

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.

CLOSING DATE : 03 November 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. 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 42/06 : **DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: Q9/2017/41**

SALARY : R 657 558.00 per annum, Level 11 .The successful candidate will be required to sign a performance agreement.

CENTRE : Pretoria (National Office)

REQUIREMENTS : A recognised NQF 6 Bachelor's Degree or National Diploma in Human Resource Management/ Public Management.3 to 5 years supervision experience at Assistant Director Level or equivalent level in the recruitment and selection, conditions of service and performance management. Extensive Knowledge as a PERSAL Controller, Sound knowledge on Public Service Act, Public Service Regulation, SMS Handbook, Policies and Procedures and all other related Public Service legislations. A valid Driver's license, Computer Literacy, .Good communication skills, problem solving and analysis, presentation, results driven, innovative and customer focused, planning and organising. Attention to detail and ability to work under pressure.

DUTIES : The successful candidate will be responsible for: Management of the performance management system. Manage the administration of all conditions of service, recruitment and selection. Manage the establishment and related reconciliations with Vulindlela report. Prepare human resource reports. Prepare and submit the HRM inputs in preparation of interim and annual financial statements and annual report. Develop and ensure the implementation of Human Resource Policies and Guidelines. Manage registry functions in Human Resource Management. Manage and supervise staff.

ENQUIRIES : Ms S Phalatsi Tel No: (012) 399 0042

APPLICATION : Independent Police Investigative Directorate, Private Bag X941, Pretoria, 7535 or hand delivered at City Forum Building, 114 Madiba Street, Pretoria Central.

FOR ATTENTION : Ms Daisy Mashapa

NOTE : Equity Requirements: Only African Males, African Females, Coloured Females, Indian Females and White Females are invited to apply for the above-mentioned vacancy

POST 42/07 : **ASSISTANT DIRECTOR MONITORING AND EVALUATION REF NO: Q9/2017/42**

SALARY : R 334 545 .00 pa (Salary Level 9). The successful candidate will be required to sign a performance agreement.

CENTRE : Pretoria (National Office)

- REQUIREMENTS** : The ideal candidate must have a Bachelor's Degree or equivalent qualification in Public Administration/ Business Administration plus 3 years relevant experience. Knowledge and understanding of PFMA, Treasury Regulations, Policy Framework for Government-wide M&E system, Framework for Managing Programme Performance Information, Framework for Strategic Plans and Annual Performance Plans, Public Service Regulations, National Development Plan, Medium Term Strategic Framework. Ability to work under pressure. Skills and competencies: interpersonal, communication, report writing, presentation skills, analytical thinking, honesty and integrity, innovation, problem solving and proficiency in computer applications. A driver's license is a prerequisite.
- DUTIES** : Assist with monitoring and reporting of quarterly and mid-year organisational performance on implementation of the Strategic Plan and Annual Performance Plan. Provide support on the development, consolidation, verification and submission of Annual Performance Report. Develop/review and implement an organizational performance monitoring, reporting and evaluation framework. Conduct evaluation on performance of the department in line with the departmental Evaluation Framework. Organise and participate at internal Performance Reporting Workshops. Prepare presentations on organizational performance. Conduct research to contribute to continuous improvement of organizational performance management processes. Conduct provincial performance information audits when required. Assist with collating information for Management Performance Assessment Tool (MPAT). Assist in monitoring the implementation of action plans on performance information to address audit findings by internal and external auditors.
- ENQUIRIES** : Ms Suzan Letlape Tel No: (012) 399 0068
- APPLICATION** : Independent Police Investigative Directorate, Private Bag X941, Pretoria, 7535 or hand delivered at City Forum Building, 114 Madiba Street, Pretoria Central
- FOR ATTENTION** : Mr Godfrey Dladla
- NOTE** : Equity Requirements: Only Coloured Males and White Males, Coloured Females, Indian Females and White Females are invited to apply for the above-mentioned vacancy
- POST 42/08** : **INTERNAL AUDIT PRACTITIONER REF NO: Q9/2017/43**
- SALARY** : R226, 611.00 per annum (Salary level 7). The successful candidate will be required to sign a performance agreement
- CENTRE** : Pretoria (National Office)
- REQUIREMENTS** : A three-year bachelor's degree or equivalent with Auditing and /or Accounting as majors. Two (2) Years internal audit experience. Knowledge of government policies and regulations as well as Standards of Institute of Internal Auditors. Good communications skills (written and verbal). Computer literacy. Ability to gather relevant information through interviews and analytic review of documents. Must be a member of IIA, have a valid driver's license and required to travel frequently.
- DUTIES** : Timely and accurate completion of audit projects as per annual operational plan. Guide and supervise audit team on audit assignments to ensure the objectives are attained. Ensure that audit work conforms with the Institute of Internal Audit (IIA) Standards and other guidelines/ procedures set by the department. Promote and improve the image of internal audit by submitting client satisfaction questionnaire to the auditee when/after the final report is issued so that completed questionnaires can be evaluated for service delivery improvement. Conduct follow-up audits on previous audit project to determine the adequacy, effectiveness and timeliness and actions taken auditees on the reported audit findings.
- ENQUIRIES** : Ms B Mogale: Tel.No: 012 399 0141
- APPLICATION** : Independent Police Investigative Directorate, Private Bag X941, Pretoria, 7535 or hand delivered at City Forum Building, 114 Madiba Street, Pretoria Central
- FOR ATTENTION** : Ms R Sikhwari
- NOTE** : Equity Requirements: Only Coloured Males, White Males, Coloured Females, Indian Females and White Females are invited to apply for the above-mentioned vacancy

POST 42/09 : **PERSONAL ASSISTANT TO THE PROVINCIAL HEAD REF NO: Q9/2017/44**
This is a re-advertisement of ref: (Q9/2017/09 & Q9/2017/30) and those who previously applied are encouraged to re-apply

SALARY : R183 558 per annum (Salary level 6). The successful candidate will be required to sign a performance agreement.

CENTRE : North West Office: (Mahikeng)

REQUIREMENTS : A Secretarial Diploma or equivalent qualification. Minimum of 1 year 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 Director. Render administrative support services. As well as remaining abreast with the prescripts/policies/procedures relevant to rendering to the Director. Receiving and making telephone calls. Managing the 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 Director as well as ensuring the safekeeping of all documentation in the office of the Director. Arrange meetings and taking minutes. Preparing power point presentations on information supplied by the Director. Maintaining a task list of the requests from the 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 : Ms Metlha Molefhe Tel No: (018) 397-2500

APPLICATIONS : Post to Independent Police Investigative Directorate, Private Bag X 2017 Mahikeng 2745 or, hand deliver to No 1 Station Road, Molopo Shopping Centre, 1st floor, Mahikeng, 2745

FOR ATTENTION : Ms Lesego Maamogwa Tel No: (018) 397-2500

NOTE : Equity Requirements: African Males, Coloured Males, Indian Males, African Females, Coloured Females, and White Females are invited to apply for the above-mentioned vacancy.