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: 01 March 2019 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.

OTHER POSTS

POST 06/17: DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: Q9/2019/05

SALARY: R697 011 per annum (Level 11)
CENTRE: National Office

DUTIES: Plan and Manage performance monitoring and evaluation activities. Develop, review and implement the Organisational Performance Management Policy, Coordinate verification and analyse quarterly and mid-year organisational performance on implementation of Annual Performance Plan (APP), Consolidate and verify annual performance report on the implementation of the Annual Performance Plan. Coordinate reporting on implementation of operational plans and verification thereof. Coordinate submission of consolidated department performance reports to external stakeholders. Facilitate Performance Reporting Workshop. Develop, review and implement department Evaluation Framework and Evaluation Plan. Facilitate evaluation projects as per the Evaluation Plan. Facilitate provincial performance audits visits to assess the state of performance and verify performance information in line with standard operating Procedure and Technical indicator description. Provide technical advice and recommendations to strengthen reliability of
performance information. Validate information for Management Performance Assessment Tool (MPAT) for strategic Management. Monitoring the implementation of MPAT development Plans. Provide actions plan for performance information findings, monitor and report on their implementation (Internal Audit and the Auditor – General SA Findings) Prepare presentations on organisational performance. Conduct research in order to contribute to continuous improvement of organisational performance management processes. Engage with senior management on regular basis to provide technical support. Manage and supervise staff.

ENQUIRIES : Ms S Letlape @ 012 399 0068
APPLICATIONS : Independent Police Investigative Directorate, National Office Private Bag X 941, Pretoria, 002 hand deliver to 114 Madiba Street, City Forum Building, Pretoria, 0001
FOR ATTENTION : Ms DR Kumalo @ 012 399 0038

POST 06/18 : PERSONAL ASSISTANT TO THE PROVINCIAL HEAD (X2 POSTS)

SALARY : R196 407 per annum (Level 06)
CENTRE : Free State (Bloemfontein) Ref No: Q9/2019/08
Western Cape (Bellville) Ref No: Q9/2019/09

REQUIREMENTS : A Secretarial Diploma or equivalent qualification. Minimum of 3-5 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 T Motsoeneng Tel No: 051 406 6800 (Bloemfontein)
Mr G Trussell Tel No: 021 941 4800 (Bellville)
APPLICATIONS : Independent Police Investigative Directorate, Private Bag X20708, Bloemfontein 9301 or hand deliver to 15 Cnr Andrew & Wesburger Streets Ground Floor Standard Bank Building, Bloemfontein
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 : Mr T Komphela Tel No: 051 406 6800 (Bloemfontein)
Ms N Matintela (Bellville)