Government Wide Monitoring and Evaluation Framework, Treasury Regulations, Framework for Strategic Plan and Annual Performance Plans, IPID Act and applicable legislation to the Public Service. Sills and Competencies: Strategic capability and leadership, Analytical thinking, Problem Solving and decision making skills, Innovative and creative, People management and empowerment, Project management at strategic level, Financial management, Communication(verbal and written) skills , Presentation and facilitation skills , People development and empowerment, Client Orientation and customer focus, Result- driven, Honesty and Integrity and Computer literacy. A valid driver's license and willingness to travel. Applicant must be willing to work irregular hours and under pressure. An added advantage will be extensive experience in the governance and performance monitoring environment in an entity within the criminal justice system.

DUTIES : Facilitate and coordinate the development of department's strategic plans and annual performance plans. Ensure alignment between strategic plan, annual performance plan, programme's operational plans, Facilitate approval and tabling of strategic plans and annual performance plans to Parliament within set timeframes, Advice on the alignment of managers performance agreements with the strategic plans and annual performance plans, Coordination of quarterly programme performance information reports and ensure submission to the Executive Management Committee (EXCO), Accounting Officer and Executive Authority. Facilitate the submission of department's performance reports to relevant oversight entities for compliance. Ensure and facilitate compilation and tabling of the department's annual report, Monitor and evaluate attainment of strategic objectives. Quality assurance of all reports and written instruments. Manage and supervise staff.

ENQUIRIES APPLICATIONS : Ms A Mphago: Tel no: (012) 399 0025
: Independent Police Investigative Directorate, Private Bag X941, Pretoria, 0001 or, hand deliver to City Forum Building, 114 Madiba Street, Pretoria Central

FOR ATTENTION CLOSING DATE : Ms P Hlalele @ (012) 399 0189
: 31 March 2017

NOTE : The successful candidate will be required to sign a performance agreement and employment contract. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessments.

OTHER POSTS

- POST 09/31** : **SENIOR LEGAL ADMINISTRATION OFFICER LEGAL AND LITIGATION (MR-6) REF NO: Q9/2017/12**
- SALARY** : R637 8600 per annum (Salary to be determined in accordance with experience as per OSD determination) (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** : National Office, Pretoria
: A Law degree coupled with 8 years appropriate and proven experience. A thorough knowledge of Criminal Law, Criminal Procedure, Law of Evidence, Human Rights and SAPS investigative system and procedures are essential for consideration for appointment. Ability to draft legal/investigative memoranda, standard Operating Procedures and policies, interpersonal as well as good verbal and written communication skills are essential. Candidates must possess a valid code 08 driver's license and be computer literate. The successful candidate must, in addition, be willing to work irregular hours and under pressure. This post calls for an independent thinker who does not have to work with supervision all the time. An admission as attorney or para-legal training/experience will serve as an added advantage.
- DUTIES** : Render Departmental Legal Advisory Services, Provide Legal advice and guidance to Department, Render civil and labour litigation advisory services, and represent the department in conciliation and arbitration hearings. Ensure compliance with legislations, regulations, policies and frameworks, facilitate the appointment of specialist legal representation to manage the prosecution of high level and sensitive cases, representing the Directorate in Civil and Labour Litigation, and undertake legal research to provide sound legal services to the department. Keep stakeholders up to date with progress of cases in court, Legal drafting, and drafting of contracts, Service Legal Agreement and Memorandum of Understanding.
- ENQUIRIES APPLICATIONS** : Mr PVH Maoka Tel no: (012) 399 0053
: Independent Police Investigative Directorate, Private Bag X941, Pretoria, 0001 or, hand deliver to City Forum Building, 114 Madiba Street, Pretoria Central
- FOR ATTENTION CLOSING DATE** : Ms P Hlalele @ (012) 399 0189
: 17 March 2017
- POST 09/32** : **ASSISTANT DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: Q9/2017/13**
- SALARY CENTRE REQUIREMENTS** : R311 784 per annum, Level 09
: National office Pretoria
: The ideal candidate must have a 3 year Bachelor's degree in Criminology, Sociology, Law or related field (Post graduate qualification will be an added advantage); coupled with 3 to 5 years in practical experience in qualitative and quantitative research. Candidate must have analytical and project management skills as well as knowledge of South African criminal justice. Candidate with SPSS or any statistical analysis programme experience, or has published works will receive preference. Interpersonal as well as good verbal/written skills are essential. Applicant must be willing to work irregular hours and under pressure. A valid driver's license is required.
- DUTIES** : Key competencies includes: to identify investigative research project, conduct feasibility studies, conduct research (qualitative and quantitative research) and monitor the OPSC cases.
- ENQUIRIES APPLICATIONS** : Mr Rikhotso Tel no: (012) 399 0228
: Independent Police Investigative Directorate, Private Bag X941, Pretoria, 0001 or, hand deliver to City Forum Building, 114 Madiba Street, Pretoria Central
- FOR ATTENTION CLOSING DATE** : Ms D Mashapa @ (012) 399 0211
: 17 March 2017
- NOTE** : The successful candidate will be required to sign a performance agreement.
- POST 09/33** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: Q9/2017/14**
- SALARY NOTE CENTRE REQUIREMENTS** : R311 784 per annum, Level 09
: The successful candidate will be required to sign a performance agreement
: Pretoria (National Office)
: An appropriate recognized three year (3) degree in Supply Chain Management/Purchasing/Finance/Logistics or equivalent qualification. At least 5 years' experience in supply chain is required. Extensive knowledge and experience in Supply Chain Management and Asset management Producers and prescripts is vital.

Knowledge of the PFMA, PPPFA, Treasury Regulations and SCM Practice Notes is essential. LOGIS knowledge and experience, as well as Accounting and Provisioning Administration background required. Good interpersonal and communication skills as well as advanced computer skills. The ability to manage staff and draft relevant policies and/or reports as required. Applicants must be able to work under pressure. Independently and be willing to work overtime when necessary. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Driver's license is essential.

DUTIES : Drafting, coordinating and implementing SCM action plans for their Cluster, to ensure the effective functioning of the SCM unit in delivering its mandate; verifying the correctness of prepared input documents/request memorandums as well as highlighting compliance implications of the submission; managing demand; acquisition, logistics, disposal and risk management; Manage the Demand Management process including, - needs assessment categorization of commodities, availability of funds,- market assessment, and industry analysis,-identifying methods of procurement, identifying preferential procurement policy objectives,- specifications/terms of reference, and life cycle costing; Identify preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives; Oversee the utilization and administration of a supplier Database; Oversee bid/quotation process; Oversee the management of logistics operations including;- ordering,- receiving and distribution of goods, - management of inventory and warehousing, and account payable; Ensuring proper stock taking of inventory items in store; Report on supply chain management information as required to internal and external stakeholders; Develop and oversee the implementation of a SCM performance system; Ensuring that the submission is in accordance with approved delegations, directives, policies and procedures; Attending to Bid documents and serving as member on relevant Bid Committees; Monitor the usage of BBBEE suppliers as well as the rotation of suppliers; Manage and administer contracts for the IPID, Implement, monitor and evaluate the LOGIS system throughout the IPID; Manage the annual SCM risk assessment, development of the SCM risk universe and risk response plan for the cluster; Manage travel and accommodation arrangements; Ensuring regular reporting on the usage of rated accommodation; Managing of staff; Utilise LOGIS for provisioning, procurement, stock control and reporting; Utilise Vulindlela as a management information system for monitoring and reporting of revenue expenditure, assets and liabilities; and Develop and monitor compliance to relevant SCM and Assets Management policies and procedures.

ENQUIRIES : Ms Zuziwe Cele Tel no: (012) 399 0103

APPLICATIONS : Independent Police Investigative Directorate, Private Bag X941, Pretoria, 0001 or, hand deliver to City Forum Building, 114 Madiba Street, Pretoria Central

FOR ATTENTION : Ms D Mashapa @ 012 399 0211

CLOSING DATE : 17 March 2017

POST 09/34 : **ADMINISTRATION OFFICER REF NO: Q9/2017/15**

SALARY : R211 194 per annum, Level 07. The successful candidate will be required to sign a performance agreement.

CENTRE : North West (Mafikeng)

REQUIREMENTS : Matric/ Standard 10 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 license.

DUTIES : 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 payments 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 L Maamogwa Tel no: (018) 397 2500

APPLICATIONS : To be submitted to Private Bag X2017, Mafikeng, 2745 or Hand delivered to Molopo Shopping Centre, First Floor, No. 1 Station Road, Mafikeng

FOR ATTENTION : Ms M Molefhe@ 018 397 2500

CLOSING DATE : 17 March 2017

POST 09/35 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR REF NO: Q9/2017/16**

SALARY : R171 069 per annum, Level 06 .The successful candidate will be required to sign a performance agreement.

CENTRE : KwaZulu-Natal Office

REQUIREMENTS : A secretary certificate or equivalent qualification, Minimum of 1 years' experience. Advanced proficiency in Ms Word, Ms Power point, Ms Excel, Outlook and Internet Explorer. Good office management skills (document tracking, storage and retrieval system). 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 research and analyse document 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 focused and quality orientated.

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 the chief Director, Receiving and making telephone calls. Managing the Chief Director diary, Making travel and accommodation arrangements, typing of letters/memorandums/ submission/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 request from the Chief Director ensuring that these request 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 filling system. Ensure adherence to brought forward dates. filling document retrieval and tracking.

ENQUIRIES : Ms CLupke Tel no: 031 310 1300

APPLICATIONS : Independent Police Investigative Directorate, Private Bag X54303, Durban 4000 or hands deliver to 3rd Floor marine Building, 22 Dorothy Nyembe Street, Durban 4000

FOR ATTENTION : Mrs N Buthelezi@ 031 310 1300

CLOSING DATE : 17 March 2017