

**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 941, Pretoria, 0001 or, hand deliver to City Forum Building, 114 Madiba Street, Pretoria Central.
- CLOSING DATE** : 01 December 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 POST**

- POST 46/12** : **PERSONAL ASSISTANT TO CHIEF DIRECTOR: CORPORATE SERVICES REF NO: Q9/2017/46**
- SALARY** : R183 558 per annum (Salary level 6). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Pretoria
- 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 PowerPoint, Ms Excel, Outlook and Internet Explorer Good office management skills (document tracking, storage and retrieval systems) Sound minute taking and communication skills, telephone etiquette, people skills, as well as general office experience are essential The ability to act with tact and discretion Planning and organizing skills The ability to do research and analyze documents and situations Knowledge of relevant legislation/ policies/ prescripts and procedures; as well as basic knowledge on financial administration are vital 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 to render personal assistance, including a secretarial support service, to the Chief Director Rendering administrative support services Providing support to the Chief Director regarding meetings, Supporting the Chief Director with the administration of the budget of the office, As well as remaining abreast with prescripts/ policies/ procedures relevant to rendering support to the Chief Director Receiving and making telephone calls, Managing the Chief Director's diary Making travel and accommodation arrangements, Coordination of the Chief Director's Transport and Substance Claims, 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. Obtain inputs, collates and compile reports, Arranging meetings and taking minutes, Assists with documents analysis in preparation for meetings, Keep and maintain registers, Maintaining a task list of request into the Chief Director 's office and requests made by the Chief

**ENQUIRIES**  
**FOR ATTENTION**

Director , ensuring that these are brought to the attention of people who have to action them and keeping a tracking list of actions, Ensure adherence to brought forward dates, Filing, document retrieval and tracking, Assisting the Chief Director in the administration of the Chief Director 's budget, Make tea for the Chief Director, Organise the cleaning of the Chief Director on a regular basis.

: Mr N Nekhumbe Tel: 012 399 0213

: Ms P Hlalele Tel 012 399 0189