

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.

- 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 June 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 20/09** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: Q9/2018/20**
- SALARY** : R334 545 per annum (Level 09).The successful candidate will be required to sign a performance agreement.
- CENTRE** : National office Pretoria
- REQUIREMENTS** : An appropriate three year (3) tertiary qualification (NQF 6) in Supply Chain Management/Purchasing/Public Admin/Financial and Logistics. At least 3-5 years working experience in supply chain management. Knowledge requirements, PFMA, Treasury Regulations, LOGIS knowledge, SCM regulations, practice notes, circulars, policy frameworks. Skills and competencis, Good interpersonal skills, written communications, computer literacy, proble solving skills, leadership, change management, planning and organising and financial management. The ability to manage taff 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** : Drafting, coordinating and implementing SCM action plans for their Cluster, 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. Manage the Demand Management process including, - needs assessment, categorization of commodities, availability of funds,- market assessment, and industry analysis,- identifying methods of procurement,- identifying preferential procurement policy objectives,- specifications/terms of reference, and life cycle costing. Identify preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives. Oversee the utilization and administration of a supplier Database. Oversee bid/quotation process. Oversee the management of logistics operations including;- ordering,- receiving and distribution of goods, - management of inventory and warehousing, and account payable; ensuring proper stock taking of inventory items in store. Report on supply chain management information as required to internal and external stakeholders. Develop and oversee the implementation of a SCM performance system. Ensuring that the submission is in accordance with approved 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. Manage and administer contracts for the IPID. Implement, monitor and evaluate the LOGIS system throughout the IPID. Manage the annual SCM risk assessment, development of the SCM risk universe and risk response plan for the cluster. Manage travel and accommodation arrangements. Ensuring regular reporting on the usage of rated accommodation. Managing of staff. Utilise LOGIS for provisioning, procurement, stock control and reporting. Utilise Vulindlela as a management information system for monitoring and reporting of revenue expenditure, assets and liabilities; and Develop and monitor compliance to relevant SCM and Assets Management policies and procedures.

**ENQUIRIES
FOR ATTENTION**

: Mr M Diale Tel No: 012 399 0089
: Ms DR Kumalo

POST 20/10

: **ASSISTANT DIRECTOR MONITORING AND EVALUATION REF NO: Q9/2018/21**

SALARY

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

**CENTRE
REQUIREMENTS**

: National office Pretoria
: An appropriate three year National Diploma (NQF 6) in Public Administration, Business Administration or equivalent. A 2-3 years relevant experience in organisational performance monitoring and evaluation environment. Knowledge and understanding of government Planning and M&E process, Sound knowledge of PFMA, Treasury Regulations, Policy Framework for Government-wide M&E system, Framework for Managing Performance Information, Framework for Strategic Plans and Annual Performance Plans, Public Service Regulations, National Development Plan, Medium Term Strategic Framework. Skills and competencies: interpersonal, good communication, report writing, presentation skills, analytical thinking, honesty and integrity, innovation, problem solving computer skills, Planning and ability to work under pressure. A valid driver's license.

DUTIES

: Assist with monitoring and reporting of quarterly and mid-year organisational performance on implementation of the Strategic Plan and Annual Performance Plan. Provide input on the development and review of Organisational Performance Policy. Develop, review business process for monitoring and evaluation activities. Coordinate submission of monthly, quarterly and annual performance reports. Verify and consolidate monthly, quarterly and annual performance information to ensure reliability. Organise Performance Reporting Workshops. Collate information for consolidation of annual performance report. Collate and verify information on implementation of operational plan. Provide inputs for presentations on organisational performance. Provide inputs to departmental Evaluation Framework and Evaluation Plan. Conduct evaluation in line with the Evaluation Plan. Provide technical advice on management of performance plan. Conduct research in order to contribute to continuous improvement of organisational performance management process. Conduct provincial performance audits visits to assess the state of performance and verify performance information in line with standard Operating Procedure and Technical Indicator Description. Collating information for the Management Performance Assessment Tool (MPAT) as MPAT coordinator.

**ENQUIRIES
FOR ATTENTION**

: Ms Suzan Letlape Tel No: (012) 399 0068
: Ms DR Kumalo