

**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.*

- 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 Doris Kumalo
- CLOSING DATE** : 13 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). 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
- ERRATUM:** kindly note that the post of Director: Investigations Advisory Services with Ref No: Q9/2018/26 advertised in vacancy circular No 25 dated 22 June 2018. NB: Only Females will be considered for the post.

**OTHER POST**

- POST 26/29** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: Q9/2018/31 X2 POSTS**
- SALARY CENTRE REQUIREMENTS** : R242 475 per annum (Level 07)  
National Office, Pretoria
- : A candidate must be in possession of a Senior Certificate plus 3-5 years' experience in Supply Chain Management and electronic administration of procurement systems (LOGIS). Knowledge of supply chain management duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the public service. Basic knowledge of work procedures in terms of the working environment. In depth knowledge of Financial, Supply Chain Management and Asset Management Procedures and prescripts is vital. Knowledge of the PFMA, PPPFA, Treasury Regulations, SCM Practice Notes, Circulars, BBBEE act, and related prescripts. Accounting and Provisioning Administration background required. Skills and competencies, Interpersonal relations, communication (verbal & written skills), job knowledge, flexibility, client focused, team work, Computer skills (SCM systems self-motivated). Applicants must be able to work under pressure, independently and be willing to work extra hours when necessary. Valid Driver's license is required.
- DUTIES** : Administer assets management clerical services by overseeing the compilation and maintenance of records. Verifying the issuing of equipment and accessories to component and individuals in need. Identify obsolete equipment for disposal. Verify asset register. Administer demand and acquisition clerical services. Update and maintain suppliers (including

contractor's database). Ensure that suppliers are captured and registered on the system. Request & receive quotation. Capture specification on the electronic purchasing system. Ensure that all orders are placed on time. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion. Administer logistical support services. Receive request for goods from users. Verify received goods from suppliers. Facilitate issue goods to end users. Store goods and update register. Supervise Human Resources/ staff.

**ENQUIRIES**

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Mr M Diale Tel No: (012) 399 0098