

**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 within the IPID, will receive preference.*

**CLOSING DATE** : 19 October 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 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. People living with disabilities are encouraged to apply.

**OTHER POSTS**

**POST 40/20** : **INVESTIGATOR REF NO: Q9/2018/36**

**SALARY** : R242 475 per annum (The Notch will be higher than the one advertised in line with Section 23 of the IPID Act.)

**CENTRE** : Provincial Office: Johannesburg (Gauteng)

**REQUIREMENTS** : A minimum of Grade 12, NQF Level 4 or a relevant diploma/degree in Law 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 post-mortems, Collect, safeguard and process exhibits at the crime scene, Conduct interviews with suspects and witnesses and obtaining affidavits, Advise the next of kin or 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, and etcetera, 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 reports at the conclusion of each investigation, Electronically update the status of each case on the database.

**ENQUIRIES** : Ms NM Nonyane Tel No: (011) 220 1500  
**APPLICATIONS** : Independent Police Investigative Directorate, Private Bag X25, Johannesburg, 2000 or hand deliver @ Marble Towers Building, 20th floor, No. 208-212 Jeppe Streets, Johannesburg.

**FOR ATTENTION** : Ms M Tshabalala Tel No: (011) 220 1500

**POST 40/21** : **PERSONAL ASSISTANT TO CHIEF DIRECTOR: INVESTIGATION AND INFORMATION MANAGEMENT REF NO: Q9/2018/37**

**SALARY** : R196 407 per annum (Level 06)  
**CENTRE** : National Office: Pretoria  
**REQUIREMENTS** : A Secretarial Diploma or equivalent qualification. Minimum of 3-5 years' experience in rendering support services to senior management. Advanced proficiency in Ms Word, Ms PowerPoint, Ms Excel, Outlook and Internet Explorer. Good office management skills (document tracking, storage and retrieval systems), Sound minute taking and communication skills, telephone etiquette, people skills, as well as general office experience are essential. The ability to act with tact and discretion planning and organizing skills. Knowledge of relevant legislation/ policies/ prescripts and procedures; as well as basic knowledge on 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 a secretarial support service, to the Chief Director. Rendering administrative support services. Providing support to the Chief Director regarding meetings. Supporting the Chief Director with the administration of the budget of the office. As well as remaining abreast with prescripts/ policies/ procedures relevant to rendering support to the Chief Director. Receiving and making telephone calls, managing the Chief Director's diary. Making travel and accommodation arrangements, Coordination of the Chief Director's Transport and Substance Claims, Ensuring the effective flow of information and documents to and from the office of the Chief Director as well as ensuring the safekeeping of all documentation in the office of the Chief Director. Obtain inputs, collates and compile reports, Arranging meetings and taking minutes, Assists with documents analysis in preparation for meetings, Keep and maintain registers, Maintaining a task list of request into the Chief Director's office and requests made by the Chief Director, ensuring that these are brought to the attention of people who have to action them and keeping a tracking list of actions. Ensure adherence to brought forward dates, filling, document retrieval and tracking, Organise the cleaning of the Chief Director on a regular basis.

**ENQUIRIES** : Ms Puley Tel No: 012 399 0047  
**APPLICATIONS** : Independent Police Investigative Directorate, Private Bag X941, Pretoria, 0002 or hand deliver @ City forum Building, 114 Madiba Streets, Pretoria.

**FOR ATTENTION** : Ms D Kumalo Tel No: 012 399 0038