

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.

CLOSING DATE : 06 July 2018 at 16h30

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 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

POST 25/27 : **DIRECTOR: INVESTIGATIONS ADVISORY SERVICES REF NO: Q9/2018/26**

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

CENTRE : National Office, Pretoria

REQUIREMENTS : A minimum of B.Proc/LLB Degree, (NQF Level 7) as recognised by SAQA, coupled with five (5) years' experience at middle management services. The candidate should be an admitted Attorney/ Advocate with relevant experience as a practicing Attorney or Advocate. A valid driver's license. Litigation experience in dealing with corruption/ system corruption matters. Experience in the drafting of legislation, subordinate legislation and/or investigations and Standard operating procedures. Understanding of key priorities of government. Knowledge of South African Law and civil procedures. Knowledge and understanding of the IPID Act, PFMA and other relevant legislation and regulation that govern the Public Service, including knowledge of corporate and administrative law. Ability to interpret and research the law. Competencies and Skills: Strategic capability and leadership. Analytical thinking, problem solving and decision making skills, Innovative and creative, Project management skills, Strategic capability, Client orientation, Change management skills, Computer skills, Negotiation skills, Financial management skills. People management and empowerment, Communication (verbal & written) and Honesty and integrity.

DUTIES : Provide strategic direction. Identify priority areas and determine objectives and operational plans of the component, in line with the strategic plan of the

Department. Monitor, evaluate and report on the performance of the component according to the objectives determined in the operational plan. Establish, evaluate and maintain policies, systems and processes in line with regulations and best practice principles. Direct the implementation of specific procedures, systems and controls. Review and/or provide legal opinions, advice, correspondences to ensure quality control and compliance with legislation, regulations, policies and standards. Provide input/ recommendation, based on research findings, on draft legislation. Direct and manage processing of applications for policing powers. Direct and manage administrative appeals. Draft practice notes and directives/bulletins.

ENQUIRIES : Ms M Moroasui @ (012) 399 0054
APPLICATIONS : Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or 114 City Forum Building, Madiba Street
FOR ATTENTION : Ms DR Kumalo

OTHER POSTS

POST 25/28 : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: Q9/2018/29**

SALARY : R226 611 per annum (Level 07)
CENTRE : National Office Pretoria
REQUIREMENTS : A Matric and a three year Bachelor's Degree/ National Diploma (NQF6) in Social Science/Psychology or equivalent qualification with 2 years' practical experience in the administration of Employee Assistance Programmes or in the Employee Wellness environment, Registration with the Health Professions Council of SA or SA Council for Social Services Professions or SA Nursing Council will be an added advantage. Knowledge on Employee Health and Wellness Integrated Strategic Framework in the Public Service, interpersonal relations skills, Communication skills (written, presentation, verbal and listening) Analytical, problem-solving and decision-making skills, motivational, confidentiality and code of ethics, innovation, A valid driver's license is essential.

DUTIES : Administer the Employee Wellness/Assistance Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions, Assist with the evaluation of the impact of employee health and wellness programmes, Provide education and awareness on health and wellness related issues, Provide advice and guidance to management and staff on related matters, Ensure the monitoring and evaluation of the EAP Service Level Agreement (SLA), Benchmark EAP/Wellness practices to ensure best practice in the EAP programme for IPID staff, Promote health awareness and the facilitation of health-related events, activities and interventions (Wellness Day, HIV/AIDS, etc). Facilitate and monitor the implementation of any required recommendations made by the service provider. Assist with the implementation of incapacity leave and the management of sick leave trends, Active case management

ENQUIRIES : Ms I Lentswane @ (012) 399 0046
APPLICATIONS : Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or 114 City Forum Building, Madiba Street

FOR ATTENTION : Ms DR Kumalo

POST 25/29 : **PERSONAL ASSISTANT TO THE PROVINCIAL HEAD REF NO: Q9/2018/30**

SALARY : R183 558 per annum, (Level 06)
CENTRE : Western Cape (Bellville)
REQUIREMENTS : A Secretarial Diploma or equivalent qualification. Minimum of 3 years' experience in rendering support service 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 system). 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 do research and analyse documents and situations. Knowledge of relevant legislation / policies / prescripts and procedures; as well as basic knowledge of 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 secretary support to the Provincial Head. Render administrative support services. Provide support to the Provincial Head regarding meetings. Supporting the Provincial Head with the administration of the budget of the office, as well as remaining abreast with the prescripts/policies/procedures relevant to the Provincial Head. Receiving and making telephone calls. Managing the Provincial Head's diary, Making travel and accommodation arrangements. Coordination of the Provincial Head's Travel and Subsistence Claims, Typing of letters/ memorandums/ submissions/reports. Ensuring the effective flow of information and documents to and from the office of the Provincial Head as well as ensuring the safekeeping of all documentation in the office of the Provincial Head. Obtain inputs, collates and compile reports. Arranging meetings and take minutes. Assist with documents analysis in preparation for meetings. Keep and maintain registers. Maintaining a task list of request into the Provincial Head's office and requests made by the Provincial Head, 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. Ensure adherence to brought forward dates, Filing, document retrieval and tracking.

ENQUIRIES

: Mr G Trussell (Tel No: 021 941 4800)

APPLICATIONS

: Independent Police Investigative Directorate, Private Bag X43, Bellville, 7535 or hand deliver to 1st Floor, Fintrust Building, Corner Petrusa & Mazzur Streets, Bellville, 7530.

FOR ATTENTION

: Ms N Matintela