

**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 X941, Pretoria, 0001 or, hand deliver to City Forum Building, 114 Madiba street, Pretoria Central.
- FOR ATTENTION** : Ms P Hlalele Tel no: (012) 399 0000
- CLOSING DATE** : 18 August 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, verification of qualifications and competency assessment. Faxed and late applications will not be considered.

**OTHER POST**

- POST 31/17** : **SECRETARY: DIRECTOR: COMPLIANCE MONITORING REF NO: Q9/2017/36**
- SALARY** : R152 862 per annum, Level 05 .The successful candidate will be required to sign a performance agreement.
- CENTRE** : National office Pretoria
- REQUIREMENTS** : Grade 12, with typing as a subject being an added advantage or any other training course/qualification that will enable the person to perform the work satisfactorily. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer skills such as Ms Word, Ms PowerPoint, Ms Excel, Outlook and Internet Explorer. Good office management skills (document tracking, storage and retrieval system) sound organisational skills, Ability to act with tact and discretion and communication skills. Applicants must be able to work under pressure, independently and be willing to work overtime when necessary. The successful candidate must be reliable, flexible, creative, be able to maintain confidentiality, client focused and quality oriented.
- DUTIES** : Key competencies include: General secretarial, administrative and support services to the Director such as: Receive and make telephone calls. Manage the Director's Diary, Make travel and accommodations arrangements, Arrange meetings and taking minutes, Type letters/memorandums/submissions/reports, Send and receive emails and faxes. Extract and process data and dissemination of management information in the context of office automation file, retrieve, track documents for the office of the Director, Consolidate monthly reports for the office and compile budget for Directorate.
- ENQUIRIES** : Mr N Nekhumbe Tel no: (012) 399 0000
- NOTE** : Equity Requirements: only Coloured Females & Males, White Females & Females, African Male & Female, and Indian Male are invited to apply for the above mentioned vacancy.