

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate (IPID) is an equal opportunity and affirmative action employer. It is our intention to promote representatively in terms of race, gender and disability within the Department through the filling of posts.

<u>CLOSING DATE</u>	:	02 July 2018 at 16h30
<u>NOTE</u>	:	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 and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department's Employment Equity Plan

MANAGEMENT ECHELON

<u>POST 24/34</u>	:	<u>PROVINCIAL HEAD: MPUMALANGA REF NO: Q9/2018/25</u>
<u>SALARY</u>	:	R1 127 334 per annum (All-Inclusive package which includes the basic salary that consists of 60% of the inclusive flexible remuneration package). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	Mpumalanga, Nelspruit
<u>REQUIREMENTS</u>	:	NQF Level 7, undergraduate Degree in Law or an equivalent qualification as recognised by SAQA, coupled with 5 years' experience at senior management level. Knowledge and understanding of PFMA and all relevant legislation and regulations that govern the Public Service. Thorough knowledge and understanding of criminal law, criminal procedure and law of evidence is essential, Project management, and patent knowledge of investigative system and procedures, human rights and government's broad transformation objectives and initiatives are essential. Experience in financial, human resource and assets management, Ability to work under pressure. A valid driver's license is essential. Skills and Competencies: Strategic capacity and leadership, Analytical thinking, problem solving and decision making skills, Innovative and creative, Project management at strategic level, People development and empowerment, Communication (verbal & written) skills, Client orientation and customer focus, results-driven
<u>DUTIES</u>	:	Appointment and performance management of staff, Facilitate investigations of cases and to perform any other function incidental to such investigations, Control and monitor active cases, Refer matters investigated by the Provincial Office under the Independent Police investigative Directorate to the National or relevant

prosecuting authority for criminal prosecution, Report to the Executive Director on matters investigated, Refer disciplinary matters to the Provincial Commission, Facilitate cooperation between the Provincial Head and the Provincial Civilian Secretariat of Police and SAPS, Keep proper financial records and prepare financial statements, Monitor and review service delivery against strategic objectives, Participation in the Management Committee, Maintain discipline and sound labour relations, Ensure compliance with administrative guidelines issued by the Executive Director.

ENQUIRIES : Mr M Sesoko @ (012) 399 0047
APPLICATIONS : Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or 114 City Forum Building, Madiba Street
FOR ATTENTION : Ms DR Kumalo

POST 24/35 : **DEPUTY PROVINCIAL HEAD X3 POSTS**

SALARY : R948 174 per annum (All-Inclusive package which includes the basic salary that consists of 60% of the inclusive flexible remuneration package).

CENTRE : Provincial Office: Western Cape, Bellville Ref No: Q9/2018/22
 Provincial Office: North West, Mahikeng Ref No: Q9/2018/23
 Provincial Office: Gauteng, Ref No: Q9/2018/24

REQUIREMENTS : Relevant Bachelor's Degree in Law/Investigations or Policing, (NQF Level 7) as recognised by SAQA, coupled with five (5) years of experience at middle management services. Knowledge: Thorough knowledge and understanding of criminal law and Criminal Procedure and law of evidence, knowledge of human rights and government's broad transformation objectives and initiatives are essential, Project Management and patent knowledge of investigative system and procedures, a valid driver's license is essential, knowledge and understanding of PFMA and all relevant legislation and regulations that govern the Public Service, Should have undergone firearm competency training and should be willing to carry an official firearm if needed/required/requested. Should be available on short notice to perform duties, should be willing to travel on short notice. Skills and Competencies: Strategic capability and leadership, Analytical thinking, problem solving and decision making skills, Client orientation and customer focus, Results-driven, Good Communication skills, Report writing Skills, Highly skilled in Investigation and Firearm usage.

DUTIES : Develop good working relations with key stakeholders, Manage resources both human and physical including budget. Manage investigations in the province related to the investigation of section 28 matters of the IPID Act. Manage information and data integrity in the Province. Ensure the province meets the strategic objective on investigation and information management. Approve completion and closure of cases after quality investigation. Conduct high profile investigations. Ensure compliance with administrative guidelines issued by the Executive Director. Ensure productivity, internal controls and compliance with IPID Act, regulation and SOP's. Ensure proper Administrative and Financial Management in the Province.

ENQUIRIES : Mr M Sesoko @ (012) 399 0047
APPLICATIONS : Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand deliver to City Forum Building, 114 Madiba Street, Pretoria Central
FOR ATTENTION : Ms DR Kumalo

OTHER POSTS

POST 24/36 : **COMPLAINTS RECEPTIONIST REF NO: Q9/2018/27**

SALARY : R152 862 (Level 05)

CENTRE : Eastern Cape, Provincial Office: East London

REQUIREMENTS : Applicant should be in a possession of a Senior Certificate and Diploma. 1-2 years clerical/administrative experience; candidates must have good interpersonal and communication skills. Computer literate and have the ability to work under pressure.

DUTIES : Switchboard duties, handling of telephonic enquiries as well as handling telephonic complaints, attending to complainants. Capturing of new complaints and case

developments into the data base, typing of reports and letters. Updating of registers and assisting with compilation of monthly reports.

ENQUIRIES : Ms U Quvile Tel No: 043 707 7200

APPLICATIONS : Independent Police Investigative Directorate, Private Bag X 9085, East London, 5200 or, hand deliver to 3-33 Waverly Office Park, Phillip Frame Road, Chiselhurst, East London.

FOR ATTENTION : Ms U Mbetshe

NOTE : Only people with disability will be considered

POST 24/37 : **INTERNAL AUDIT CLERK REF NO: Q9/2018/28**

SALARY : R152 862 per annum (Level 05)

CENTRE : National office, Pretoria

REQUIREMENTS : A Degree or equivalent with auditing and/or Accounting as majors, 3-5 years auditing experience. Knowledge of government policies and regulations as well as standard of institute of internal Auditors. Good communication skills (written and verbal), Computer literacy, Problem solving, Interpersonal skills. Must be prepared to travel, work irregular hours and under pressure. A driver's licence as the candidate will be required to travel frequently.

DUTIES : Assist with the audit work which conforms to the institute of internal Audit (IIA) Standard and other guidelines procedures set by the department. Assist the Audit supervisor with the drafting of summary of audit reports to Head Internal Audit. Conduct follow-up audits on previous audit project to determine the adequacy, effectiveness and timeliness of actions taken by auditees on the reported audit findings.

ENQUIRIES : Mr E Sebaka Tel No: 012 399 0086

APPLICATIONS : Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or, hand deliver to City Forum Building, 114 Madiba street, Pretoria Central.

FOR ATTENTION : Ms DR Kumalo