

**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 0189
- CLOSING DATE** : 15 September 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. Detailed CV with contact details of three recent references. Certified copies of qualifications, driver's license 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 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.

**OTHER POSTS**

- POST 35/18** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: Q9/2017/40**
- SALARY** : R657 558 per annum, Level 11 (All-inclusive package which includes a basic salary and 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** : National Office: Pretoria
- REQUIREMENTS** : An appropriate recognized three year (3) degree in Supply Chain Management, Bachelor's Degree or National Diploma in Financial Management. At least 3-5 years' relevant SCM experience at Assistant Director Level or equivalent level. Extensive knowledge and experience in Supply Chain Management and Asset Management. In depth knowledge of Financial, Supply Chain Management and Asset Management Procedures and prescripts is vital, knowledge of the PFMA, Treasury Regulations, Knowledge of the BBBEE, SCM regulations, Practice notes, Circulars, policy frameworks. 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** : The successful candidate will be primarily responsible for Drafting, coordinating and implementing SCM action plans 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. Ensuring that all procurement transactions are in accordance with the approved SCM 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. Ensuring effective implementation of asset management within the IPID. Ensuring proper stock taking and asset verification. Ensuring the disposal of assets according to regulations.

Assist with the management of administrative duties, such as compilation of unique numbering of assets. Manage and administer contracts for the IPID. Utilise BAS to capture accounting transactions, control the general ledger, perform financial administration and prepare financial reports. Implement, monitor and evaluate the LOGIS system throughout the IPID. Ensure that all IPID Suppliers are registered in Centralised Suppliers Database (CSD). Manage travel and accommodation arrangements. Ensuring regular reporting on the usage of rated accommodation. Managing SCM component staff. Developing and monitoring compliance to relevant SCM and Asset Management policies and procedures.

**ENQUIRIES**  
**NOTE**

- : Mr P Setshedi Tel no: (012) 399 0030
- : The successful candidate will be required to undergo a preliminary security vetting and signing of an Agreement to Maintain Secrecy. His/ her character should be beyond reproach. Equity Requirements: only African Males & Females, Coloured Females, White Females, and Indian Females are invited to apply for the above mentioned vacancy.