

**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 and disability within the IPID, will receive preference.*

**CLOSING DATE** : 18 May 2018

**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV as well as recently certified copies( Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. 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 (criminal record, citizenship, credit record checks, qualification verification and employment verification). People living with disabilities are encouraged to apply.

**OTHER POSTS**

**POST 18/09** : **PRINCIPAL INVESTIGATOR REF NO: Q9/2018/19**

**SALARY** : R334 545 per annum (Level 09). The successful candidate will be required to sign a performance agreement.

**CENTRE** : North West

**REQUIREMENTS** : A minimum of Grade 12 and five (5) years' proven experience in criminal investigations are required for consideration to this position. Previous supervisory experience is essential. A degree/diploma in law or policing will serve as an added advantage. Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration. The successful candidate must possess a valid Code 8 driver's license and be able to drive the motor vehicle in that class, be computer literate and be able to work under pressure. Be competent and fit to handle a firearm or must be willing to undergo such a test. Willing to perform standby and overtime duties. Skills and competencies: Analytical thinking, problem solving and decision making skills. Competent in interviewing, report writing as well as verbal and written communication skills. Client orientation and customer focus. Results-driven.

**DUTIES** : Supervise Senior Investigators by providing guidance on the investigation of complaints in line with the IPID's legislative imperative and Standard Operating Procedure. Receive, register and allocate cases. Attend crime scenes and post mortems. Collect, safeguard and process exhibits at the crime scene. Conduct interviews with suspects and witnesses and obtaining affidavits. Advise the victims or their next of kin and other relevant stakeholders regarding progress of the investigation. Stakeholder management. Conduct investigations of cases of alleged criminality and misconduct against members of the police as stipulated in Section 28 of the IPID Act. Conduct searches, seizures and collection of evidence etc. Compile investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and type investigation report at the conclusion of each investigation. Update electronically the status of each case on the database.

**ENQUIRIES** : Ms L Maamogwa Tel No: 018 397 2500

- APPLICATIONS** : IPID Private Bag x 2017, Mafikeng, 2745 or Hand deliver to No. 1 Station road, Molopo Shopping center, 1<sup>st</sup> floor, Mafikeng.
- FOR ATTENTION** : Ms M Molefhe
- POST 18/10** : **INVESTIGATOR X2 POSTS**
- SALARY** : R266 611 per Annum (Level 07).The successful candidate will be required to sign a performance agreement.
- CENTRE** : Gauteng Ref No: Q9/2018/17  
Northern Cape Ref No: Q9/2018/18
- REQUIREMENTS** : A minimum of Grade 12, NQF Level 4 or a relevant diploma/degree in Law or Policing, Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration, A valid Code 08 driver's license and the ability to drive a motor vehicle in that class, Computer literacy, The ability to work under pressure, Competent in interviewing, report writing as well as verbal and written communication, Competent and fit to handle a firearm or willing to undergo such a test, Willingness to be on standby and perform overtime duties, Analytical thinking, problem-solving and decision making skills, Client orientation and customer focus Results-driven.
- DUTIES** : Receive, register and allocate cases, Attend crime scenes and postmortems, Collect, safeguard and process exhibits at the crime scene, Conduct interviews with suspects and witnesses and obtaining affidavits, Advise the next of kin of victims and other relevant stakeholders regarding progress of investigations, Manage stakeholders, Conduct investigations of cases of alleged criminality and misconduct against members of the police, as stipulated in Section 28 of the IPID Act, Conduct searches, seizures and collection of evidence, etcetera, Compile investigation reports and memoranda with recommendations to the SAPS and referrals to the National Prosecutions Authority (NPA) for consideration to prosecute or take appropriate disciplinary action, Draft and type investigation reports at the conclusion of each investigations. Electrically update the status of each case on the database.
- ENQUIRIES** : Ms K Mothusi Tel No: 011 220 1500 (G)  
Mr T Mathe Tel No: 053 807 5100 (NC)
- APPLICATIONS** : IPID Private Bag x 25, Johannesburg, 2000 or Hand deliver to 20 Albert Street, 8<sup>th</sup> floor Braamfischer towers, Marshall Town, Johannesburg; For Attention: Ms M Tshabalala  
IPID Private Bag x 6105 Northern Cape, 8301 or Hand deliver to 39 George Street, Kimberly 8301; For Attention: Mr A Bopape.
- POST 18/11** : **SECRETARY TO THE DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: Q9/2018/16**
- SALARY** : R152 862 per annum (Level 05) .The successful candidate will be required to sign a performance agreement.
- CENTRE** : National office Pretoria
- REQUIREMENTS** : A Grade 12 with typing as a subject or any other training course/ qualification that will enable the person to perform the work satisfactorily. Ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good office management skills (document tracking, storage and retrieval system) sound minute taking as well as general office experience are essential. Applicants must be able to work under pressure, independently and ability to act with tact and discretion. Honesty and integrity. The successful candidate must be reliable, flexible, creative, be able to maintain confidentiality, client focused and quality oriented.
- DUTIES** : Provide 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, Provides clerical support services to the Director. Arranges meetings and events. Process the travel and subsistence claims for the unit. 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. Draft routine correspondences and

reports. and Remain up to date with regard to prescripts/policies and procedures applicable to your work terrain to ensure efficient and effective support to the Director. Collects all relevant documents to enable the manager to prepare for meetings. Handles the procurement of standard items like stationery etc.

**ENQUIRIES**  
**APPLICATIONS**

: Mr P Hlalele Tel No: 012 399 0189  
: Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand deliver to City Forum Building, 114 Madiba street, Pretoria Central.

**FOR ATTENTION**  
**NOTE**

: Ms DR Kumalo  
: Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV as well as recently certified copies( Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. 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 (criminal record, citizenship, credit record checks, qualification verification and employment verification). "Only People Living With Disability Will Be Considered"