

**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.*

- APPLICATIONS** : Independent Police Investigative Directorate, Private Bag X 2017, Mafikeng, 2745 or hand deliver @ No 1 Station road, Molopo Shopping center, 1<sup>st</sup> floor
- FOR ATTENTION** : Ms L Maamogwa @ 018 397 2500
- CLOSING DATE** : 9 June 2017
- 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.

**OTHER POSTS**

- POST 21/26** : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR REF NO: NORTH WEST REF Q9/2017/30**  
This is a re-advertisement of ref: (Q9/2017/09) and those who previously applied are not encouraged to re-apply.
- SALARY** : R183 558.00.00 per annum (Salary level 6). The successful candidate will be required to sign a performance agreement.
- CENTRE** : North West
- 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. Filling document retrieval and tracking.
- ENQUIRIES** : Ms M Molefhe @ 018 397 2500